

CLARK ATLANTA UNIVERSITY

Student Handbook



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. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Clark Atlanta University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCO's website (www.sacscoc.org).

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.

TABLE OF CONTENTS

OVERVIEW OF THE UNIVERSITY	8
History	8
Mission Statement	11
Vision Statement	11
Core Values	11
Spirit of Greatness	14
Culture.....	14
Spiritual Life	15
Community Service	15
Assemblies and Commemorations	15
Decorum Guide	16
School Seal	17
Use of Institutional Name	17
School Colors	17
Mascot	17
Mottos	17
Campus Cultural Creed	18
Alma Mater	19
Student Resource Guide	20
 UNIVERSITY CAMPUS AND FACILITIES	 24
Buildings	24
Building Hours	25
University Property	26
Student Center	26
Recreation/Intramural Sports	26
Recreational Facilities	26
Fitness Facilities	26
Campus Map and Legend	27
 UNIVERSITY SERVICES	 28
<i>Enrollment Services</i>	<i>28</i>
Academic Enrichment and Success: Academic Support Services /Tutorials	28
Admissions (Office of Student Recruitment and Admissions).....	28
Financial Aid/Scholarship Information	28
International Programs	29
University Registrar	29
Veterans' Services	30
Woodruff Library (Robert W. Woodruff Library)	30
<i>Student Services and Campus Life</i>.....	<i>30</i>
Career and Professional Development	30
Counseling and Disability Services (Services for Students with Disabilities)	31
Residence Life and Student Development	32
Religious Life	33
Student Health Services	34
Student Leadership and Engagement	34
Public Safety (Department of Public Safety)	34
<i>Auxiliary Services</i>	<i>34</i>
Bookstore	34
Dining Services	34
LAZ Parking	34
Panther Access Worldwide (PAW) Card	34
Laundry Services	36
Panther Print and Mail Center	36

UNIVERSITY POLICIES, PROCEDURES AND INFORMATION	40
<i>Amnesty Policy</i>	40
<i>Course Instruction During A Public Health And Safety Emergency</i>	
<i>Drug and Smoke Free Policies</i>	
Smoke Free Policy	41
Alcohol and Drug Policies	41
<i>Educational Policies</i>	
Family Educational Rights and Privacy Act	35
Administrative Withdrawal or Termination	38
Reinstatement after Administrative Suspension.....	40
Written Student Complaints	40
Student Complaint Process	40
Official Absence Excuses	40
<i>Equal Opportunity and Affirmative Action Policy</i>	
Notice of Nondiscrimination	41
Nondiscrimination Policy.....	42
Sexual Harassment Policy	44
<i>Meal Plans Policy</i>	
Residential Students	47
Non-Residential Students	47
<i>Media and Technology Policies</i>	
Electronic Communications and Panther Express Mail	48
Acceptable Use of Information Technology and Electronic Resources	49
Social Media Networking	51
Campus Communications and Media Contact	52
<i>Patent and Copyright Policy</i>	
Intellectual Property Policy	52
<i>Public Safety Policies</i>	
Campus Safety and Security	54
Emergency Response and Evacuation Procedures	55
Missing Student Notification Policy and Procedures	59
<i>Office of Residence Life and Student Development Policies (ORLSD)</i>	
Preamble.....	60
Mission	60
Vision.....	61
Guiding Principles	61
Educational Priority	61
Policies and Procedures	62
Residence Hall Hours	65
Residence Hall Lounges	66
Common Areas	67
Safety Provisions	67
Drugs and Weapons	67
Fire Drills	68
Emergency Equipment.....	68
Electrical Appliances.....	68
Governance.....	69
Disciplinary Matter	69
Behavioral Intervention & Education	70
<i>Student Health Services</i>	
Excuse Policy.....	72
Eligibility for Treatment	72
Insurance Coverage.....	72
Immunization Requirements	73
<i>Solicitation and Utilization of Campus Facilities Policies</i>	
Peaceful Assembly	74
Utilization and Security of University Facilities and Parking lots	74

Access to Residence Halls	75
Solicitation on Campus	77
Distribution of Literature	77
Advertising	78
Use of Amplifying Equipment	78
STUDENT LIFE	79
Chartering Procedures for Student Organizations	79
Revocation of Charter	80
General Regulations Governing Fraternities, Sororities, Professional and Social Fellowship Organizations and Greek Life.....	80
Advisory Councils for National Pan-Hellenic Greek Organizations and Other Greek Councils	81
Role of Greek Letter Organizations	82
University Membership Requirements	83
Rules and Regulations Governing the Intake Period	84
Anti-Hazing Policy	85
Sanctions for a University Recognized Organization	88
Liability Insurance	89
Categories of Chartered Organizations	89
Intercollegiate Athletics	91
Student Publications	91
Cultural Enrichment	92
Guest Speakers and Performers	93
Constitution of the Student Government Association	93
CODE OF CONDUCT	101
Violations of the Code of Conduct	101-106
Conduct Review Process	106
Public Safety Reports of Violations and Notifications	107
Hearing Procedures	108
Appeal Process	108
Appeal Review and Response Process	109
Sanctions for Individuals	109
University Dismissal	109
University Suspension	109
Dismissal from Housing	110
Suspension from Housing	110
Suspension from Privileges	110
Interim Measures	110
Interim Suspension	111
Conduct Probation/Warning	111
Fine/Fees and Restitution	111-112
No Contact Order	112
Educational Sanctions	112
Disciplinary Records	112
Group Conduct Review Process.....	113-118
Reciprocity with Other Atlanta University Center Institutions	119
Good Neighbor Policies	119
Procedures for Sexual Discrimination; Sexual Misconduct and other Title IX Violations	120-126
Investigation Procedures	127
Interim and Remedial Measures for Excessive Misconduct	127
Special Matter Hearing Panel and Procedures	128
Sanctions for Sexual Misconduct.....	129
Title IX Appeals and Title IX General Grievance Procedures	129
Code of Student Conduct Key Definitions	132

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., served as the fourth President of Clark Atlanta University July 1, 2015 through December 7, 2018. Mrs. Lucille H. Mauge served as Interim President, effective December 2018, through September 1, 2019. George T. French, Jr., Ph.D. serves as the fifth President of Clark Atlanta University beginning September 1, 2019.

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 STATEMENT

Building on its social justice history and heritage, through innovative teaching, research, scholarship, and service, Clark Atlanta University (CAU), a historically Black university transforms student lives and equips them for leadership in the global society.

VISION STATEMENT

Clark Atlanta University will have a cultural and transformative impact on future generations through thought-provoking research, innovative academic programs, and equitable services and support.

CORE VALUES

Our core values guide the University community and are foundational in achieving its strategic vision.

People – Create a culture of community and belonging that demonstrates/reflects a positive and equitable campus environment for all.

Respect – Honor the dignity and worth of all individuals as we foster a culture of service.

Innovation – Ignite new possibilities in research and advance knowledge that serves humanity.

Diversity – Embrace and celebrate the diverse experiences of our students, faculty, and staff as we work to build a supportive and inclusive campus community.

Excellence – Commit to high-quality standards and quest for truth, in all we do.

STRATEGIC PILLARS AND GOALS

The **Student Transformation** pillar focuses on our students benefitting from a world-class experience that enriches every facet of their lives, encompassing both their academic and extracurricular pursuits.

Attract and recruit talented students who will become future leaders committed to service and community.

Strengthen graduate student enrollment.

Foster student engagement through quality programming and personalized supports that nurture their holistic development, sense of well-being, and success both in, and outside of the classroom.

The **Academic Transformation** pillar emphasizes on enhancing the support for our faculty, promote the intellectual development of our students, and reinforce our dedication to innovation, research, and scholarship within the academic enterprise.

Promote the success of our faculty by creating an environment of excellence that supports and strengthens the University's academic enterprise.

Strategically invest in our current and future faculty to attract and retain world-class faculty committed to teaching and research excellence.

Amplify Clark Atlanta University's academic reputation and distinction through focused and dynamic academic planning.

Leverage technology and online learning to create relevant and dynamic educational experiences, which result in future ready credentials and increased revenue for the University.

Provide students with access to the high-impact practices that shape a transformational undergraduate education.

The **Institutional Transformation** pillar is centered around paving a way to create a robust path for institution to attain its strategic goals and objectives in a manner that is both efficient and effective, while also ensuring accountability.

Strengthen the University's culture of accountability and assessment through an on-going, comprehensive, and systematic review process of institutional goals and outcomes.

Align annual planning, budgeting, and employee performance reviews with strategic goals and priorities in academic and non-academic units.

Align the IT governance process with the University's shared governance structure to improve policy, planning efficiency, and cost effectiveness.

Cultivate a culture of customer care where all connections are nurtured, issues are resolved with empathy and fidelity, and provide top-notch experiences and support.

The **Financial Transformation** pillar is focused on the diversification of revenue streams and revamp the processes for making collective and strategic decisions within the institution.

Diversify and generate revenue needed to sustain the growth and enhancements of our comprehensive University.

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 can use the University's logo, by requesting permission from the Office of the University Relations.

CLARK ATLANTA UNIVERSITY LOGO



In order for students to use the CAU logo, they must get direct permission from the university.

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, located in Harkness Hall.

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

Presidential Executive Cabinet	BUILDING / ROOM	TELEPHONE NUMBER
President's Office	Harkness Hall, 306	404-880-8502
Provost and Senior Vice President for Academic Affairs	Harkness Hall, 309	404-880-8754
Vice President for Enrollment Management and Retention	Trevor-Arnett Hall, 101	404-880-8447
Associate Vice President/Dean of Graduate Admission	Clement Hall, 121	404-880-6036
Vice President for Finance and Administration	Harkness Hall, Room 302	404-880-8441
Executive Vice President and Chief Operation Officer	Harkness Hall, Room 316	404-880-6423
Chief People Officer (Human Resources)	Harkness Hall, 200	404-880-8402
Vice President, Institutional Advancement	Harkness Hall, Room 205	404-880-6039
Vice President, University Relations	Harkness Hall, Room 107	404-880-6316
Vice President, Student Affairs	BCL Henderson Student Center, Suite 250	404-880-6360
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 250	404-880-6352
Art/Fashion Design	Oglethorpe Hall, Room 206	404-880-8122
Biological Sciences	Thomas Cole RCST, Suite 3005	404-880-6978
Chemistry	Thomas Cole RCST, Suite 2025	404-880-6850
Cyber Physical Systems	Thomas Cole RCST, Suite 1015	404-880-6951
Dual-Degree Engineering	Thomas Cole RCST Suite 2025	404-880-6693
English and Modern Languages	Haven Warren Hall, Room 100A	404-880-6733
Humanities	Sage Bacote Hall, Room 204	404-880-8546
Mass Media Arts	Woodruff, Lower Level, G-73	404-880-8304
Mathematics	McPheeters Dennis Hall, Room 155	404-880-8431
Music	Central United Methodist Church, 501 MLK Jr. Dr. SW, Room 200	404-880-8211
Physics	McPheeters Dennis Hall, Room 110 Thomas Cole RCST, Suite 3037-E	404-880-8797
Political Science	Knowles Hall, Room 306	404-880-8718
Psychology	Knowles Hall, Room 207	404-880-8136
Public Administration	McPheeters Dennis Hall, Room 286	404-880-6650
Religion and Philosophy	McPheeters Dennis Hall, Room 246	404-880-6043

Sociology and Criminal Justice	Thomas W. Cole RCST, Suite 2013-D	404-880-6659
Theatre and Communications Studies	Woodruff, Lower Level, G-75	404-880-8903
School of Business (Dean and Departments)	BUILDING / ROOM	TELEPHONE NUMBER
Dean, School of Business Administration	Wright Young Hall, Suite 326	404-880-6213
Economics, Decision Sciences, Supply Chain	Wright Young Hall, Room 312	404-880-8465
Accounting and Finance	Wright Young Hall, Room 222	404-880-6413
Management	Wright Young Hall, Room 345	404-880-8452
Marketing	Wright Young Hall, Room 224	404-880-8463
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 and Instruction	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
Director, Bachelor of Social Work	Thayer Hall, Room 241	404-880-6732
Director, Master of Social Work	Thayer Hall, Room 242	404-880-6834
Director, Doctor of Philosophy of Social Work	Thayer Hall, Room 239	404-880-6733
Office of Graduate Education		TELEPHONE NUMBER
Dean of Graduate Education	Kresge Hall, First Floor	404-880-8667
Center for Academic and Student Success, (CASS)	BUILDING / ROOM	TELEPHONE NUMBER
Assistant Provost and Executive Director, CASS	Haven-Warren Hall, Room 214	404-880-6055
Associate Director, CASS	Haven-Warren Hall, Room 207	404-880-8289
Retention and Graduation Specialists	Haven-Warren Hall, Room 207	404-880-6055
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
Associate Vice President, Dean of Undergraduate Admissions	Trevor Arnett Hall, Room 101	404-880-8447
Associate Vice President, Financial Aid	Haven Warren Hall, Room 210	404-880-8992
International Student Admissions	Trevor Arnett Hall, Room 101	404-880-6605
University Registrar	Trevor Arnett Hall, Room 102	404-880-8938
Veterans' Services (Registrar's Office)	Trevor Arnett Hall, Room 102	404-880-8100
Student Accounts	Haven Warren Hall, Room 201	404-880-8033
Student Loans / Collections	Haven Warren Hall, Room 200	404-880-8927
Division of Student Affairs	BUILDING / ROOM	TELEPHONE NUMBER

Vice President of Student Affairs	BCL Henderson Student Center, Suite 250	404-880-8040
Associate Deans of Students	BCL Henderson 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
Dean, Spiritual Life and Engagement	BCL Henderson Student Center, Suite 113	404-880-8041
Director, Residence Life	CAU Suites Main Office	404-880-6280
Associate Director, Residence Life	CAU Suites Main Office	404-880-6218
Beckwith Hall	Beckwith Hall, Room 151	404-880-8642
Brawley Hall	Brawley Hall, Room 117	404-880-6242
CAU Suites, East	CAU Suites Main Office	404-880-8690
CAU Suites, West	CAU Suites Main Office	404-880-8690
Heritage Commons	Heritage Commons Main Office	404-880-4573
Holmes Hall	Holmes Hall, Room 127	404-880-8873
Merner Hall	Merner Hall, Room 129	404-880-8876
Pfeiffer Hall	Pfeiffer Hall, Room 129	404-880-8874
Director, Student Code of Conduct	BCL Henderson Student Center, Suite 250	404-880-6243
AUCC Student Health and Wellness Center (AUCC SHWC)	455 Lee Street SW, 3 rd Floor, 300A	404-756-1241
Director, Student Leadership & Engagement	BCL Henderson Student Center, Suite 245	404-880-8075
<i>Mr. and Miss Clark Atlanta University/Royal Court</i>	BCL Henderson Student Center, Suite 208	404-880-8776
<i>Undergraduate Student Government Association (SGA) Office</i>	BCL Henderson Student Center, Suite 208	404-880-8104
<i>Graduate Student Government Association (SGA) Office</i>	BCL Henderson Student Center, Suite 208	404-880-8104
<i>Student Organizations</i>	BCL Henderson Student Center, Suite 245	404-880-8787
Athletics	BUILDING / ROOM	TELEPHONE NUMBER
Director of Athletics	LS Epps Complex	404-880-8126
Deputy Athletic Director, Compliance & Sports Administration	LS Epps Complex	404-880-8798
Deputy Athletic Director	LS Epps Complex	404-880-8558
Assistant Athletic Director, Business Ops	LS Epps Complex	404-880-8058
Director, Athletic Communication	LS Epps Complex	440-880-6685
Assistant Athletic Director, Sports Performance	LS Epps Complex/Panther Stadium	404-880-6402
Assistant Athletic Director, Sports Medicine	LS Epps/Panther Stadium	404-880-6343
Associate Athletic Trainer	LS Epps/Panther Stadium	404-880-6343
Head Baseball Coach	Panther Stadium	404-880-8215
Head Men's Basketball Coach	LS Epps Complex	404-880-8129
Head Women's Basketball Coach	LS Epps Complex	404-880-8127
Head Cheer Coach	LS Epps Complex	404-880-8123

Head Cross Country/Track & Field Coach	Panther Stadium	404-880-6051
Head Football Coach	Panther Stadium	404-880-6037
Head Softball Coach	LS Epps Stadium	404-880-6813
Head Women's Tennis Coach	LS Epps Complex	404-880-8868
Head Volleyball Coach	LS Epps Complex	404-880-6066
Coach, Football	Panther Stadium	404-880-6037
Coach, Women's Softball	Panther Stadium	404-880-6813
Coach, Women's Tennis	LS Epps Complex	404-880-8123
Coach, Track & Field and Cross-Country	Panther Athletic Center	404-880-6051
Coach, Women's Volleyball	LS Epps Complex	404-880-6159
Alumni Relations	BUILDING / ROOM	TELEPHONE NUMBER
Vice President of Alumni Relations	Albert H. Watts Alumni House	404-880-8022
Business and Auxiliary Services	BCL Henderson Student Center, 3 rd Floor	404-880-8317
CAU Campus Store (Bookstore)	BCL Henderson Student Center, 2 nd floor	404-880-8582
CAU Dining Services	BCL Henderson Student Center, 1 st Floor	404-880-8059
CAU Parking	Parking Deck (Atlanta Student Movement and Mildred Streets)	404-880-6295
CAU Print & Mail Center	BCL Henderson Student Center, 3 rd Floor	404-880-8015
PAW Card / Student ID	BCL Henderson Student Center, 3 rd Floor	404-880-8729
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:** Office of Alumni Relations, Clark Atlanta University National Alumni Association, Inc. (CAUAA)
- **Beckwith Hall:** Traditional-style residence halls primarily for first-year and continuing male students
- **Bishop Cornelius L. Henderson Student Center (BCL Henderson Student Center):** Offices of Student Affairs (Vice President, Associate Deans of Students); Code of Student Conduct; Student Leadership and Engagement; Graduate/Undergraduate Student Government Association; Mister and Miss CAU and their Royal Court; Panther PAW Office; Campus Activities Board, CAU Campus Store (Bookstore); Spiritual Life and Engagement; Croghan Campus Eatery (Student, Faculty/Staff Dining Room); Wicked Wings; Panther Smoothie Shoppe; Juanita Baranco Multipurpose Room; Panther Fit Center, Business and Auxiliary Services, CAU Print and Mail Center and other meeting and conference facilities
- **James P. 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; Jazzman's Brew and Bakery
- **Central United Methodist Church:** Department of Music
- **Clark Atlanta University Suites East/West:** Residence hall for first-year female students
- **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, Vice President of University Relations; Provost/Vice President for Academic Affairs; Associate Vice President for Academic Affairs; Vice President for Finance and Administration; Vice President for Institutional Advancement; Vice President of University Relations; Chief Communications Officer and Special Assistant to the President; Chief People Officer (Human Resources); University Board Relations; Assistant Vice President of 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; Office of the AVP for Facilities Management, Project Management, Planning; Office of the AVP for Business Services; Department of English; faculty and staff offices; Davage Auditorium; Financial Planning and Evaluation, and Assistant Provost/Executive Director of the Center for Academic and Student Success (CASS); Project Director for Student Success
- **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)
- **International Programs:** International Student Services, Admissions and Study Abroad
- **Knowles Hall:** Departments of Political Science and Psychology
- **Kresge Hall:** Offices of the Vice President for Planning, Assessment and Institutional Research; Academic Support Services (including tutorials and technology integration); and the Graduate Resource Center, and TRIO Programs;
- **LS Epps Complex:** Office of Athletics, administrative office of the Athletic Director, Basketball, , 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, Softball, Baseball, Track and Field and administrative offices of Facility Services
- **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, and WCLK
- **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, Isabella T. Jenkins University Honors and Scholars Program
- **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

Normal hours of operation for academic buildings are from 8 a.m. to 8 p.m. Monday through Friday; however, buildings with graduate classes scheduled during evening hours will remain open beyond 8 p.m. Administrative offices are open from 9 a.m. to 5 p.m., Monday through Friday.

*** **Note:** All University building hours of operation will be subject to change as they will be governed by class schedules, staff and faculty schedules along with the enhanced level of cleaning, disinfecting, and reduction of class sizes and building occupancy needs that COVID-19 may present.

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. (BCL) 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. It is expected that students are aware of their abilities to engage in strenuous physical activity. Consultation with their personal physician is advised.



CAMPUS MAP

- | | | |
|---|--|---|
| 1. The Paschal Center | 16. Career and Professional Development Placement Center | 26. Robert W. Woodruff Library of the AUC |
| 2. Heritage Commons | 18. Pfeiffer Hall | 27. CAU Suites |
| 3. Cole Research Center | 19. Tanner Turner | 29. Holly Hill - President's Residence |
| 4. Sage-Bacote Hall | 20. Thayer Hall | 30. Ware Hall |
| 5. Alumni House | 21. Merner Hall | 31. Bumstead Hall |
| 6. Trevor-Arnnett Hall | 22. Kresge Hall | 32. Bedwith Hall |
| 7. Harlness Hall | 23. Holmes Hall | 33. Knowles Hall |
| 8. Wright-Young Hall | 24. Vivian Wilson | 34. Oglethorpe Hall |
| 9. Clement Hall | 25. Cornelius L. Henderson Student Center | 35. Brawley Hall |
| 10. McPheeter-Dennis | | 39. CAU Stadium |
| 11. Haven-Warren | | 40. Parking Deck |
| 12. Ware Academic | | 41. AUC Consortium |
| 13,14. Isabella T.Jenkins Honor Program | | |
| 15. Biology Building Annex | | |

* Park Street Church Not Shown

Graphic Designed by NDW © RGA. Design © NDW. Image generated using Google Imagery and Google Map data. ©2014 Google. Map Data ©2014 Google

UNIVERSITY SERVICES

Center for Academic and Student Success (CASS)

Location: 207 and 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) the first-year academic advisement program, (2) monitoring and tracking the academic progress of students, and (3) early intervention strategies to address student concerns and/or challenges through academic support services. The Center for Academic and Student Success supports our undergraduate scholars to increase retention, persistence and graduation rates to prepare students for academic and career success.

Academic Support Services/Tutorials

Location: Kresge Hall, Room 109
Telephone number: 404-880-6055

SERVICES PROVIDED: In collaboration with academic departments CASS provides academic support and 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.

Recruitment and Admissions – (Office of Enrollment Management and Retention)

Location: Trevor Arnett Hall, Room 101
Telephone Number: 404-880-6605 Fax Number: 404-880-6174
Email: admissions@cau.edu
URL: <http://www.cau.edu/admissions>

SERVICES PROVIDED: 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 Financial Aid –Department of Business & Financial Services)

Location: Haven Warren Hall, Room 209
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: lstarr@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>

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:

SERVICES PROVIDED: Completes the certification process for veterans seeking federal benefits to fund their education or the education of 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 Voter Education Project Organizational Records among others. For 24-hour access to academic resources, students can use their campus login credentials to access 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, shuttle service from the Library to the AUC campuses and nearby Marta rail stations, and the Bloomberg Finance Lab, which allows students and faculty to engage in real-world applications with software and services that are employed throughout global finance markets. The Library's Brawley Greenscape features wireless internet access and seating areas for outdoor learning opportunities and is also available for rental use. Visit the Library's website for more details about hours and services.

Student Affairs

Career and Professional Development (CPD)

Location: Wright-Young Hall, Suite 118
Telephone number: 404 880 6725; 404-880- 6701, 404-880-6749, 404-880-6780
Email address: hireapanther@cau.edu
URL: <https://cpd.cau.edu>

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

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

SERVICES PROVIDED: Counseling and Disability Services is dedicated to providing confidential counseling and educational outreach services to enhance CAU students' mental health, interpersonal and psychological well-being on their journey to leading more effective and rewarding lives. Counseling is provided using a holistic approach and encourages self-learning in a confidential environment. Counseling services include individual counseling, group and couple's counseling. Staff is available to assist with anxiety, depression and mental health or emotional well-being concerns. Workshops, forums, classroom and dorm presentations are available on a variety of topics. These include: stress management, grief, gender issues, male/female relationships, sexual assault, alcohol, conflict resolution and other drug use. 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 of 2008, Rehabilitation Act of 1973, and Section 504 in providing an equal educational opportunity for all qualified students with permanent or temporary disabilities. 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, readers and career counseling, seminars, priority scheduling, tutorial services, referral to state and community resources, and disability parking.

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.

Office of Residence Life

Location: 128 Mildred St. SW
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: Office of Residence Life (ORL) provides furnished housing for students. All students accepted and financial enrolled at 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 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 complies with University and National standards of compliance with the Americans with Disabilities Act. The Office of Residence Life updates the policies and procedures manual periodically to ensure compliance with University regulations.

Spiritual Life and Engagement, The SOUL Space

Location: Student Center, Suite 113
Telephone Number: 404-880-8041/404-880-6119
Email Address: tmiles@cau.edu

As an institution of higher learning related to the United Methodist Church, Clark Atlanta University encourages the development of each student's relationship with God. The Office of Religious Life (ORL) oversees the University's efforts to promote faith formation by offering various opportunities for Students, Faculty, and Staff of all faith traditions to share in meaningful spiritual activities. ORL also collaborates with a number of student organizations to encourage diverse and relevant opportunities for growth through worship, study and service.

Some of the opportunities provided by the Spiritual Life and Engagement include:

- Weekly Chapel Service, Haven-Warren, Davage Auditorium, Tuesdays at 11:00 a.m.
 - Weekly Bible Study, Wednesday evenings at 6:30pm (Locations vary)
 - Small group discussions that encourage self-expression through a theological lens (Locations vary)
 - Monthly Community Service/Service Learning opportunities
 - Pastoral counseling and support by appointment (Unless an emergency)
 - Vocational/Career Discernment by appointment
 - Prayer (Individual and collective opportunities)
 - A safe space for prayer, mediation, and reflection for all faith traditions
-

The C.A.U.S.E. (The Clark Atlanta University Soul Experience) – is a student-led organization that empowers individuals to explore their faith in order to become socially-conscious servant leaders whose aim is to transform the world.

SOUL Space – a place for prayer, meditation, and reflection for all faith traditions located in the Student Center, Suite 113. Open daily.

AUCC Student Health and Wellness Center, (SHWC) and Behavioral Health Services

Location: 455 Lee Street SW, Third Floor, Suite 300A
Telephone number: 404-756 1241 Fax number: 404-756-1237
URL: https://www.msm.edu/Current_Students/student-health/services/wellness/index.php
https://www.msm.edu/Current_Students/student-health/services/behavioral-health/index.php
Email: SHWCrequests@msm.edu

Services Provided:

AUCC SHWC provides a range of primary care services including annual preventive, treatment for illnesses, immunizations, sexual and reproductive health, allergy injections and more. SHWC physicians are board certified and hold faculty appointments at Morehouse School of Medicine.

AUCC SHWC Behavioral Health Services is prepared to address a wide range of behavioral health challenges including anxiety, depression and trauma to guide students in developing lifelong healthy coping skills.

Clinic Hours: Monday- Friday 8AM-5PM;

After Hours/Weekend: Monday and Wednesday 5PM-8PM;
Saturday 8AM-12PM (appointment only)

When AUCC SHWC is closed, if it is an emergency – CAU Campus Police are the first responders, please call 404 880 8911:

An AUCC SHWC physician or nurse practitioner is on-call when the office is closed and will return any calls of an urgent nature that cannot wait until the office reopens the following morning. Please leave a message on our after-hours service line and the on-call provider will return your call. Refill prescriptions will be provided after hours if they are deemed urgent by the on-call provider and/or initiated by the student's pharmacy. All other after-hours prescription refill requests will be processed within one business day of receipt.

Student Leadership and Engagement

Location: Bishop Cornelius L. Henderson Student Center, Suite 245
Telephone number: 404-880-6379 Fax number: 404-880-6320
Email Address: iLead@cau.edu
URL: <https://www.cau.edu/student-affairs/>

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.

Student Success Project: Support Services

Location: Haven Warren 214
Kresge Hall, Room 109
Telephone number: 404-880-6740

Services Provided: The Student Success Project provides academic support, coaching, empowerment workshops and tutorial assistance in core courses in the areas of math, science, and writing. Individual and group tutoring is available in person and virtually. Please follow this [link](#) to contact the Student Success Project for more information on tutoring, coaching, empowerment workshops and support services.

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

Office of Business and Auxiliary Services

Location: Bishop Cornelius L. Henderson Student Center, 3rd Floor
Telephone Number: (404) 880-8317
Monday - Friday
9:00 a.m. – 5:00 p.m.

The mission of the Office of Business and Auxiliary Services is to enhance the quality of campus life through the delivery of quality goods and services, in efforts to uplift the student experience as well as the experience of our faculty, staff, alumni and community.

Business and Auxiliary Services will set a standard of excellence for the campus by continuously refining and improving customer driven, best in class services and products for our stakeholders. We will continually seek to engage our stakeholders in what matters most to them as our customers and colleagues.

Panther PAW (Personalized Access Worldwide) Card Office

Location: Bishop Cornelius L. Henderson Student Center, 3rd Floor
Telephone Number: (404) 880-8PAW (8729)

Monday-Friday
9:00 a.m. – 5:00 p.m.

The mission of the Panther PAWCard Office is to provide all University constituents a modernized convenient form of official identification to function as personalized access to a variety of university services. The Panther PAWCard is an official multifunctional identification card of the University that allows the cardholders to access various functions personalized for on-campus.

Panther PAW Cash Account - a prepaid, stored-value account that's part of your Panther PAWCard - is the convenient, cashless way to pay for goods and services on campus....and it's all on one card that you have with you anyway. Simply make a deposit to your PAW Cash Account and you will be able to make purchases using the PAW Cash debit account (black magnetic stripe).

Use of the PAW Cash debit account requires funds to be loaded to the account via the Panther PAW Office, Student Accounts (when you have available funds on your banner student account) or at a CMS (Cash Management Machine) located on campus.

Online photo submission is available for new incoming students only and on specific days. Please visit the PAWCard Office website for more information.

CAU Panther Print & Mail Center

Location: Bishop Cornelius L. Henderson Student Center, 3rd Floor
Telephone Number: (404) 880-8015
Monday – Friday, 8:30 a.m. – 5:30 p.m.
Saturday, 9:00 a.m.-12:00 p.m.

The CAU Panther Print & Mail Center provides services for incoming and outgoing mail/packages for students, faculty and staff members. Every effort to ensure a timely and safe delivery of mail and packages. All outgoing mail services via the United States Postal Services (USPS). The Center also serves as the University's liaison with Federal Express, DHL, UPS, Inter-School Mail, and other domestic and international couriers.

Incoming and Outgoing Mail

The CAU Panther Print & Mail Center is the university's liaison for multiple inbound shipping couriers such as the United States Postal Service (USPS), Federal Express (FedEx), United Parcel Service (UPS), DHL, and other domestic and international couriers.

Our center processes all incoming mail and packages for students that reside on campus. (Beckwith, Brawley, Holmes, Merner, Pfeiffer, Suites, and Beckwith Village). **We do not accept mail and packages for non-residential students.**

In addition to inbound mail, we also offer outbound shipping services as well. Our preferred method for processing shipments is United States Postal Service (USPS). Your price is determined based on the weight of your package and the desired shipping method. A staff member will be happy to assist you with finding the best rates and packaging for your outgoing shipments.

The CAU Panther Print & Mail Center also serves as a drop point for your pre-paid, outgoing FedEx, UPS and USPS packages.

Student Mail

Picking up packages and letter mail:

You will receive an e-mail notification from the Panther Print & Mail Center when a package or letter mail arrives for you. If you are not receiving email notifications, please visit the Center to make sure we have your updated information on file. Your email notification will indicate if your mail/package is located at the Print & Mail Center or at the lockers.

Please follow the next steps to retrieve your actual mail/ package:

1. Once you receive the email notification, simply visit the Panther Print & Mail Center, provide your name and your PAWCard to a staff member, sign your name and receive your package. If your package is located in the lockers, simply enter the code that is provided in the emails and the locker door, containing your package will open.
2. Once you swipe your PAWCard, our staff will be notified through our automated system and your package will be brought to you at the counter.

Student mail should be addressed as listed below:

First and Last Name (no nicknames)
Clark Atlanta University
223 James P. Brawley Drive, SW
Atlanta, Georgia 30314

PRINT SERVICES

The CAU Print & Mail Center provides convenient, cost-effective service solutions that are customized to the needs of our campus community. As part of our total service solution, we have document production sites that are staffed with skilled operators, high-speed copiers and advanced technologies to meet your document duplication and imaging needs at a reasonable cost in a timely manner.

Job Submission

- Jobs can be submitted via our email address, web portal, or by coming to the facility in person and completing a job ticket. You can submit your print job electronically visit the print-net link in the Campus Services Section-Print & Mail Center. See the electronic submission link of the Print web page.

Expected Turn Around

- Student retail jobs are printed on demand once student comes to confirm printing requests.
- Please be aware that turn around will be advised or negotiated by staff based on availability of production hours.

Retail Orders

- Any retail order that is estimated over \$50.00 must pay a 50% deposit prior to printing being conducted.
-

Printing for Students

The University uses the Papercut software for student printing. Each Living and Learning Lab is available 24/7 at the residence hall where you reside. Students are able to pay for print jobs using the funds on their PAW Cash Account by swiping the card. Funds will be deducted from your PAW Cash Account for your print job.

Papercut Printing

- Papercut Printing is available for students to print within your residence hall (Learning and Living Lab) as well as the Student Center.
- Students can also send jobs electronically to the Print & Mail Center.
- Print Adobe® PDF and Microsoft® Office (Word, Excel, PowerPoint and Visio) documents
- Print images including PNG, BMP, JPG, GIF formats
- Configure print job details including number of copies and paper size

CAU Dining Services

Location: Bishop Cornelius L. Henderson Student Center, 1st Floor

Telephone Number: (404) 880-8059

Clark Atlanta University's dining facilities for on-campus meals are conveniently located within walking distance of on-campus housing, classrooms, and administrative buildings and provides an exciting and innovative social experience designed for the entire campus community.

The mission of the CAU Dining Services is to provide the finest quality meals and services at reasonable costs to students, faculty, staff and guests. Students are expected to come to all meals appropriately dressed, to talk in moderate tones, and to exhibit courteous behaviors always. Along with outstanding food services, students also have the opportunity to gather with friends, take study breaks, hang out, relax and unwind after a hard day of classes and activities in an inviting, comfortable and enjoyable atmosphere. In addition to the Dining Hall, food is available in the Snack Bars. Students are allowed to take meals from the Dining Hall in the meal container authorized by the food service provider only in cases of illness upon being granted permission from the Student Health and Wellness Center. When presenting a permission slip for a carryout meal, the student must present a meal plan using their PAWCard. Visit CAU website for more information and quick reference to all food services offered. ***Due to COVID-19, take out is available for all meals for students until further notice.

All locations use the Panther PAWCard, and all major credit/debit cards. No cash is accepted.

For special dietary needs call (404) 880-8763.

William H. Crogman Student Dining Hall

Monday-Friday

Breakfast: 7 a.m. – 10:00 a.m.

Lunch: 11:00 a.m. – 2:00 p.m.

Dinner: 4:00 p.m. – 7:00 p.m.

Late Night: 8:00 p.m. – 10:00 p.m.

Weekends (Sat and Sun)

Brunch: 10 a.m. – 2:00 p.m.

Dinner: 4:00 p.m. – 6:00 p.m.

Crogman Dining Hall, an All-You-Care-To-Eat dining facility, located on the lower level of the Bishop Cornelius L. Henderson Student Center, is designed with signature brands and menu selections and flexibility in varied hours and choice of meals. The wide variety of food menu include fresh fruit and salads, homemade soups, delicious hot home-style entrées, freshly baked

pizza and pasta, deli choices served on freshly baked breads, new creations by our chef just for you, and freshly baked desserts.

Wicked Wings

Location: Bishop Cornelius L. Henderson Student Center, 1st Floor
Monday- Friday, 2:00 p.m. – 10:00 p.m.

Hand Tossed Wings in a variety of specialty sauces, chicken tenders, fires, onion rings and more

Panther Smoothie Shoppe and Simply to Go

Location: Bishop Cornelius L. Henderson Student Center, 2nd Floor
Monday-Friday, 8:00 a.m. – 10:00 p.m.

Custom smoothies, ice cream, grab and go sandwiches, salads, desserts, and more

Jazzman's Brew and Bakery

Location: Carl & Mary Ware Academic Building, 1st Floor
Monday- Friday, 7 a.m. – 10:00 p.m.

Coffee, specialty drinks, breakfast and lunch sandwiches, pastries, flat breads, sandwiches, salad, and more

FOOD TRUCKS *schedule is subject to change* Monday-Friday, 11a.m.-3 p.m.
Promenade

CAU CAMPUS STORE

Location: Bishop Cornelius L. Henderson Student Center, 2nd Floor
Telephone Number: 404-880-8582
Monday-Friday; 9:00 a.m. – 5:00 p.m.
Saturday, 10:00 a.m.- 3:00 p.m.

Come on in and get TEXTBOOKS, clothing, gifts, computer accessories, school supplies, convenience items and food and beverage options. Visit online anytime to shop and place your order,

CAU Parking

Location: Parking Deck (corner of Atlanta Student Center Movement and Mildred Street)
Telephone: (404) 880-6295
Monday-Friday, 9:00 a.m. – 6:00 p.m.

The mission of CAU Parking is to accommodate parking needs of the faculty, staff and students. To assist with a more organized parking experience, official parking signs, maps and markings have been designated to authorize parking areas and spaces on campus. The location of parking areas and spaces located on campus vary in terms of centrality and convenience.

Registered Permit Parking

Clark Atlanta University has a permit parking system that requires all faculty, staff and students to register their vehicles with the Parking Office in order to park on the University's property. A registration permit is required to park at any time, for all areas, other than the visitor lot. Faculty,



staff, students and auxiliary personnel may park an unregistered vehicle in parking deck or in a visitor lot, provided they pay the required fee.

CAU students who are currently enrolled are eligible for parking regardless of classification, including freshmen. Students must pay by the semester. Fees for permits are due at the time of registration. We currently accept all major credit/debit cards. A \$5.00 reservation fee will apply. Visit the CAU website/Business and Auxiliary Services to use the online registration app.

Evidence of registration shall consist of a current CAU Parking Permit Decal properly displayed on the vehicle while parked. Faculty and staff permits are displayed on the rearview mirror. Student permits are displayed on the front windshield right bottom corner, (passenger side). Permits are sold by semester for students. The end on the date is specified on the contract or at the end of each semester. Permits are not transferrable to another student or vehicle.

Parking permits go on sale each semester on the Monday prior to class starting. Permits expire on the last day of the semester per the academic calendar.

Parking areas are identified by pavement markings and/or signs placed at the lot entrance (s), at locations throughout the lot, or along streets that are designated as parking areas. Any areas on the University property, not specifically identified as a parking space, will be considered no parking/boot zones.

The Person Registering the Vehicle Is Responsible For All Parking Violations With That Vehicle. If the vehicle is loaned to another person, proper observance of these regulations shall remain the responsibility of the registrant except in the case of a moving violation for which the operator is responsible.

Note: Flagrant abuse of the Official Business Parking Permit will result in the cancellation of the permit. Anyone found possessing a permit he/she is not entitled to will be in violation of these regulations and the permit may be confiscated. The permit is not intended to authorize routine, long-term parking in spaces that have been designated for short-term limited use. Permits returned to the parking office before the semester's end will receive a pro-rated refund of the paid registration fee. The permit return will determine the amount of refund and a check requisition form will be written.

Vending Machines

Vending machines for beverage and snacks are in academic buildings and residential halls,

Note: Prices are subject to change without notice. For snack and beverage vending refunds or to report an issue with the vending snack machines please call Business and Auxiliary Services at 404-880-8317.



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.

Course Instruction During a Public Health and Safety Emergency ("COVID-19" DISCLAIMER)

Clark Atlanta University ("CAU") prides itself in providing, to the greatest extent possible, a healthy and safe educational environment for its students, faculty and staff. With that said, it is possible that an unavoidable event, such as the resurgence of the 2019 Novel Coronavirus ("COVID-19") or other public health or safety emergency, may impact your educational experience. CAU has made it a top priority to minimize the potential spread of any communicable disease by making well-informed decisions based on the best public health information available. While it is CAU's intent to conduct the next several academic years without interruption (including holding most or all classes in person), it is nonetheless prepared to make necessary adjustments to campus operations and the delivery of course instruction, if needed, upon the occurrence of an unavoidable event.

Tuition and Mandatory fees: Tuition and mandatory student and housing fees set for each academic year in which students are enrolled at CAU will remain as established, even if CAU is required to change to an alternative teaching format based on guidance provided by national, state and local public health authorities during the school year. Therefore, CAU reserves the right to offer all courses using an alternative teaching format, which may include, but not be limited to, online, remote or hybrid teaching formats, as needed. CAU will ensure that these alternative teaching formats, if implemented, will continue to provide students with high-quality education while also maintaining the University's commitment to providing, to the greatest extent possible, a healthy and safe educational environment to its campus community. If CAU determines the need to move course instruction from an in-person format to one of the alternative formats listed above, faculty and staff will work diligently to provide students the same academic rigor, or a similar equivalent. Although CAU will consider fair and reasonable adjustments where appropriate, there is no guarantee that tuition will be refunded or otherwise adjusted for classes held in an alternative teaching format.

Compliance with Health and Safety Laws: CAU students, faculty, staff and visitors are required to comply with the public health and safety laws of the State of Georgia and the City of Atlanta (including applicable local orders, ordinances, regulations and health and safety guidance adopted by CAU) as it relates to public health crises, including COVID-19, while on CAU properties. These laws may change from time to time to accommodate the evolution of communicable diseases, including COVID-19, and necessary responses. Activities that indicate compliance with such laws may include, but are not limited to: (i) social distancing; (2) limiting

mass gatherings; (iii) wearing a face covering; (iv) undergoing COVID-19 diagnostic and surveillance testing (including before or upon arrival to campus); (v) contact tracing; (vi) disinfection protocols; (vii) limiting guests and visitors on campus; and (viii) quarantine/isolation requirements (including before or upon arrival to campus).

For more information about COVID-19, please visit the following websites:

World Health Organization (WHO) – Coronavirus Page -

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses>

U.S. Department of State (for travel advisories) -

<https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html>

Centers for Disease Control and Prevention (CDC) – Coronavirus -

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Georgia Department of Public Health (GDPH) - <https://dph.georgia.gov/>

Fulton County Board of Health - <http://fultoncountyboh.org/boh/index.php/367-2019-novel-coronavirus-2019-ncov>

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>

WRITTEN STUDENT COMPLAINT FORM

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. Please refer to the current Student Handbook for more information regarding the Student Complaint Process.

Please complete the Written Student Complaint Form, and submit it to the Dean of Student Services and Campus Life at otorres@cau.edu.

Student ID#

First Name

Last Name

Student Email Address

Student Phone #

Complaint Area (*Select appropriate area.*)

Career & Professional Development

Counseling & Disability Services
Health Services
Religious Life

Residence Life & Student
Development

Student Leadership & Engagement

Other

Complaint Subject

University Employee Involved (*optional*)

Date of Complaint/Incident

Description of Complaint (*Please provide a summary statement(s) with essential details of the complaint.*)

<https://www.cau.edu/studentlife/Written-Student-Complaint-Form-Fillable.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) Jury Duty	Associate Dean of Students, Wellness Outreach	Student documentation as determined by Associate Dean of Students, Wellness Outreach Jury Summons and Release Form
Medical	Associate Dean of Students, Wellness Outreach	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 (relative to academic instruction)	Course Faculty and/or Office of Student Affairs	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

Student Attendance and Absences

The Non-Attendance Report

Per federal regulations, institutions are required to review students who received federal financial aid and did not attend any classes. An assessment is made to determine whether the student earned the non-passing grades while attending classes or stopped attending classes yet did not officially withdraw from the course. Students who stopped attending classes may be required to repay a portion of the federal financial aid for said semester. However, if deemed that a student never began attending in some or all classes, aid may be cancelled completely. The Office of Financial Aid utilizes the attendance reports to make aid adjustments sooner rather than later in the semester and provides critical outreach to students who are at risk of losing their financial aid.

Each semester and for each registered course, the Office of the Registrar requires all instructors to verify, through CANVAS, after the tenth day of the semester that a student attended class or participated in an academic activity by submitting a non-attendance report. Therefore, it is Clark Atlanta University's policy that students prepare for and punctually attend all class meetings for courses in which they are enrolled unless officially excused. The University Registrar will drop students who do not attend class meetings during the first ten (10) class days of the academic term from the course. Schools, academic departments, and instructors of record are approved to establish more rigorous class attendance requirements for undergraduate students as documented in course syllabi.

Student Responsibilities for Absences

- **Mandatory Class Attendance:** Class attendance and punctuality is mandatory on a routine basis for all Clark Atlanta University students. Students are responsible for all of their work, including assignments, tests, and written work, and for all class meetings. Thusly, absences may result in lower grades.
 - **Unexcused Absences:** No student will be permitted unexcused absences from class. Unexcused absences may result in lower grades.
 - **Excused Absences:** Excused absences include short and long-term medical concerns, family emergencies; bereavement; military orders, court appearances, and required student's participation in scholarship/academic conferences/field trips, band, choir, athletics, field trips or class sponsored activities.
 - Implementation of the Official University Excuse process is by way of electronic submission.
 - Supporting documentation is required to be submitted no more than **ten (10) business days** after the absence of the student; (i.e. physician/hospital documentation, official complete obituaries, court documentation, military orders and flight itineraries/travel receipts of your return home for funerals/medical appointments.
 - Student Affairs administrators will verify all documents regarding the validity of the excuse. **Please Note:** submitting falsified documents is sanction able as a student code of conduct violation with the Office of Community Standard. The Associate
-

Dean of Wellness Outreach or the Student Affairs administrative proxy will then approve or deny the excuse.

- **Note:** The following are not considered as an official excused absence - Employment, i.e. interviews/work shifts, Family vacations/special events or mechanical/technical issues.
 - Upon approval of excuses - an email will be sent to professors; copying the students which will be sent by either the Associate Dean of Wellness Outreach or the Student Affairs administrative proxy.
- **Anticipated Absences:** Students are responsible for informing Associate Dean of Wellness along with their instructors of any anticipated absences from class, i.e., bereavement, births/long term health related concerns etc. Students are required to provide the Office of Student Affairs/ Associate Dean of Wellness Outreach or the Student Affairs administrative proxy supporting documentation of their impending medical concerns.

Excused Absences for Bereavement Leave

In consideration of a student's emotional well-being during the bereavement of the loss of a loved one, the Office of Student Affairs will grant the following timeframe for excused absences:

Spouse, child, parents, siblings	7 -10 days
Grandparents, mother/father/son/daughter in-laws	3 -7 days
Relative/Friend not a member of students immediate family	1 -3 days

Supporting documentation (i.e. full obituaries with the name of the student stated) must be submitted no more than **ten (10) business days** after the absence of the student.

Excused Absences for Parental Leave

According to Title IX of the Educational Amendments (Title IX) prohibits federally-funded institutions from discriminating on the basis of sex in their educational programs. Title IX states "A recipient shall not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex". Thusly, the institution adheres to Title IX Parental Leave policy - granting excused absence for pregnancy, childbirth, miscarriage, abortion and /or recovery for as long as their license healthcare provider deems it medically necessary. Parental/Caretaking Leave is considered as any leave beyond the period of disability resulting from childbirth (typically, 4 weeks prior to birth and 6-8 weeks after birth depending on a vaginal or cesarean delivery), adoptive/foster parents should be provided equally to parents of all genders.

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, infectious disease 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, infectious disease 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, infectious disease 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 30314ak
(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, infectious disease 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, infectious disease 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,

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, infectious disease 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.

Title IX Policy

Clark Atlanta University (commonly referred to as "CAU" or "University" within this policy) is committed to ensuring a safe learning environment that supports the dignity of all members of the CAU community. As a recipient of federal funds, the University complies with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX") and therefore prohibits discrimination on the basis of sex, pregnancy, sexual orientation, gender, gender identity, gender expression, and parental status in its education programs or activities, including, but not limited to, admissions processes and extracurricular activities. In compliance with Title IX, the University is and remains committed to:

- Providing programs, activities, and an educational environment free from Sex Discrimination and Sexual Misconduct;
- Fostering an environment that encourages prompt reporting of all types of Sexual Misconduct and Sex Discrimination and a timely response to reports and formal complaints;
- Providing adequate, prompt, fair and impartial investigations into and resolution of formal complaints of Sexual Misconduct and Sex Discrimination; and
- Ensuring that Title IX processes 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 is fair and impartial.

This Sex Discrimination and Sexual Misconduct Policy (hereinafter “Policy”) prohibits specific forms of behavior that violate Title IX and are antithetical to the educational mission of CAU. This Policy is not intended to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic and First Amendment freedoms.

All relevant terms are defined in **Appendix A** to this Policy, and CAU will review, evaluate, and make any revisions or amendments to this Policy on an ongoing and as-needed basis. General inquiries about the application of this Policy and the related grievance procedures should be directed to the University’s Title IX Coordinator:

Ramona Roman
 AVP Human Resources & Title IX Coordinator
 Clark Atlanta University
 223 James P. Brawley Drive SW, Harkness Hall, Room 206
 Atlanta, Georgia 30314
 Direct Dial: 404-880-6158 | Fax: 404-880-6115
 Email: rroman@cau.edu

As used throughout this Policy, references to the Title IX Coordinator shall include the Title IX Coordinator and any other person expressly designated by the Title IX Coordinator to act on their behalf.

Purpose and Scope

This Policy applies to all CAU community members, including students, faculty, administrators, staff, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business or having any official capacity with the University or on University property. It further pertains to Reports and Formal Complaints of alleged Sex Discrimination and Sexual Misconduct involving CAU students, faculty, staff, or employees as Complainants or Respondents, including instances between employees only.

This Policy and its corresponding grievance procedures attached hereto as **Appendix B** are intended to outline the rights of, identify supports for and guide individuals who are involved in grievance proceedings following a Report or Formal Complaint of Sex Discrimination and Sexual Misconduct (as defined below), whether as a Complainant or Reporter, a Respondent, or as a witness.



Any persons designated by CAU to have the authority to address or duty to report alleged sex-based discrimination, sexual misconduct and/or retaliation but who fails to address or report alleged sex-based discrimination, sexual misconduct and/or retaliation of which they have actual knowledge, may be subjected to sanctions up to and including termination of employment, dismissal or expulsion.

Because of the University's commitment to maintaining an environment that supports CAU's educational mission, the University also prohibits romantic, sexual, and exploitative relationships between University employees and students. In the event that any such relationship is reported and confirmed, the employee is subject to employee disciplinary procedures up to and including termination in the case of administrators and staff members, or dismissal for cause in the case of faculty members. The policies and procedures for employee disciplinary procedures and dismissal for cause apply in all such cases.

There are exceptional circumstances in which the spouse or partner of a University employee is a student at the University. This policy provision does not apply in such circumstances. The Provost and Vice President for Academic Affairs, in consultation with the Title IX Coordinator, is the administrative officer who determines whether an exceptional circumstance applies.

Nothing in this policy shall prevent the University from addressing employee complaints of sexual harassment under Title VII of the Civil Rights Act of 1964, when implicated.

Application of Policy

This Policy, as amended and implemented on August 14, 2020, shall apply to all Reports and Formal Complaints received after August 14, 2020, regardless of the date of the alleged incident. It shall not apply to cases pending prior to August 14, 2020, as the prior iteration of this Policy shall apply to those cases. General inquiries about the application of Title IX also can be directed to the U.S. Department of Education's Office for Civil Rights.

Jurisdiction and Authority

CAU, through the Title IX Coordinator or any other designee, has jurisdiction over and the authority to receive Reports by any member of the CAU community that invoke Title IX. However, the University will only investigate, hear and resolve Formal Complaints signed by the Title IX Coordinator or brought by a Complainant who is participating in or attempting to participate in an educational program or activity of CAU at the time the Formal Complaint is filed. CAU is authorized to take certain actions to address or remedy Sex Discrimination and Sexual Misconduct in instances only where it has actual knowledge (as defined by Title IX regulations) of the alleged conduct. The Title IX Coordinator is ultimately authorized to implement procedures that include specific instructions for making Reports and investigating and resolving Title IX Formal Complaints.

CAU, through the Title IX Coordinator or any other designee, has the authority to institute corrective measures under this Policy as it relates to conduct occurring on University property; at University-sanctioned events or programs that take place off campus, including, for example, internship programs; or at events or programs hosted by University-recognized organizations that take place off campus within the United States. This Policy may apply regardless of the location of the incident, for conduct other than Sexual Misconduct (as defined in this Policy), if it is likely to have a substantial adverse effect on, or poses a threat of danger to, the educational opportunities provided by the University i.e., if it involves or affects a student's educational

experience at the University. Any individual found to have violated this Policy will be subject to disciplinary action up to and including termination for employees, staff, and faculty and expulsion for students. Certain behavior may violate the University's Policy even when it does not constitute a violation of law.

The University encourages anyone who has witnessed or experienced an incident of Sexual Misconduct or Sex Discrimination to report it regardless of where the incident occurred, or who committed it. Even if the University does not have jurisdiction over the alleged conduct or Respondent, the University may take prompt action to provide for the safety and well-being of any affected person and the broader University community. The University retains the right to utilize different processes to investigate, hear and adjudicate incidents involving students, employees, staff and faculty that do not invoke the prohibited conduct outlined in this Policy.

There may be cases where the University's jurisdiction or authority over individuals who are not subject to this Policy (e.g., Respondents who are students of another college or university, including other colleges in the Atlanta University Center) is limited. In such cases, the Title IX Coordinator will ensure that the Reporter (of Complainant, if applicable) is offered supportive measures and promptly updated on the status of their Report or Formal Complaint, if applicable.

Retaliation and False Accusations

CAU expressly prohibits retaliation against anyone who: 1) in good faith, reports what they believe is Sexual Misconduct or Sex Discrimination, 2) participates in any investigation or proceeding under this Policy, or 3) opposes conduct that they believe to violate this Policy. Retaliation includes intimidation, harassment, threats, or other adverse action or speech against the person who reported the misconduct, the parties, and their witnesses, including actions taken on social media or through other virtual means, such as email, text or video communications.

CAU will not only take steps to prevent retaliation, but it will also take strong corrective action if it occurs. Anyone who believes they have been the victim of retaliation should immediately contact the Title IX Coordinator. Reports of suspected retaliation may be filed as Formal Complaints and provided the same formal grievance process and procedures as outlined in this Policy, or the suspected retaliation may be handled under the applicable Student Code of Conduct provision (for students) or other University anti-discrimination policy (for employees).

Any individual found to have retaliated against another individual who engaged in conduct consistent with the protections afforded under this Policy will be in violation of this Policy and will be subject to disciplinary action, up to and including termination for employees, staff, and faculty and expulsion for students.

Anyone who knowingly makes a false accusation of unlawful discrimination, harassment, or retaliation of any form will be subject to an investigation for a potential violation of this Policy and may be subject to disciplinary action, up to and including termination for employees, staff, and faculty and expulsion for students.



General Policy Implementation Considerations

Time Limitations for Reporting

There is no time limit for reporting incidents of Sex Discrimination or Sexual Misconduct under this Policy, although CAU encourages prompt reporting of incidents to minimize the risk of losing relevant information, evidence, and reliable witness testimony, and impairment of the University's ability to fully address the incident. Any individual who has been subjected to, or who knows of or has witnessed, an incident of Sex Discrimination or Sexual Misconduct is encouraged to report the incident or file a Formal Complaint immediately in order to maximize the University's ability to obtain information and conduct an adequate, thorough, prompt, and impartial investigation into the incident. The University will attempt to resolve most cases of Sexual Misconduct or Sex Discrimination, excluding appeals, within a reasonable timeframe, i.e. 120 days.

If an individual wish to file a claim with the U.S. Department of Education's Office for Civil Rights, they must do so within 180 days of the incident based on the time limits for adjudication set by that agency.

Amnesty for Complainants, Reporters and Witnesses

CAU strongly encourages individuals who have been involved in, or who know of, or have witnessed, incidents of Sex Discrimination or Sexual Misconduct to report such incidents as soon as possible. The University recognizes that students involved (e.g. as witnesses, bystanders, third parties, or Complainants) who have violated the University's drug and alcohol policy may be hesitant to report out of fear of sanction. Therefore, in order to encourage reporting in all situations, anyone who reports or experiences Sex Discrimination or Sexual Misconduct may be granted amnesty for any violation of the University's drug and alcohol policy that occurred in connection with the reported incident. CAU intends to grant amnesty for all but the most egregious violations of the University's drug and alcohol policy; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

However, CAU Code of Student Conduct and/or other University policy violations discovered during the Title IX investigation will be referred to the appropriate office for review and corrective action, if needed.

Emergency Removal

The University is permitted to remove a Respondent from its education program or activity on an emergency basis if it undertakes an individualized safety and risk analysis and determines that an immediate threat to the physical health and safety of any student or individual arising from the allegations of Sexual Misconduct or Sex Discrimination justifies removal. The Respondent will be provided with notice of such emergency removal and an opportunity to challenge the decision immediately following the removal.

Administrative Leave

The University is permitted to place a non-student Respondent (i.e. University employees) on administrative leave, with or without pay, during the pendency of any portion of the grievance process.

In cases where the Respondent who has been placed on administrative leave (or upon whom some other temporary/interim administrative action has been imposed) during the pendency of the grievance process falls into one or more of the following categories, the University will also comply with federal mandates that require federal grant recipient institutions to notify relevant federal grant agencies of said temporary/interim administrative action:

- Anyone who is a principal investigator (PI) or co-PI identified on an award from the National Science Foundation (NSF);
- Anyone who is a principal investigator (PI), co-PI, or other senior key University personnel identified on an award from the National Institute of Health (NIH); or
- Anyone identified on any other award from a relevant federal grant agency that requires such reporting.

Reporting Incidents of Sex Discrimination or Sexual Misconduct

Anyone can report incidents of Sex Discrimination and Sexual Misconduct to CAU under the grievance procedures outlined in **Appendix B** to this Policy, and they may even do so anonymously. Upon receipt of a Report, CAU will: (1) promptly contact the person alleged to be the victim or survivor of the reported conduct to offer and discuss the availability of supportive measures (as defined in this Policy); (2) consider the wishes of the alleged victim or survivor with respect to supportive measures; (3) inform the alleged victim or survivor of the availability of supportive measures with or without the filing of a Formal Complaint; and (4) explain the process for filing a Formal Complaint. That means that not every Report will become a Formal Complaint. However, the University may convert any Report to a Formal Complaint if it determines that it must take further steps to protect the CAU community. The University strongly encourages all individuals to report incidents of Sexual Misconduct and Sex Discrimination, even if the individual does not intend to pursue a Formal Complaint. No person should assume that an incident has already been reported by someone else or that the University already knows about a situation.

On-Campus Reporting Options

To make a Report to CAU, a reporting individual may do **one or more** of the following:

- Report the incident to the Title IX Coordinator via telephone at 404-880-6158 or email at rroman@cau.edu.
 - Notify the Title IX Coordinator of any incident of alleged Sex Discrimination or Sexual Misconduct will trigger the provision of supportive measures to all involved parties.
 - Report the incident to CAU Public Safety staff, Student Affairs Administrators (Director of Student Conduct and Associate Deans of Student Affairs, CAU Athletics Director, Senior Associate Athletic Director of Compliance, Senior Women's Administrator, any Academic Dean, or the University Provost and Vice-President of Academic Affairs.
-

- Report the incident to any Assistant Director of Residence Life if the student is living in on-campus student housing.

All of the individuals listed above have been designated to receive a Report under this Policy and are considered Mandatory Reporters, which are individuals who are required by the University to report any knowledge they receive of possible violations of this Policy to the Title IX Coordinator. Mandatory Reporters must also relay all known information about any reported Policy violation, including but not limited to: the names of involved individuals, the nature of the incident, and the time and location of the incident. Once the Title IX Coordinator learns of any incident of alleged Sex Discrimination or Sexual Misconduct from a Mandatory Reporter, the Title IX Coordinator will offer supportive measures to the Complainant and provide the option to file a Formal Complaint. Supportive measures will also be offered to the Respondent.

No other students are obligated to report knowledge they may have of Sexual Misconduct, including student employees of CAU who are considered students and not staff for purposes of this Policy and who are not Mandatory Reporters.

After making a Report, an individual who has made the Report may choose to end involvement in the process, may choose to accept or not accept the University-provided supportive measures, or may choose to file a Formal Complaint and pursue Formal Resolution or, if applicable, an Informal Resolution Conference involving the Respondent.

Making a Disclosure Utilizing On-Campus Confidential Resources

Individuals can confidentially discuss incidents of Sex Discrimination and Sexual Misconduct with the following University's "confidential resources" staff:

- Any member of the Office of Counseling and Disability Services Center staff-(404) 880-8044; and
- Any member of the Religious Life staff.

Disclosures made to these confidential resources will be held in strict confidence, and will not constitute a Report to CAU under this Policy. These confidential resources may assist individuals with reporting incidents or filing Formal Complaints if, and only if, they are requested to do so by the individual who has reported the sexual misconduct.

Specific and personally identifiable information given to one of these confidential resources will not be disclosed to the Title IX Coordinator without consent. However, in order to assist the University in collecting data and identifying patterns or systematic problems related to sexual violence on and off campus, the "confidential resources" staff will convey general information about the incident (i.e. nature, time and location of incident) to the Title IX Coordinator. In such cases, the University will protect confidentiality and avoid disclosing personally identifiable information about individuals involved in the incident.

Notifying Off-Campus Law Enforcement Authorities

Individuals can notify off-campus law enforcement authorities about any incident of alleged Sexual Misconduct by dialing 911, calling the Atlanta Police Department Special Victims Unit at (404) 546-7896, and/or calling the Grady Hospital Rape Crisis Center at (404) 616-4861. Individuals can also contact other law enforcement agencies, depending on the location of the incident. Notifying off-campus law enforcement authorities will not constitute a Report to CAU under this

Policy, but it may or may not result in such authorities reporting relevant information back to CAU which CAU will address pursuant to this Policy.

Individuals can request assistance from CAU faculty and staff in notifying appropriate law enforcement authorities, which the University will provide. Requesting such assistance from a Mandatory Reporter will constitute a Report under this Policy.

Anonymous and Confidential Reporting

Any individual can make a Report anonymously under this Policy. An individual may report the incident without disclosing their name, identifying the names of other individuals, or requesting any action. However, no investigation into the allegations will occur until a Formal Complaint has been filed. The anonymous reporting form can be found on the University's Title IX webpage. Employees may anonymously report any alleged violation of this Policy via the Compliance Hotline at 404-589-8006.

Additionally, an individual can make a Report disclosing their name but requesting confidentiality. Again, no investigation into the allegations will occur unless a Formal Complaint is filed. The University will, to the extent that it can with the provided information, inform the Complainant of the availability of supportive measures. Individuals should also understand that the University prohibits retaliation and that University officials will take steps to prevent retaliation and also take strong responsive action if it occurs.

The University recognizes that, in some instances a Reporter or Complainant may request that their name not be disclosed or that no Formal Complaint be initiated. In such instances, the Title IX Coordinator may find it necessary to initiate a Formal Complaint in order to provide a safe and nondiscriminatory environment for the broader CAU community. However, the University's ability to proceed with the grievance process may be severely impeded if the Complainant is not identified or does not wish to file a Formal Complaint.

In any event, the University will attempt to provide privacy to the greatest extent possible within the confines of the law, and will only share information related to a Report and/or Formal Complaint with a limited circle of individuals who "need to know" the information to assist in review, investigation, and resolution of the Report and/ or Formal Complaint, and related matters.

Option to Not Report

Except in cases involving Sexual Misconduct against a person under the age of 18 (see Subsection 6.3.6 below), individuals can choose not to notify CAU or any law enforcement authorities about an alleged incident of Sex Discrimination or Sexual Misconduct.

Incidents of Sexual Misconduct Involving Minors

As stated in relevant part in the University's "Mandated Reporting of Abuse or Neglect of a Child, Elder Person or Disabled Adult all University" Policy, all University employees, students, and volunteers (when applicable) the University has designated as Mandated Reporters are required to report suspected abuse of persons under the age of 18 (i.e. child abuse). The University also requires all other employees (as well as volunteers, when applicable) to immediately notify Mandated Reporters of suspected child abuse. All University employees and volunteers, regardless of whether they are designated Mandated Reporters, must understand what they are required to report, when it must be reported, and to whom it should be reported. A failure to report

suspected child abuse is a violation of state law and University policy and may subject the individual to criminal penalties, loss of employment or expulsion.

Formal Complaint Resolution Process

Filing a Formal Complaint of Sex Discrimination or Sexual Misconduct

CAU is authorized to take certain actions to address or remedy instances of Sex Discrimination. CAU is also authorized to take certain actions to address and remedy instances of Sexual Misconduct where it has actual knowledge (as defined by Title IX regulations) of the alleged misconduct. If an individual wish to pursue a formal resolution of an incident of Sexual Misconduct or Sex Discrimination beyond simply reporting it, they may file a Formal Complaint. The filing of a Formal Complaint means that the individual is asking the University to take steps beyond offering supportive measures, such as conducting an investigation and holding a Formal Resolution Hearing to resolve the allegations. However, the University will only investigate, hear and resolve Formal Complaints signed by the Title IX Coordinator or brought by a Complainant who is participating in or attempting to participate in an educational program or activity of CAU at the time the Formal Complaint is filed.

The Title IX Coordinator is ultimately authorized to oversee the implementation of procedures that include specific instructions for making Reports and investigating and resolving Formal Complaints. These instructions are outlined in this Policy's corresponding grievance procedures.

Notice of Allegations

Upon receipt of a Formal Complaint, a recipient must provide written notices to the parties who are known of the University's grievance process, including information about its Informal Resolution process, and of the allegations potentially constituting Sexual Misconduct, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview (the "Notice of Allegations"). The Notice of Allegations will also include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney; inform the parties that they may inspect and review evidence; and inform the parties of the relevant provisions of the University's Code of Student Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the University decides to investigate allegations about the Complainant or Respondent that are not included in the original notice, the University will provide notice of the additional allegations to the parties whose identities are known.

Investigation of a Formal Complaint

The investigation of a Formal Complaint may include, as applicable, interviewing the Complainant, the Respondent, and any witnesses; reviewing law enforcement investigation documents; reviewing student and personnel files; and gathering and examining other relevant documents and evidence.

An investigator ("Investigator"), who will be separate and distinct from the Title IX Coordinator, will be appointed to investigate allegations made in a Formal Complaint. Following the investigation, the Investigator will draft an investigation report succinctly describing all collected information. The report will be delivered to the Title IX Coordinator, who will analyze the report to ensure the process was followed, that the investigation was sufficiently thorough, and that the investigation was not biased.

During the investigation, the University will ensure:

- parties understand that the burden of proof and burden of gathering evidence sufficient to reach a determination of responsibility rests on the University;
- each party has the opportunity to present witnesses;
- each party has the ability to discuss the allegations under investigation and to gather and present relevant evidence. Note that disclosure of information related to the allegations may hinder the University's ability to fully investigate the allegations. However, please know that making posts related to the allegations under investigation on social media could constitute retaliation under this Policy and is subject to the grievance process set forth within;
- each party will receive advance written notice of any investigative meetings, hearings, or other meetings in which they are expected or invited to attend;
- each party has the same opportunity to have an Advisor or Supporter present during the grievance process, subject to the restrictions provided for in this Policy and related procedures; and
- each party has the opportunity to review and inspect any evidence obtained as part of the investigative process that is directly related to the allegations raised in the Formal Complaint.

During the investigation of a Formal Complaint, the University will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that party's voluntary, written consent to do so.

The University will make reasonable efforts to balance and protect the rights of the parties during any investigation commenced under this Policy. CAU will respect the privacy of the parties and any witnesses in a manner consistent with the University's obligations to investigate the alleged incident. The Title IX Coordinator will keep the parties reasonably informed of the status of the investigation.

Informal Resolution Conferences

For Formal Complaints that do not involve allegations of prohibited conduct that could not result in expulsion or that do not involve allegations that an employee sexually harassed a student, upon written consent of both parties, and as an alternative to the Formal Resolution Process, the parties may opt to pursue an Informal Resolution Conference. The Informal Resolution Conference will be facilitated by a University official or other designee trained to facilitate such conferences. An Informal Resolution Conference is a remedies-based, non-judicial approach designed to eliminate a potentially hostile working or academic environment. This process aims to assure fairness, to facilitate communication, and to maintain an equitable balance of power between the parties.

Participation in an Informal Resolution Conference is voluntary and either party can request to end the conference at any time prior to reaching a resolution and return the investigation or proceeding to its pre-conference status. Written notice will be provided to each party involved in the Informal Resolution Process that outlines the details of the allegations, requirements of the informal resolution process, and any consequences resulting from participating in the Informal Resolution Conference.

The Informal Resolution Conference ends when a resolution has been reached or when the Complainant or the Respondent has decided to end the process. Agreements reached in an Informal Resolution Conference must be in writing, and will be final and not subject to appeal.

Formal Resolution Process

A Formal Resolution Process is the University's formal Title IX grievance process through which the Special Matter Hearing Board evaluates evidence at a live hearing related to a Formal Complaint against a Respondent to determine whether the Respondent is responsible or not responsible for a violation of this Policy based on the criteria of "a preponderance of evidence." If it has been determined that the Respondent is responsible for the prohibited conduct under this Policy, the Respondent may be subjected to disciplinary action.

The parties will be provided notice of the time, date, and location of the hearing. The Special Matter Hearing Board and the parties and their Advisors will be provided a hearing packet prior to the hearing, including, but not limited to, the Notice of Allegations, Formal Complaint, investigation report, witness statements, correspondence to parties, and any other related material. The hearing may consist of the parties' testimony, witness testimony, and testimony from the Investigator. The Special Matter Hearing Board will be allowed to question each witness, and parties and/or Advisors can ask questions through the Special Matter Hearing Board. Live cross-examination of the parties is permitted. The parties will be provided Notices of Outcome which include the determination of whether the Respondent was found responsible or not responsible for the alleged violation(s) and any applicable sanction(s). Decisions made in a Formal Resolution Process may be appealed.

Formal Resolution Hearings that occur during the non-academic calendar year may be conducted via video conference or other live means.

Sanctions

Where it is determined, by a preponderance of evidence, that a Respondent is responsible for having committed a violation of the Policy, the Special Matter Hearing Board will have discretion to impose sanctions. The Title IX Coordinator will be authorized to stay sanctions pending appeal and/or make further accommodations/remedies that are consistent with the Special Matter Hearing Board's decision.

In cases where the Respondent who has been found responsible for having committed a violation of this Policy falls into one or more of the following categories, the University will also comply with federal mandates that require federal grant recipient institutions to notify relevant federal grant agencies of said finding:

- Anyone who is a principal investigator (PI) or a co-PI identified on an award from the National Science Foundation (NSF)



- Anyone who is a principal investigator (PI) or a co-PI or other senior key University personnel identified on an award from the National Institute of Health (NIH); or
- Anyone identified on any other award from a relevant federal grant agency that requires such reporting

Appeals

Either Complainant or Respondent may appeal any Notice of Outcome. The appeal will be reviewed and determined by the Appeals Facilitator, but the appeal will not be reviewed on a de novo basis (i.e. beginning again). Appeals decisions are final and not subject to further review.

Cross Campus Incidents

When the Respondent Is Not a Member of the CAU Community

The Title IX Coordinator shall have discretion on how to proceed on a Formal Complaint involving a Respondent who is not a member of the CAU community. Where the Respondent is a student at another college or university (including other colleges in the Atlanta University Center), a Report may be made to CAU. The Title IX Coordinator will then provide the Report to the Respondent's home institution for handling at its discretion. Although the University's jurisdiction and authority over the Respondent or their home institution's handling of the Report is limited, the Title IX Coordinator will make all reasonable efforts to ensure the Reporter (or Complainant, if applicable) is informed throughout the process and offered all available and reasonable supportive measures. Upon request, the Complainant will be assigned an Advisor by CAU. The Title IX Coordinator or designee may attend any conferences and/or hearing with the Complainant held or required by the Respondent's home institution, solely in the capacity as a Supporter.

When the Complainant Is Not a Member of the CAU Community

If the Respondent is a member of the CAU community but the Complainant is a student at another college or university (including other colleges in the Atlanta University Center), the matter will be adjudicated under this Policy and any other applicable University policies and procedures. The Title IX Coordinator or designee may attend any conferences and/or hearing with the Respondent, held or required by the Complainant's home institution, solely in the capacity as a Supporter.

Supportive Resources

Advisors

Both Complainants and Respondents may choose an Advisor to accompany them to any hearing, investigative conference, or related grievance proceeding described in this Policy. A panel of Advisors will be available for the parties to choose from, or the parties may choose to select their own Advisor. However, each student must have an Advisor to proceed in formal or informal resolution of a Formal Complaint. Advisors for both Complainants and Respondents may be present during hearings, conferences and related grievance proceedings, and they may provide the parties with consultation, assistance and support. However, Advisors are not permitted to directly participate in investigative conferences or related proceedings, other than as provided for in this Policy or related procedures. Advisors are allowed to participate in Formal Resolution Hearings but their participation is limited to conducting cross-examination on behalf of that party within the hearing procedures outlined in this Policy and related procedures. Advisors and supporters are prohibited from making opening or closing statements, presenting evidence, and making procedural objections.

Supporters

Both Complainants and Respondents may also choose a designated Supporter, whose role is primarily to provide emotional support during all stages of the Title IX grievance process by accompanying the Complainant or Respondent to any hearing, conference or related proceeding described in this Policy. The Complainant and the Respondent may choose any person, regardless of their association with the University, to perform the role of Supporter and to support them through a portion of or the entire process outlined in this Policy. Neither party is required to have and be accompanied by a Supporter; however, the University encourages the presence of a Supporter at all stages of the proceedings, including the reporting and investigation stages, in order to provide the Complainant and Respondent with emotional and personal support. The Supporter may be present during any stage of these processes but will not be allowed to make opening or closing statements, present evidence, make procedural objections, question witnesses, or otherwise actively participate during Formal Resolution Hearings and Informal Resolution Conferences.

Supportive Measures

In all cases, the Title IX Coordinator may offer supportive measures that are consistent with the University's policies and procedures, before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent. Such measures shall be confidential, balanced based on the facts collected and seriousness of the allegations and provided to any reporting party, Complainant, or Respondent. Moreover, supportive measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party. From time to time, the University may also consider and implement supportive measures that affect the broader CAU community and which are aimed to eliminate occurrences of Sex Discrimination or Sexual Misconduct and to promote academic and employment environments free of such conduct.

The University may also, upon request, arrange for the re-taking, changing or withdrawing from classes, and in such instances, CAU will make every reasonable effort to mitigate any academic or financial penalty for providing such arrangements.

If a Complainant or Respondent withdraws from or leaves his/her employment with CAU after a Formal Complaint is filed but before the matter is resolved, the Title IX Coordinator shall have discretion on how to proceed with the investigation and its resolution, including dismissing the Formal Complaint. If the Formal Complaint is dismissed on this basis, the parties will be issued a Notice of Outcome reflecting the dismissal grounds and any remedies provided to the remaining party. The parties will have the opportunity to appeal the dismissal.

Examples of supportive measures that the University may offer and implement include, but are not limited to, those measures listed in supportive measures outlined in this Policy.

Recordkeeping

The following records will be treated as education records pursuant to the Family Educational Privacy Rights Act (FERPA) and maintained by the University for no more than seven (7) years from the date of their creation:

- All records, including recordings and/or transcripts, regarding the investigation and determination regarding responsibility following the resolution of a Formal Complaint, including appeals, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
- Any records from an Informal Resolution Conference;
- All materials used to train Title IX Coordinators, investigators, decision makers, and informal resolution facilitators, which materials will be made public on the University's website.
- Records of any actions, including any supportive measures, taken in response to a Report or Formal Complaint.

Prevention, Education and Training

CAU shall provide prevention and awareness educational programs to new and existing students and employees. These programs shall include information on (a) Title IX, (b) how to file a Formal Complaint with CAU, (c) resources available to sexual violence victims, and (d) options for reporting an incident of Sexual Misconduct to local law enforcement. Training on this Policy and CAU's Title IX obligations will be provided to students and employees. CAU shall consider educational methods that are most likely to help students and employees retain such information. CAU will ensure that the Title IX Coordinator, Investigators, and all decision-makers involved in Formal Resolution hearings and appeals, and any person who facilitates Informal Resolutions Conferences have training or experience in handling Title IX reports and complaints, and, if applicable, training in the operation of the University's Title IX grievance procedures.

TITLE IX GRIEVANCE PROCEDURES GENERAL OVERVIEW

These grievance procedures outline how the University will investigate, adjudicate, and resolve cases arising under the University's jurisdiction according to its Sex Non-Discrimination and Sexual Misconduct Policy ("Policy"). Please refer to the Policy for key terms and definitions, provisions, and processes that are further informed by these related procedures.

Under these grievance procedures, the parties will be provided the following procedural protections and considerations:

- | | |
|--|--|
| <ul style="list-style-type: none"> • To be given written notice of the allegations and any charges of alleged violations of this Policy, including the possible sanction(s) if Respondent is found responsible for the alleged Policy violation(s); | <ul style="list-style-type: none"> • a hearing or conference due to extenuating circumstances, including absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or disability accommodation; |
| <ul style="list-style-type: none"> • To be provided evidence directly related to the allegations raised in the Formal Complaint to the extent permitted by law; | <ul style="list-style-type: none"> • To challenge the objectivity of the Special Matter Hearing Board's chairperson or a Hearing Board member upon the belief that a bias |
| <ul style="list-style-type: none"> • To be granted temporary delay of | |



or conflict of interest may exist;

- To admit responsibility for any or all charges of alleged violations of this Policy;
 - To decline to make statements;
 - To present their version of the events in question;
 - To have witnesses present factual information on their behalf (character witnesses are permitted; however, purely character witnesses evidence may be given a low level or weight of consideration by the Hearing Board);
 - To be advised by and/or receive assistance in preparing their case from an Advisor prior to any hearing or conference;
 - To be accompanied by a Supporter;
 - To have a live recorded hearing with cross examination and witness examination to be conducted by an Advisor as permitted by the Policy, this procedural guidance, and University's rules of decorum for Formal Resolution Hearings and Informal Resolution Conferences; and
 - To appeal the decision rendered following a hearing within the limits of the time and conditions specified in the Policy and this procedural guidance.
-

INTAKE PROCEDURES

☐ **Reports**

Upon receipt of a Report, the Title IX Coordinator will promptly contact the alleged victim or survivor of the described misconduct to discuss the availability of supportive measures (as defined in the Policy); consider the individual's wishes with respect to supportive measures; inform the individual of the availability of supportive measures with or without the filing of a Formal Complaint; and explain the process for filing a Formal Complaint.

☐ **Formal Complaints**

The intake of a Formal Complaint can be completed in one of the following two ways:

1. **Filing of a Formal Complaint by a Complainant** - A reporting individual (a Reporter) may file a document (written or via electronic submission) with the Title IX Coordinator or other designated University official with authority to institute corrective measures, describing an incident of Sex Discrimination or Sexual Misconduct and indicating that they want the University to investigate the alleged issue. The Formal Complaint must be signed by the Complainant either physically or digitally, or otherwise indicate that the Complainant is the person filing the Formal Complaint.

If a Complainant wishes to file a Formal Complaint, the Title IX Coordinator will assist in preparing the Formal Complaint. Therefore, a Formal Complaint can also be deemed to be filed by meeting with the Title IX Coordinator and providing a verbal description of the incident, the details of which the Title IX Coordinator will use to draft a written document that the Complainant will review, verify and sign to constitute their written Formal Complaint.

2. **Signing of a Document by the Title IX Coordinator** – Upon receipt of actual knowledge of Sex Discrimination or Sexual Misconduct, the Title IX Coordinator may sign a Formal Complaint indicating that the University must investigate in order to meet its Title IX obligations to provide a safe and nondiscriminatory environment for the broader CAU community. In this case, although the Formal Complaint must be signed by the Title IX Coordinator, the Title IX Coordinator is not a Complainant or otherwise a party to any proceeding under this Policy.

Formal Complaints filed with the Title IX Coordinator must be in writing, signed by the Complainant and provide the following information:

- ☐ name and contact information for the Complainant(s);
- ☐ nature, location, and date of the alleged Policy violation;
- ☐ name(s) and contact information for the Person(s) responsible for the alleged violation (where known) ("Respondent(s)");
- ☐ names and contact information for any witnesses; and
- ☐ any other background or supplemental information that the Complainant believes to be relevant (e.g., names of other persons affected by the violation, etc.).

INITIAL POST-INTAKE ACTIONS

☐ **General**

If a Formal Complaint is filed, the Title IX Coordinator or a designee will take the following post-intake actions:

- Provide the Complainant and Respondent (the “Parties”) with a general explanation of the University’s procedures for handling Formal Complaints of incidents of Sex Discrimination and Sexual Misconduct, the University’s prohibition against retaliation, the investigative process, and the grievance procedures;
- Discuss and provide written information (i.e., telephone numbers and website addresses) regarding forms of support available, including Advisors and on- and off-campus resources;
- Discuss and/or provide written information regarding immediate interventions and supportive measures;
- Discuss and/or provide written information regarding options and available assistance in changing any accommodations that may be appropriate and reasonably available concerning the individuals’ academic, living, transportation and working situations;
- Where applicable, provide information about their rights and the University’s responsibilities regarding criminal and civil court proceedings, including protective orders, restraining orders, no-contact orders or similar lawful orders issued by a criminal or civil court;
- Determine if the Complainant wishes to notify law enforcement authorities, wishes to be assisted in notifying law enforcement authorities, or does not wish to notify law enforcement authorities;
- Provide the parties with a copy of the Notice of Allegations (described below); and
- Discuss and/or provide a list of the range of possible sanctions and remedies that may be implemented following any determination of responsibility.

☐ **Notice of Allegations**

1. **Components of the Notice:** The Notice of Allegations will include:

- Notice that the University’s grievance process;
- Notice of the allegations, including but not limited to, if known, the identity of the parties involved, the conduct that constitutes a Policy violation, and the date and location of the alleged event;
- A statement that the Respondent is presumed “not responsible” pending a determination regarding responsibility at the conclusion of the grievance process;
- Notice that the parties may inspect and review evidence presented;
- Notice of the right to an Advisor, who may be an attorney if the individual elects not to use a University-provided Advisor;
- Notice of the University’s Code of Student Conduct policy which prohibits knowingly making false statements or knowingly providing false information during the grievance process; and
- Each party’s responsibility to submit a written response within three (3) days, prior to any interview taking place.

The Notice of Allegations will be supplemented if additional Policy violation allegations are discovered during the investigation process.

2. **Responses to the Notice of Allegations:** The Complainant’s and Respondent’s responses to the Notice of Allegations should be in writing and may admit or deny the allegations and include any facts, evidence or

witnesses that can disprove or provide context relevant to the allegations.

Alternatively, a Respondent can also be deemed to provide a written response by meeting with the Title IX Coordinator and providing a verbal description of the items listed above, which the Title IX Coordinator will use to draft a written document that the Respondent will review, verify and sign to constitute their written response.

If no response has been received by the Title IX Coordinator from the Respondent within the allotted time, the Title IX Coordinator will send a Notice of Nonresponse to the Respondent. If no response has been received by the Title IX Coordinator from the Respondent within three (3) business days after issuance of the Notice of Nonresponse, the Respondent may be deemed to have waived participation in the investigation.

Regardless of the Respondent's nonresponse, he or she will still receive all notices required under the Policy or this procedural guidance. In any event, the Respondent has the right to remain silent during the investigation and resolution process, without an automatic adverse inference resulting. If the Respondent chooses to remain silent, the investigation may ultimately still proceed and Policy violation charges may still result, which may be resolved against the Respondent.

☐ **Consolidation of Formal Complaints**

The University may consolidate Formal Complaints against more than one Respondent or brought by more than one Complainant, if the alleged Policy violations arise out of the same facts or circumstances.

☐ **Dismissal of Formal Complaints Prior to Formal Resolution Hearing**

1. **Grounds for Mandatory Dismissal:** If the conduct alleged in the Formal Complaint would not constitute Sexual Misconduct as defined in the Policy even if proved, did not occur in the University's education program or activity, or did not occur against a person in the United States, then the University must dismiss the Formal Complaint.
2. **Grounds for Discretionary Dismissal:** The University may dismiss the Formal Complaint if at any time during the investigation or hearing: (1) a Complainant notifies the Title IX Coordinator in writing that he or she would like to withdraw the Formal Complaint or any allegations therein; (2) the Respondent is no longer enrolled or employed by the University; or (3) specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

Written notice of any dismissal under this section will be provided simultaneously to the parties. Parties will be allowed to appeal any dismissal under this section.

PROCEDURES FOR INVESTIGATING FORMAL COMPLAINTS

☐ **Assigning of an Investigator**

Once a Formal Complaint has been filed, the Title IX Coordinator will assign an Investigator to investigate the Formal Complaint. The Title IX Coordinator will oversee the investigative process solely from an administrative/ procedural standpoint – that is, to ensure process is followed, that

the investigation is sufficiently thorough, and that the investigation is not biased.

☐ **Commencement of the Investigation Process**

1. As soon as possible, the Investigator will schedule separate initial meetings with the Complainant and Respondent.
2. Following the initial meeting with the Complainant and Respondent, the investigation will occur. The investigation may include, as applicable, interviewing any witnesses; reviewing law enforcement investigation documents; reviewing student and employee/staff/faculty personnel files; and gathering and examining other relevant documents and evidence. Note that the Investigator will not access, disclose, consider or otherwise use a party's medical records prepared or maintained in connection with treatment unless voluntary written consent is obtained from the requisite party.
3. Upon the completion of the investigation, the Investigator will prepare an investigative report. Prior to the completion of the investigative report, the Investigator will send to each party and the party's advisor, the evidence, if any, subject to review and inspection, in electronic or hard copy format. The parties have ten (10) days upon receipt of such evidence to provide a written response directly to the Investigator. After consideration of the response, the Investigator will determine whether additional investigation is needed and act accordingly or finalize the investigation report.
4. Upon completion of the investigation report, the Investigator will issue an investigation report to the Title IX Coordinator succinctly describing all collected information. It is not the Investigator's job to "filter" the evidence, such as by deciding relevance or credibility, unless the evidence is clearly irrelevant or not pertinent to the facts at issue, such as impermissible sexual history evidence. The Investigator does not make any recommendations as to whether a Policy violation has occurred or potential sanctions.
5. The investigation report will be delivered to the parties, as a part of the Formal Resolution Hearing packet, which includes the investigation report, any evidence subject to review and inspection under the Policy, and other information pertinent to the Formal Resolution Hearing, at least ten (10) days prior to any Formal Resolution Hearing. Once received, the parties shall have three (3) business days to respond or object to the report in writing. Depending on how the Formal Complaint proceeds, the investigation report(s) and the parties' responses may be presented at a Formal Resolution Hearing and/or may be presented at an Informal Resolution Conference.
6. The University will attempt to fully resolve most cases of alleged Sex Discrimination and Sexual Misconduct within a reasonable timeframe, i.e. within 120 days, excluding any appeal(s). The amount of time needed to investigate a Formal Complaint will depend in part on the nature of the allegation(s) and the evidence to be investigated (e.g., the number and/or availability of witnesses involved).
7. The Title IX Coordinator will keep the parties reasonably informed of the

status of the investigation, keeping in mind confidentiality considerations for each party. If it is determined that more time is needed for the investigation, the Title IX Coordinator will communicate the additional estimated amount of time needed to complete the investigation.

Any reoccurrences of conduct at issue in the Formal Complaint or any other related concerns discovered during the investigations should be reported to the Title IX Coordinator.

☐ **Selection and Use of Advisors and Supporters**

1. **Advisors** - Both Complainants and Respondents may choose an Advisor, provided free of cost by the University, to accompany them to any hearing, meeting, conference, or related disciplinary proceeding, at which they are required to attend, as described in the Policy. Parties may choose an alternate Advisor at their own expense if they do not wish to use one of the Advisors provided by the University. Each party must have an Advisor present at the Formal Resolution Hearing. Advisors for both Complainants and Respondents may be present during meetings, conferences and related disciplinary proceedings, at which their assigned party is required to attend and they may provide the parties with consultation, assistance and support. However, Advisors are not permitted to directly participate in the University's investigation process, meetings, conferences, or Informal Resolution Conferences by, for example, making opening or closing statements, subpoenaing witnesses or information, presenting evidence, making procedural objections, questioning witnesses, or otherwise actively participating. Additionally, Advisors' direct participation in the Formal Resolution Hearing will be limited to cross examining the Complainant or Respondent and questioning witnesses via the questioning method permitted by the Policy, this procedural guidance, and the University's rules of decorum for Formal Resolution Hearings or Informal Resolution Conferences.
2. **Supporters** - Both Complainants and Respondents may also choose a designated Supporter. The role of the Supporter is primarily to provide emotional support during the process by accompanying the Complainant or Respondent to any hearing, conference or related disciplinary proceeding described in this Policy. The Complainant and the Respondent may choose any person, regardless of their association with the University, to perform the role of Supporter and to support them through a portion of or the entire process outlined in this Policy. Neither party is required to have and be accompanied by a Supporter; however, the University encourages the presence of a Supporter at all stages of the proceedings, including the reporting, filing a Formal Complaint and investigation stages, in order to provide the Complainant and Respondent with emotional and personal support. The Supporter may be present during any stage of these processes but will not be allowed to make opening or closing statements, present evidence, make procedural objections, question witnesses, or otherwise actively participate during Formal Resolution Hearings and Informal Resolution Conferences.
3. **Limitation on Number of Participants in the Grievance Process** – CAU may limit the quantity of people in attendance at hearings, conferences and related disciplinary proceedings but will not interfere with parties' choices

of specific attendees. A fact witness can serve as a Supporter and will not be prohibited from testifying as a witness, but they will be subject to witness sequestration rule and subject to exclusion from most parts of the Formal Resolution Hearing. There is no restriction on former Supporters testifying as fact witnesses.

INFORMAL RESOLUTION CONFERENCE

☐ **Criteria to Initiate an Informal Resolution Conference**

For Formal Complaints that do not involve allegations of prohibited conduct that could not result in expulsion or that do not involve allegations that an employee sexually harassed a student, upon written consent of both parties, and as an alternative to the Formal Resolution Process, the parties may opt to pursue an Informal Resolution Conference. The Informal Resolution Conference will be facilitated by a University official or other designee trained to facilitate such conferences.

Both parties must consent in writing to an Informal Resolution Conference, if one of the above criteria is met. Participation in an Informal Resolution Conference is voluntary, and either party can request to end the conference at any time and return the investigation or proceeding to its pre-conference status.

☐ **Selection of a Facilitator**

With consent of both the Complainant and the Respondent, the Title IX Coordinator handling the case will designate an individual to act as the facilitator. The facilitator is not an advocate for either the Complainant or the Respondent. The role of the facilitator is to aid in the resolution of problems in a non-adversarial manner. The facilitator will not be allowed to be called as a witness in any subsequent Formal Resolution Hearing should the Informal Resolution Conference end prior to resolution.

☐ **Informal Resolution Conference Procedures**

1. **General Provisions** – For Formal Complaints that meet the criteria for resolution through an Informal Resolution Conference:

- The parties will receive simultaneous written notice of the decision to initiate an Informal Resolution Conference. The written notice will include: (1) the allegations; (2) the requirements of the informal resolution conference, including its finality upon reaching a final agreement; and (3) any consequences resulting from participation in the informal resolution
- The parties will have equal opportunity to respond to the evidence presented and to call appropriate and relevant factual witnesses.
- The parties may be accompanied by an Advisor and/or a Supporter, subject to the restrictions contained in the section of the Policy and this procedural guidance governing the selection and use of Advisors and Supporters.
- The University will not compel face-to-face confrontation between the parties or participation in any particular form of informal resolution.

2. **Concluding the Conference** – The Informal Resolution Conference ends when a resolution has been reached or when the Complainant or the Respondent has decided to end the process.
3. **Finality of Conference Outcomes** – Agreements reached in an Informal Resolution Conference are final and not subject to appeal.

FORMAL RESOLUTION HEARING PROCEDURES

☐ **General Provisions**

1. A Formal Resolution Hearing is the University's formal grievance proceeding through which the Special Matters Hearing Board evaluates evidence related to a Formal Complaint against a Respondent to determine whether the Respondent is responsible or not responsible for a violation of this Policy, based on the criteria of "a preponderance of evidence". If the Respondent is found in violation of this Policy, the Respondent may be subjected to disciplinary action. All Respondents are presumed not to be responsible for a Policy violation prior to the conclusion of a Formal Resolution Hearing.
2. At least ten (10) business days prior to a hearing, both parties, their Advisors, and the Special Matter Hearing Board will be provided access to a hearing packet containing the Notice of Allegations, Formal Complaint, investigation report, parties' responses to any written notice or report, witness statements, correspondence to parties, and any other related material pertinent to the hearing. The packet must not be copied and must be returned at the end of the proceeding because it typically will contain other parties' confidential and FERPA-protected information. Additionally, receipt of the hearing packet is conditioned on each recipient's agreement not to re-disclose or use other people's confidential information, learned as a result of the investigation or proceeding, outside of such forums without express consent or for any improper purpose. The Hearing Packet will be made available for use at the Formal Resolution Hearing. Each party will have three (3) business days to respond to the investigation report.
3. Under no circumstances does the University's Formal Resolution process allow for, require, rely upon, questions or evidence that constitute, or seek disclosure of, information that is protected under a recognized legal privilege, unless the person holding such privilege waives such privilege in writing.
4. All hearings under this section will be live (may be virtual), recorded, and closed to the public. The attendance of any person, other than those specifically outlined in the Policy and this procedural guidance, to the hearing will be at the discretion of the Special Matter Hearing Board's chairperson; however, the Complainant and the Respondent will have the same opportunities to have others present. CAU may limit the number of people in attendance at hearings, conferences and related disciplinary proceedings but will not interfere with parties' choices of specific attendees.
5. When requested, the Board's chairperson will make arrangements so that the Complainant and the Respondent do not have to be present in the same

room at the same time, but each party shall have the right to hear and see all witnesses' testimony and to conduct live cross examination via electronic means, such as videoconference, ZOOM or Skype.

6. At the Formal Resolution Hearing, Advisors for each party shall have the opportunity to cross examine the other party and question witnesses as permitted by the Policy, this procedural guidance, and University's rules of decorum for Formal Resolution Hearings.
7. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless the questions and/or evidence is offered to prove that: (1) someone other than the Respondent committed the alleged Policy violation or (2) the questions or evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and offered to prove consent.
8. A Complainant nor a Respondent is required to participate in the Formal Resolution Hearing. Parties will not be required to be present for the entire Formal Resolution Hearing. That said, the hearing is the opportunity for the Complainant and the Respondent to provide their facts and evidence to the Special Matter Hearing Board. If a party or witness does not submit to cross-examination at the Formal Resolution Hearing, the Hearing Board cannot rely on any statement of that party in reaching a determination of responsibility. However, that the Hearing Board cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the Formal Resolution Hearing or refusal to answer cross-examination or other questions.
9. At the hearing, it is each party's responsibility to call their own witnesses. The parties must give at least three (3) days' notice prior to the Formal Resolution Hearing of who their attendees and witnesses will be and the witnesses' expected sequence, so the other party can be prepared. The parties will not be strictly bound to their lists, but they should be submitted in good faith. Further, every witness offering testimony shall be required to stay at the hearing until all parties have an opportunity to ask them questions.
10. When necessary for the pursuit of truth, the Special Matter Hearing Board shall have discretion to ask the Title IX Coordinator to request additional witnesses after receipt of the parties' witness lists.
11. The Title IX Coordinator will be present at all Formal Resolution Hearings.
12. Legal rules of evidence or criminal or civil procedure will not apply.
13. Decisions made in a Formal Resolution Hearing may be appealed as described in the Appeal Section of this procedural guidance and corresponding Policy.

☐ **Formal Resolution Procedures and Determinations of Responsibility**

1. At the Formal Resolution Hearing, the Investigator may give a statement containing a summary of their factual findings, and each party will have the

option to provide an introduction and an opening statement, summarizing their position.

2. Each party will be permitted to call their own witnesses. Witnesses will be asked to affirm adherence to the Honor Code. Prospective witnesses, other than the Complainant and the Respondent, may be excluded from the hearing during the statements of the Investigator and other witnesses.
3. The Special Matter Hearing Board and the parties through their Advisors will have an opportunity to question witnesses who appear at the hearing. Questions by the Advisors should be directed to the Board Chair, who will then make a determination as to the relevancy of the question. If the Board Chair determines that the question is relevant, then the Board Chair will direct the party or witness to answer the question. If the Board Chair determines that the question is not relevant, he or she must explain the decision to exclude any question as not relevant. The Advisor will not have the opportunity to object to the relevancy determination. If the question is deemed not relevant by the Board Chair, the Advisor must move on to the next question, after the relevancy explanation is given. Typically, the Board will ask its own questions first, then allow the questions of the party whose witness it is, then the questions of the other party. The Board Chair will be responsible for ensuring the questioning is fair and complies with the terms of the Policy, this procedural guidance or any University rules of decorum governing the hearing but will not otherwise substantively limit the scope of the parties' questions unless they seek to elicit irrelevant information, unduly cumulative evidence, or have the effect of impermissibly badgering or harassing the witness.
4. The Board may, in its discretion, grant lesser weight to last-minute information or evidence introduced at the hearing that was not previously presented for investigation by the Investigator.
5. At the conclusion of the hearing, the Investigator may give a closing statement and each party will have an opportunity to provide a closing statement at their option.
6. All parties, the witnesses and the public will be excluded during Board deliberations, which will not be recorded or transcribed.
7. The Title IX Coordinator will be present at the hearing and can assist with procedural matters. However, the Title IX Coordinator will not be present for the deliberations of the Hearing Board in determining responsibility.
8. In all cases, the Hearing Board must consider evidence presented by the Complainant, the Respondent, the Investigator and/or others and determine by a preponderance of the evidence whether a violation of the Policy occurred, i.e., whether it is more likely than not that a Respondent violated the Policy, and impose sanctions, if any.
9. The Hearing Board will notify the Title IX Coordinator of the decision.
10. Decisions made in a Formal Resolution Hearing may be appealed as

described in the Appeal Section below.

☐ **Notice of Outcome**

1. Within three (3) business days following the completion of the hearing, the Title IX Coordinator will simultaneously provide the Complainant and the Respondent a written notice of the outcome of the hearing, the applicable sanctions (if any), and the appeals procedure. This Notice of Outcome will be provided to the Complainant and Respondent by personal delivery or email (with automated return receipt). The Complainant and Respondent will be deemed to have received the Notice of Outcome on the date of delivery.
2. The Notice of Outcome will include the following: (1) Summary of the allegations; (2) A description of the procedural steps taken from the receipt of the Formal Complaint through determination; (3) Findings of fact supporting the determination; (4) Conclusions regarding the application of the Policy to the facts; (5) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any sanctions imposed on the Respondent, and any remedies provided to the Complainant; and (6) Appeal procedures and permissible bases.
3. To ensure that the recommended sanctions are enforced and/or corrective action is taken, in cases where the Respondent is a student, the Notice of Outcome will also be provided to the Associate Dean of Student Services and Campus Life. In cases where the Respondent is an employee, the Notice of Outcome will be sent to the Office of Human Resources and the Respondent's immediate supervisor.

REMEDIES AND SANCTIONS

☐ **Range of Remedies for Complainants**

Where a determination of responsibility has been made, the University may provide remedies to a Complainant that are designed to restore or preserve equal access to the University's education program or activity. Remedies may include the same individualized services described as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not burden the Respondent.

☐ **Range of Sanctions for Respondents**

1. **Criteria for Determining Sanctions** – When determining sanctions for an individual found in violation of this Policy, the following criteria will be considered, among other factors:
 - The nature, circumstances, and severity of the violation(s);
 - The University's responsibility to ensure the effectiveness of these behavioral standards for the CAU community;
 - The impact of the violation(s) on the Complainant and the community; protection of the University community and the risk that a Respondent may create a hostile and intimidating environment;
 - The requests of the Complainant;
 - The level of cooperation and/or honesty of the Respondent, or lack thereof,

during the disciplinary processes;

- Any official report including, but not limited to, disciplinary records (including any past sexual misconduct or University policy violations), employee records, criminal records if known, or other official information, the relevance of which will be determined by the Hearing Board, may be used in determining the sanction.
- Whether other judicial measures have been taken to protect the Complainant or discipline the Respondent (e.g., civil protection orders);
- The housing and course enrollment pattern of the Student-Complainant or the work assignment and/or schedule of the non-student Complainant;
- If determinable and relevant to the underlying Policy violation, the presence of bias on account of race, ethnicity, color, religion, political views, sex, age, sexual orientation, gender identity or expression, national origin, disability, citizenship status, or military/veteran status as a motivation in the Sexual Misconduct.

After taking into account the above considerations, the Hearing Board will determine the sanctions for a Respondent found in violation of the Sexual Misconduct Policy. If a Respondent is found in violation of the Policy but is not sanctioned with expulsion or termination, the Hearing Board may strongly consider requiring sexual assault education or related assessments.

If a student is determined, by a preponderance of the evidence, to have committed non-consensual sexual penetration or rape, the recommended sanction is a one (1) semester suspension at a minimum, but the Hearing Board is free to consider mitigating factors and lesser sanctions. If a non-student is determined, by a preponderance of the evidence, to have committed non-consensual sexual penetration or rape, the recommended sanction is termination. However, the sanction will be expulsion for a Student-Respondent and termination for a non-student Respondent determined to have committed Non-Consensual Sexual Penetration where the Respondent has previously been found in violation of the Sexual Misconduct Policy for Non-Consensual Sexual Penetration, or the Respondent is determined to have used physical force or threat, or deliberately incapacitated the Complainant, to conduct the violation.

2. **Sanctions When the Respondent Is a Student** – One or more of the following sanctions may be imposed upon any student Respondent found to have violated University policies:

- **Warning:** After a hearing, the Board may believe the appropriate lesson has been learned and conclude the matter with a formal letter of warning.
- **Loss of Privileges:** Denial of specified privileges for a designated period of time.
- **Continued Sexual Assault Education:** Attending or participating in a required number, determined by the Hearing Board, of educational and/or awareness programs at CAU relating to the Sexual Misconduct, and providing evidence of engaging in the program.

- **Fines:** Previously established and published fines may be imposed.
 - **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - **Discretionary Sanctions:** Work assignments, service to the University or community, education, referral to counseling, required behavioral assessment, or other related discretionary assignments.
 - **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - **Residence Hall Expulsion:** Permanent separation of the student from the residence halls.
 - **Disciplinary Probation:** A written notification for violation of specified regulations. Probation is designated for a specified period of time and includes the probability of more severe disciplinary sanctions, including suspension or expulsion, if the student is found to violate any institutional regulation(s) during the probationary period. Students can be placed on disciplinary or housing probation.
 - **Level 1 Disciplinary Probation:** A student is not considered in good social standing with the University. Good Standing may be required for participation in certain campus activities. In addition, students not in good social standing may have their conduct reviewed for leadership or employment positions on campus.
 - **Level 2 Disciplinary Probation without Representation:** A student may not represent the institution on or off campus in any capacity. Examples include, but are not limited to: competition in varsity athletics, international programs or activities, or executive board member of a student organization.
 - **University Suspension:** Separation of the student from CAU for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - **University Expulsion:** Permanent separation of the student from CAU.
3. **CAU Faculty/Staff Employees:** Sanctions may include one or a combination of the following disciplinary actions:
- Verbal Counseling;
 - Written Warning;
 - Suspension Without Pay;
 - Disciplinary Discharge;

- Immediate Termination;
- Other Sanctions: Other sanctions may be imposed instead of, or in addition to, those specified in the subsections listed above.

APPEALS

☐ **Timing of and Grounds for Appeal**

Within five (5) business days of receipt of the Notice of Outcome, the Complainant, Respondent or both may submit a written appeal to the Title IX Coordinator based **only** on one or more of the following grounds:

1. To determine whether there was a material deviation from the procedural protections provided;
2. To consider new facts or information sufficient to alter the decision that were not known or knowable to the appealing party during the time of the hearing;
3. To determine whether the decision reached was based on a preponderance of evidence;
4. To determine whether bias or conflicts of interest of key individuals were present in the investigation or adjudication of allegations; or
5. To determine whether the sanctions were disproportionate to the findings.

The Title IX Coordinator will notify the parties of the filing of the appeal within two (2) business days of receiving all necessary information for processing the appeal.

☐ **Form and Content of Appeal**

Appeals must be made in writing, include the name of the appealing party, and bear evidence that it was submitted by the appealing party. The appeal statement must contain a sufficient description supporting the grounds for appeal. If the grounds for appeal is to consider new facts sufficient to alter the decision that were not known or knowable to the appealing party during the time of the investigation, then the written appeal must include such information. The Title IX Coordinator retains discretion to verify and/or waive minor procedural variations in the timing and content of the appeal submission.

The non-appealing party shall receive a copy of the appeal. The non-appealing party may submit a written statement within three (3) business days of receipt of the copy of the appeal that may seek to affirm the initial decision and/or respond to the appeal statement.

☐ **Stay of Recommended Sanction and Imposition of Supportive Measures Pending Appeal**

The Title IX Coordinator shall have discretion to impose or withhold any applicable sanctions prior to the appeal deadline and prior to the resolution of any appeal. If a Hearing Board

determines a Respondent to be in violation of this Policy and issues sanctions, but the Title IX Coordinator determines sanctions should be withheld pending the appeal, the Title IX Coordinator shall impose accommodations or other supportive or remedial measures consistent with the Hearing Board's determination and that minimize the burden on the Complainant. The Title IX Coordinator may also continue to take supportive measures or remedies to the Complainant as provided in the Policy and this procedural guidance.

☐ **Conducting the Appeal**

The appeal will be determined by the Appeals Facilitator. The Appeals Facilitator is the individual specifically designated to handle and decide appeals based on the specific category of the Respondent. The Appeals Facilitator will consider all information related to the Formal Resolution Hearing, and any written statements received in relation to the appeal, but no other information.

☐ **Appeals Facilitator**

If the Respondent is a student, the Chief Student Affairs Officer shall be the Appeals Facilitator. If the Respondent is a member of the Faculty, the University Provost and Vice-President of Academic Affairs shall be the Appeal Facilitator. If the Respondent is a member of the staff, employee, or contract employee, the Appeals Facilitator shall be the Chief People Officer.

☐ **Determination of Appeal**

The Appeals Facilitator shall determine whether the Hearing Board made an error on the grounds contained in the appeal statement. A written determination describing the result of the appeal and rationale for the result.

☐ **Appeals Decision**

The decision on appeal may:

1. Affirm a finding of responsibility and the sanction(s);
2. Affirm a finding of responsibility and increase or reduce, but not eliminate, the sanction(s);
3. Affirm a finding of non-responsibility;
4. Reverse a finding of responsibility and the sanction(s);
5. Reverse a finding of non-responsibility and impose sanction(s); or
6. Remand the case to the Title IX Coordinator to coordinate further investigation and determination. In such cases, the procedural provisions of this Policy will apply.

Following the decision on appeal, the Title IX Coordinator shall have discretion to extend accommodations and/or supportive measures consistent with providing support to either or both parties. Such measures shall be consistent with the results of the appeal.

☐ **Results of Appeal**

The Title IX Coordinator will simultaneously notify both the Complainant and the Respondent within three (3) business days of the decision on appeal. If the Respondent is a student, the Dean of Student Services and Campus Life will be notified. If the Respondent is a member of the Faculty, Staff, Employee or Contract Employee, the Office of Human Resources and the Respondent's immediate supervisor will be notified.

☐ **Finality of Decisions on Appeal**

Decisions on appeal are final and conclusive.

To ensure that sanctions upheld or imposed on appeal are enforced and/or corrective action is taken, notice of the sanctions will be provided to the Dean of Student Services and Campus Life in cases where the Respondent is a student and to the Office of Human Resources and the Respondent's immediate supervisor where the Respondent is a non-student.

PROCEDURES FOR RESOLVING GENERAL TITLE IX POLICY VIOLATIONS NOT BASED ON SEXUAL MISCONDUCT

For general grievances concerning a perceived Title IX violation not involving Sexual Misconduct but involving University policy, practice or procedure, a written grievance should be submitted to the Title IX Coordinator. The grievance should specifically detail the exact policy, practice, or procedure at issue and how it allegedly violates Title IX protections and signed by the party.

The Title IX Coordinator will appoint an Investigator to 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 Investigator may also conduct a follow-up conference with the grievant or others. Upon completion of the investigation, the Investigator will submit a report to the Title IX Coordinator determining whether the alleged grievance violated any Title IX protections. Within sixty (60) days of receipt of the grievance, the Title IX Coordinator will issue a Notice of Grievance Determination regarding the grievance.

Appeals to a Notice of Grievance Determination must be submitted in writing within five (5) business days of receipt of the Notice of Grievance Determination to the Dean of Student Services and Campus Life, if the grievant is a student and to the University Provost and Vice-President of Academic Affairs for nonstudent grievant.

Appeals under this section may only be brought on one or more of the following two (2) grounds:

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

Harassment Policy

Spoken, Written, and Symbolic Harassment: Is the creation of a hostile environment by way of severe, persistent, and/or pervasive conduct in the form of spoken, written, or symbolic harassment that insults, stigmatizes, or denigrates individuals or groups on the basis of race, religion, creed, national origin, ethnicity, gender, sexual orientation, age, or physical ability. Harassment consistent with the rationale of faculty, staff, institutional officials (inclusive of Resident Directors and/or Resident Assistants), or visitors is strictly prohibited. Cited below are examples of harassing behavior; although it is not an exhaustive listing, it is intended to inform the campus community regarding behaviors that will not be condoned.

- Using racial epithets or derogatory names directed at individuals which convey hatred or contempt for persons on the basis of the attributes listed above.
- The use of graffiti or displaying of symbols to convey hatred or contempt for persons on the basis of the attributes listed above.
- The use of telephone and/or electronic devices by way of electronic mail, any social media platforms or paper mail (whether signed or anonymous) to convey hatred or contempt for persons on the basis of the attributes listed above.

Bullying:

- Bullying is typically exhibited as aggressive behavior or exerting intentional harm that is displayed repeatedly and over a period of time, which occurs within an interpersonal relationship characterized by an imbalance of power.
- It often includes derogatory and offensive comments regarding race, color, national origin, sex, sexual orientation, or disability.
- Often there is an imbalance of power, aggression, and a negative repeated behavior. Any repeated behavior causing an individual to feel a sense of isolation, intimidation, or inadequate will not be tolerated. An individual who feels they are being bullied is advised to address the behavior with those engaging in the bullying behavior, and if no change is made to contact the CAU Public Safety and/or the **Office of Student Affairs and Community Standards** for assistance.

Cyber-Bullying:

- Cyber-bullying is described as an individual being tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person through the use of the internet/social media, interactive and digital technologies, or mobile and electronic devices.
- Those who are electronically engaged can be cyber-bullied at any time or location, making the effect of cyber-bullying ubiquitous and acute.

- “Cyber-bullying consists of covert, psychological bullying, conveyed through any electronic medium such as cell-phones/electronic devices, web blogs, social media websites, on-line chat rooms, multi-user domains where individuals take on different characters, and on-line personal profiles. Threats come in the form of verbal attacks via the telephone or cell phone; or written via electronic or hand mail in the form of derogatory threats, racial, sexual or homophobic harassment using the various mediums available.”
- Any repeated behavior causing an individual to feel a sense of isolation, intimidation, or inadequate will not be tolerated. An individual who feels they are being bullied is advised to address the behavior with those engaging in the bullying behavior, and if no change is made to contact the CAU Public Safety and/or the **Office of Student Affairs and Community Standards** for assistance.

Stalking:

- Stalking is any repetitive and/or menacing pursuit, following harassment, and/or interference with the peace and/or safety of a member of the campus community; or the safety of any of the immediate family members of the community.
Any willful repeated behavior (including the use of electronic communication) within or out of the confines of a romantic relationship that would cause a reasonable person to feel uncomfortable, threatened, intimidated, harassed, or molested will be deemed as serious. As this behavior may disrupt the wellness and safety of the surrounding community, the Student Affairs Office reserves the right to charge someone without the cooperation of the victim.

Relationship Violence and Abuse:

Emotional abuse or violence, both physical and verbal, or threats of violence within a current or prior relationship will not be tolerated. Victims of this behavior are strongly encouraged to report this behavior to the Title IX Coordinator, Ms. Ramona Roman.

Procedures for Spoken, Written, and Symbolic Harassment:

- It is the primary goal of the University to use its expertise at educating and counseling to correct the unacceptable behavior of those who act in ignorance and prejudice.
- Whenever such expressions exceed the bounds of protected speech; i.e., are obscene, defamatory, or inflammatory, the University will pursue the matter to the extent allowed by the Student Code of Conduct policies and/or civil law.

Procedures for the Resolution of Allegations of Harassment:

Whenever harassment is reported and confirmed, the University will take prompt, corrective, disciplinary action consistent with due process up to and including dismissal. To enable the

University to act, students should file a formal complaint within the Offices of Student Affairs and Community Standards.

Meal Plans Policy

Residential Students:

First-Year Students (0-27 Earned Credit Hours) are required to have the Panther Platinum Meal Plan. The Panther Platinum Meal Plan will automatically be charged to your Banner account. The meal plan cannot be changed or cancelled.

Sophomore Students (28-57 Earned Credit Hours) are required to have the Panther Gold Meal Plan. The Panther Gold Meal Plan will automatically be charged to your Banner account. You are eligible to upgrade to the Panther Platinum Meal Plan only. The meal plan cannot be cancelled.

Junior, Senior and Graduate Students* (58+ Earned Credit Hours) 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 upgrade to the Panther Gold, or the Panther Platinum only. The meal plan cannot be cancelled. **Does not apply to graduate students residing in Beckwith Village*

Non-Residential Students:

Junior and Senior Students (58+ Earned Credit Hours) are required to have the Panther Bronze Meal Plan. The Panther Bronze Meal Plan will be automatically charged to your Banner account. You are eligible to upgrade to the Panther Silver, the Panther Gold, or the Panther Platinum only. 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 1st for the fall semester deadline and December 15th for the spring semester deadline.

Exemption Procedure

Residence Life and Student Development must receive the Exemption Form with all supporting documentation on or before the deadline. 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 2013)

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 leads 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 (AVP) 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 V.P. shall advise the University to waive all claims. If not, the V.P. shall determine the terms of the modification of the sponsorship agreement, intellectual property agreement, or licensing agreement related to patents and copyrights, and so advise the President.

In evaluating inventions, discoveries, intellectual property, filing patents, 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 and posted on www.cau.edu/research-sponsored-programs.

For further information about patents, visit the 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 www.cau.edu/public-safety/crime-tip-and-whistle-blower-information-form. 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

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 (ORL)

Preamble

Living in a residence hall 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 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 is committed to developing a safe and supporting living and learning environment. The ORL foster inclusive communities, creating a holistic student learning atmosphere. This mission is achieved through innovative learning opportunities, skills development and academic interventions. Through these 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 mattering, retention, engagement, and academic-excellence

Vision

The Office Residence Life 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 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- ORL provides students with multiple pathways to positively influence their academic, social, and moral trajectory
- Quality Services & Enhanced Living Environment – ORL is devoted to delivering the highest possible level of quality in customer service, maintenance, and all residential educational programming. ORL maintains a commitment to improve and develop our living facilities to meet the students' social and academic needs.
- Wellness – ORL provides a safe, secure, and nurturing environment for students to live and learn. ORL 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*.

ORL 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. ORL 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 mattering, 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 ORL 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. All requests for late arrival must be submitted at least one week in advance. Please email lcarter@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 ORL 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 Community Director of Residence Life. 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 Community Director (CD) in the event that your key is lost occurs and please do not hesitate to reach out to the Office of Residence Life 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 ORL 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 Community 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 Community Director/Resident Assistant or staff member will state specific reason(s) for entering.
- c. Community 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.

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 \(FAFSA\)](https://www.fafsa.ed.gov) 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 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 ORL. 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 ORL. 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 participation 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 ORL, 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

Offices of Student Affairs, Counseling & Disability Service, Student Health, 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.

Fire Drills

Fire drills are routinely held 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 Community Directors of Residence Life. 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 Community Director (CD) 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 CD on the basis of leadership ability, emotional maturity, general deportment, and personal appearance. If the CD 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 in the BCL Henderson Student Center, Suite 242

Disciplinary Matters

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

OFFICE OF RESIDENTIAL LIFE 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
1 st Offense	Write Up/Meeting/Educational Sanction and/or Parental Contact	Contract Probation/Judicial Educator and Parental Contact	Possible Eviction
2 nd Offense	Contract Probation/Judicial Educator and Parental Contact	Possible Eviction	

Student Health Services (SHS)

The AUCC Student Health and Wellness Center (AUCC SHWC) provides quality health care services to students of the Atlanta University Consortium Center. We are privileged to provide a variety of health and wellness-related services for our students, emphasizing a holistic approach to encourage growth physically, mentally, emotionally, academically, and socially. SHWC's goal is to inspire students to *empower* themselves by being proactive in their health and wellbeing, to encourage students to *believe* in their capabilities academically and personally and to support them as they *become* all that they desire to be.

Services are available for currently enrolled students of Clark Atlanta University. The AUCC SHWC team located at 455 Lee Street SW, (Third Floor, Suite 300A) will work in collaboration with the CAU SHS office to provide assistance with immunization compliance on the Point and Click medical portal. To schedule an appointment, please dial 404-756-1241 or book online on the Point and Click Patient Portal. If you have an urgent medical problem, a same day appointment may be available.

It is encouraged to schedule all non-emergency visits to the AUCC Student Health and Wellness Center when the student has no scheduled classes. Students are urged to seek assistance before their illness becomes incapacitating. However, the CAU Department of Public Safety is the designated first responder (404 880 8911). In case of emergencies, families will be notified promptly.

Hours of Operation:

AUCC Student Health Wellness Center
Normal Hours: Monday and Wednesdays 8AM-8PM Tuesday, Thursday and Friday 8AM-5PM Saturday, 10AM-1PM (located on 2 nd Floor)
After hours and weekend:

On-Call Physician, Nurse-Practitioner, call **(404) 756 1241** or for emergencies contact the CAU Department of Public Safety at **(404) 880-8911** or for **(404) 880-8623 for non-emergencies**

If you call for a non-urgent matter, your message will be relayed to the clinic on the next business day. For urgent and emergent care, the nearest hospitals are:

- **Grady Memorial Hospital**
80 Jesse Hill Jr. Dr SE, Atlanta, GA 30303
- **Emory University Hospital Midtown**
550 Peachtree St. NE, Atlanta, GA 30308

Illness Excuse Policy

Students who are too ill to attend classes are advised to report in person to the AUCC SHWC located at 455 Lee Street SW, (Third Floor, Suite 300A) for evaluation and disposition. Excuses will be granted based on the University's excuse policy. Students upon receiving a medical excuse must submit the excuse to the Office of Student Affairs within ten (10) business days from the date of the absence in efforts to receive an excused absence.

Eligibility for Treatment

All enrolled students are eligible for treatment and services offered by the AUCC SHWC. Students seeking care must present their University identification, medical insurance card and other pertinent health documentation must be on file.

Insurance Coverage

The University offers a compliant comprehensive medical plan under the Affordable Care Act. All full-time undergraduate students, all residential students, and all 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 students are required to participate in the University's plan. This plan is renegotiated annually, and as such, benefits and cost are subject to change. Specific questions pertaining to health insurance coverage may be directed to CAU Student Health Services staff at (404) 880-8322. Graduate students may opt out of health insurance with proper coverage.

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:

Therefore, please utilize the link below to review all required immunizations:

https://www.msm.edu/Current_Students/student-health/clark_immunizations.php

To begin utilizing the services of for the AUCC SHWC and to upload all immunization and COVID vaccination records you must register on Point and Click. For instructions on how to activate, the

Point and Click Patient Portal visit us at the [MSM Patient Portal](#). You will receive a compliant notification when all immunizations are reviewed and approved.

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 Affairs and the Office of Residential Life and Student Development. Community Directors (CD) 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 Community 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 Community 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.

Community 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 CDs 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 Community 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 Affairs. Residential Hall visitation hours are determined by the Office of Student Affairs. 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. 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 Adair Park II located at 866 Murphy Avenue SW Atlanta, 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 must follow the internal event processes, procedures, and approvals. Student organizations make their request using the internal facilities request form

found on the University Meetings and Event webpage. Reservations for food service cannot be made until a space is approved and confirmed. Student organizations must use the preferred vendor, Sodexo, unless Business Services grant special permission. 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 to any university property, and damages shall be charged to the individuals or groups using a facility when damages occur. The advisor for any student organization event must be present for the entirety of the event.

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 Associate Dean of Student Affairs, for Student Development.

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 Associate Dean of Students, Student Development.
- 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 and via social media shall apply to all students and organizations. General Regulations:

- Approval for the posting of advertisements by students and or organizations must be obtained from the Department of Student Leadership and Engagement, BCL Henderson Student Center, Suite 245.
- All materials must clearly identify the organization or person posting the advertisement.
- All physical 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 Community 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 or drug use 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 or after 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 (SLE)

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 with approval 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 Leadership and Engagement. 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 Registered Student Organization (RSO) leadership training 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 advise the organizations to sponsor wholesome and productive activities for the University. Chapter advisors must always be fully aware of University expectations and policies. The role of the Greek advisor is an enormous responsibility. Greek Service Council must have two advisors. For GSC organizations, the Graduate advisor must be an active member of the alumni/alumnae chapter that provides oversight to their chapter. The on-campus advisor must be a member of the faculty or staff

approved by the Office of Student Leadership and Engagement. For NPHC organizations, all organizations are required to have an advisory council, which consist of a minimum of four (4) advisors. The council should consist of at a minimum one on-campus advisor and three (3) Graduate advisors. On campus, advisors are to be members of the faculty or staff approved by the Office of Student Leadership and Engagement. The Graduate Chapter must approve all advisors. The Office of Student Leadership and Engagement should have received annually a statement of consent and advisor certification form.

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 restricted 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 advisor resigns.

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

1. 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 Student Leadership and Engagement or his/her designee for approval.
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. Requirements to serve as Graduate advisors are: must be active members of an alumni/alumnae chapter of the organization, and must be appointed by the regional, national or supervising alumni/alumnae chapter and approved by the University.
13. Requirements of On Campus advisors, who are members of the organization they advise: must be approved by the regional, national or supervising alumni/alumnae chapter and approved by the University.

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 Vector 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 cumulative GPA for students to participate in the intake process with an NPHC organization shall be 2.7, 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 2.70 grade point average each semester.
15. A chapter must earn a minimum 2.70 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 submitted to the Director of Student Leadership and Engagement or his/her designee. Student sessions shall be held from 6:00 p.m. to 11:00 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 Vice President of Student Affairs, 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

1. 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 Kappa Delta: Sociology	Dr. Obie Clayton Ext. 6976/6659	oclayton@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
Alpha Psi Omega Theatre Honor Society, Gamma Delta Cast	Dr. Eve Graves, Ext. 6142	Egraves@cau.edu
Beta Kappa Chi: Natural Sciences, Mathematics	Dr. Myron Williams, 6856	Mnwill@cau.edu
Gamma Beta Phi Society (Graduate Students)	Ms. Arnetta Slaughter, 8736	aslaughter@cau.edu
Golden Key International Honor Society	Dr. Cynthia Clem Ext. 8048	Cclem@cau.edu
Chi Sigma Iota International Counseling Honor Society	Dr. Crystal Giddings, Ext. 8518 Dr. Leonissa Johnson, Ext. 8517	Cgiddings@cau.edu ljohnson@cau.edu
Isabella T. Jenkins Honors Program	Dr. Teri Platt Ext. 8721	Tplatt@cau.edu
Kappa Delta Pi International Honor Society in Education (Alpha Gamma Theta Chapter)	Dr. Valerie Bennett, Ext. 8488 Dr. Kristian Douglas, Ext. 6079	vbennett@cau.edu kdouglas@cau.edu
Lambda Pi Eta: Communication Arts	Dr. Alice Stephens Ext. 6228	Astephen@cau.edu ;
Phi Alpha: Social Work	Dr. Darrin Wright, Ext.8553	dwright@cau.edu
Phi Alpha Theta International: History	Dr. Richard Morton	Rmorton@cau.edu

	Ms. Claudia Coombs	CCombs@cau.edu
Phi Delta Kappa International Professional Education Society	Dr. Chike Akua, Ext. 8695	cakua@cau.edu
Phi Eta Sigma National Honor Society	Dr. Cynthia Clem Ext. 8048	cclem@cau.edu
Phi Kappa Phi Honor Society	Dr. Charmayne Patterson, 8247	cpatterson@cau.edu
Pi Mu Epsilon: Mathematics (AUC)	Dr. Sandra Rucker, Ext. 8431 Dr. Charles Pierre, Ext. 8195	srucker@cau.edu cpierre@cau.edu
Pi Sigma Alpha National: Political Science	Dr. William Boone	WBoone@cau.edu
Psi Chi National: Psychology	Dr. Jimmy Davis, Ext. 6939	jdavis@cau.edu
Sigma Delta Pi National Collegiate Hispanic Honor Society	Ms. Sharon Nuruddin Ext. 8789	Snuruddin@cau.edu
Sigma Tau Delta International: English	Dr. Tikenya Foster-Singletary Ext. 8176	Tfoster-singletary@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; ¹we, 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 Mister 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: Mister and 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 Office of Leadership and Student Development.

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 Leadership and Student Development. Any proposed changes of rules by the SEC must be submitted to the House of Delegates and the Office of Leadership and Student Development 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 at the time of application or by the end of Spring Semester.
or must be a full-time 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 at the time of application or by the end of Spring 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 Leadership and Student Development (i.e., only commuter student may be eligible to be a Commuter Student Representative).

Section 3: Mister and 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 at the time of application or by the end of Spring Semester
or a full-time 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 at the time of application or by the end of Spring 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 1: Executive authority of the CAUSGA shall be vested in the Executive Board

Section 1.1: 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 1.2: 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 1.3: 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 1.4: 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 1.5: 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: Mister and Miss Clark Atlanta University:

- Will preside over the Kings and Queens Coalition.
- Will participate in events as determined or requested by the Department of Leadership and Student Development.
- 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 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 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 Treasurer:

- Monitor all HOD financial transactions.
- Make current Treasury reports at all House of Delegates 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 House of Delegates.

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

Section 6: Should Mister or Miss Clark Atlanta University fail to comply with their duties, their position becomes vacant and the line of succession falls in order to Mister or Miss Senior.

Should the line of succession fail to produce a replacement, the office will fall in order to Mister or Miss Junior, etc.

Section 6.1: The successor to Mister or 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 Dean of Judicial Affairs.
- The Speaker of the House of Delegates 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 Leadership and Student Development.

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*.

Office of Community Standards

CODE OF STUDENT CONDUCT AND CONDUCT REVIEW PROCESS

Purpose

The purpose of establishing and maintaining acceptable standards for student conduct in the University setting is to protect the character of the University community by discouraging conduct inconsistent with the mission and values of the institution. The purpose of publishing student conduct regulations is to give students general notice of prohibited behavior and their rights and responsibilities during the student conduct adjudication process. The purpose of campus student conduct proceedings is to provide a forum through which to determine whether a student is responsible for violating University regulations. This *Code* provides a means for the exercise of student rights and responsibilities within the University student conduct system. The *Code* seeks to preserve the individual rights of students while ensuring that the interests of the entire University community are also maintained.

I. Applicability

- A. The *Code* applies to the on-campus conduct of all students. The *Code* also applies to off-campus conduct of students that, in the University's judgment, involves or affects the University or other members of the University community, such as, but not limited to, conduct in connection with:
 - 1. Academic work or other University-related educational activities and experiences, such as class projects, field trips, study abroad, student teaching, or internships;
 - 2. Activities sponsored, conducted, or authorized by the University or its student organizations;
 - 3. Activities that cause or threaten to harm the health, safety, well-being, or property of the University or members of the University community, including the student him- or herself;
 - 4. Activities that unreasonably disturb the peace and privacy of the student's neighbors when living off-campus; or
 - 5. Online activities and interactions with other students via online platforms such as ZOOM® or GoToMeeting® and social media platforms such as Facebook®, Instagram®, Twitter®, TikTok®, SnapChat® and YouTube® that may adversely impact the online learning environment, when applicable, constitutes cyberbullying, or violates state, federal or local laws.
- B. The *Code* applies to conduct by a student while a student, even if it occurs outside of an academic term or when the student is not otherwise enrolled at the University and even if the University does not learn of such conduct until after the student graduates, withdraws, takes leave, or is otherwise absent from the University.

- C. Students also continue to be subject to federal, state, and local laws while at the University. While those laws are separate and independent from the *Code* and impose different standards, violations of them may also constitute violations of the *Code*. In such instances, the University may take action under the *Code* independently of any other legal proceeding involving the same conduct and may impose consequences for a violation of the *Code* even if such other proceeding is not yet resolved or is resolved in the student's favor.

II. Authority for Student Conduct

- A. Ultimate authority over student conduct is vested in the President of the University ("President"), who may take immediate action at her/his discretion for any violation of University policies or procedures whatsoever. Action taken by the President is final and closes the matter.

As an ordinary matter, the President has delegated authority over student conduct to the Dean of Student Affairs ("Chief Student Affairs Officer") who may exercise it consistent with these procedures.

- B. The Chief Student Affairs Officer or the Chief Student Affairs Officer's Designee reserves the authority to take immediate, necessary, and appropriate action to protect the health, safety and well-being of an individual and/or the University community. The Chief Student Affairs Officer may take an interim action to evict a student from University housing; restrict a student's access to and movement about the campus; and/or suspend a student from the University whenever the continued presence of the student at the University is deemed to pose a serious threat to her/himself or to others or to the stability and continuance of normal University functions. The interim action shall become effective immediately upon delivery of verbal and/or written notification to the student or his/her designee. A hearing or conference will be granted following the imposing of interim action as soon as practical, upon the student's request.
- C. The Office of Student Conduct ("Student Conduct"), with direction and guidance from the Director of Student Conduct ("Director"), is responsible for administering the student conduct system and ensures that all student conduct proceedings are carried out in accordance with University policies and procedures.
- D. Student conduct action may be pursued for any violation of University policy, local, state, or federal law, on or off University premises by a student that affects the University's interests and/or is inconsistent with the University's expectations for students.

III. Prohibited Conduct

The following list identifies prohibited behaviors and activities which may result in student conduct action under this *Code*. Commission of or attempts to commit these acts, condoning, supporting or encouraging others in the commission of these acts, or failure to prevent one's guests from committing these acts may be treated as violations of this *Code*.

A. Dangerous Conduct

Intentionally or carelessly engaging in conduct that threatens or endangers the health and/or safety of, or causes physical harm to, any person, including the violator, is prohibited. Examples of such conduct include, but are not limited to:

1. Placing a person in fear of imminent physical danger or bodily harm.
2. Causing bodily harm to a person, or engaging in harmful physical contact that would likely have caused bodily harm despite the lack of any measurable harm.
3. Hazing - Any action which endangers the mental or physical health of a student, or which encourages the student to engage in illegal or inappropriate conduct for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in, a recognized or unrecognized group or organization.
4. Engaging in reckless behavior that creates a potentially unsafe situation for members of the community.

B. Harassment

Any actions, threats, gestures, images, and/or words directed toward another person via any medium which have the purpose or which tend to incite a breach of the peace, create a hostile environment, or cause emotional distress to that person because of the humiliating, degrading, intimidating, insulting, coercive, ridiculing, and/or alarming nature of the conduct. It frequently, but not always, involves a pattern of conduct.

C. Use Possession or Storage of Dangerous Items

The use, possession or storage of any firearms, explosives, other weapons, fireworks or dangerous chemicals on University property or at University-sponsored, authorized or – conducted events is prohibited. Examples of such items include, but are not limited to:

1. Firearms and ammunition - Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots (including paint balls), regardless of the propellant used.
2. Explosives and fireworks including, but not limited to, firecrackers, cherry bombs, smoke bombs, and similar devices.
3. Knives or other weapons, or objects that could be construed as weapons, or items that pose a potential hazard to the safety or health of others. Other weapons are defined as any instrument of combat or any object not designed as an instrument of combat but carried or used for the purpose of inflicting or threatening bodily injury or damaging/destroying University property or the property of others.
4. Unauthorized hazardous materials or chemicals.

D. Interfering with Fire Safety

Misusing, tampering or damaging fire safety equipment, including, but not limited to, fire extinguishers, smoke alarms, sprinkler systems or exit signs is prohibited. Examples of other prohibited conduct under this section include, but are not limited to:

1. Unauthorized burning of any material in any University building, on University property or on areas adjacent to University property.
2. Disregarding a fire alarm signal or refusing to evacuate a building or a section of a building when a fire alarm is activated.

3. Recklessly or intentionally activating an alarm when an emergency situation does not exist.

E. Alcohol

The use, abuse, possession, or distribution of alcohol, except as permitted by law and University policy is prohibited. Also prohibited are the following activities:

1. Possession of containers that previously contained alcoholic beverages by persons under 21 years of age.
2. Possession of common source containers of alcohol such as kegs or alcoholic punch (i.e. – jungle juice).
3. Possession of alcoholic beverages by persons under 21 years of age.
4. Consumption of alcoholic beverages, including:
 - a. Consumption of alcoholic beverages by persons under 21 years of age;
 - b. Consumption of alcoholic beverages by persons 21 years of age or older in any public area, including public space within a residence hall, unless it is an official University approved event or University venue licensed to serve alcohol.
5. Intoxication by any person, regardless of age;
6. Sale, distribution or provision or attempts to sell, distribute or provide alcoholic beverages to anyone under 21 years of age. This also applies to those hosting social gatherings where alcohol is available for consumption to persons under the age of 21.

F. Drugs

The use, possession, and/or distribution of any drugs and/or drug paraphernalia is prohibited. Drugs include any controlled substances as defined by law, including those without a valid prescription, and/or other recreational substances. The University does not permit marijuana or marijuana products for any purpose including, but not limited to products that contain cannabidiol (CBD) or tetrahydrocannabinol (THC); students who qualify under local law to use marijuana or marijuana products for medical purposes may not possess, store, use or share marijuana or marijuana products on University-owned or controlled property or during University-sponsored events.

Other prohibited conduct under this section include possession of drug paraphernalia, including, but not limited to, any item typically used to inhale/ingest/inject/mask drugs, regardless of whether the item has been used for illegal purposes, and distribution (any form of exchange, gift, transfer or sale) of drugs.

G. Theft/Unauthorized Possession of Property

Theft of property, services, or possession of stolen property is prohibited. Unauthorized possession of University property (including residence hall lounge furniture) or the property of others is also prohibited.

H. Damage to or Misuse of Property

The following activities are considered damage to or misuse of property and are, therefore, prohibited under this *Code*:

1. Damaging or defacing University property or the property of others.
2. Unauthorized entry into University property or the property of others.

3. Unauthorized use or misuse of University property or the property of others.

I. Disorderly Conduct

Acting in a manner which annoys, disturbs, interferes with, obstructs, or is offensive to another/others is considered disorderly conduct and is, therefore, prohibited. Examples of such conduct include, but are not limited to:

1. Shouting or making excessive noise either inside or outside a building to the annoyance or disturbance of others.
2. Verbally abusing University officials (including students appointed to act as representatives of the University) acting in the performance of their duties.
3. Behaving in a lewd or indecent manner.
4. Engaging in, leading or inciting others in a breach of peace that is disruptive to the community.

J. Non-Academic Dishonesty

The following conduct constitutes acts of non-academic dishonesty, and as such, is prohibited under this *Code*:

1. Knowingly furnishing false information to the University or a member of the University community, including at University student conduct proceedings.
2. Forgery, misuse, unauthorized alteration and/or creation of documents, records, university identification cards, keys, or other objects.
3. Possession or use of false identification cards issued by an entity other than the university.
4. Fraud, through act or omission, committed against a member of the campus community or others.
5. Knowingly initiating or causing to be initiated any false report, warning or threat.

K. Interfering with University Events

Interfering with any normal University or University-sponsored events, including, but not limited to, studying, teaching, research, sponsored social programs, and University administration, fire, policy, or emergency services is prohibited.

L. Smoking

Smoking in a building or vehicle that is owned, operated or leased by the University or within 25 feet of an entrance or window of any University building is prohibited.

M. Violating Other University Policies

Any violation of other published University policies and regulations, including, but not limited to, Residence Life policies and procedures, rules published in other University publications, and those available at <https://www.cau.edu/complianceoffice/Forms.html> and other University websites is subject to sanctions under this *Code*.

N. Non-compliance

Failure to comply with reasonable directives of University officials, including students appointed to act as representatives of the University, acting in performance of their duties is deemed prohibited conduct. Directives to provide identification and/or participate in a University student conduct process are included in the scope of this provision.

O. Sanction Violation

Violating the terms of any student conduct sanction as imposed in accordance with student conduct procedures, including the failure to complete sanctions by the stated deadline, is prohibited and may subject the student to additional sanctions under this *Code*.

P. Gambling

Participation in any form of illegal gambling as defined by local, state, or federal law is prohibited.

Q. Violation of Law

Violation of local, state, or federal laws, regulations or ordinances is deemed prohibited conduct under this *Code*.

R. Sexual Misconduct¹

Sexual Misconduct is prohibited in all forms. "Sexual Misconduct" is a broad term encompassing a range of behaviors including, but not limited to: sexual assault; sexual harassment; dating violence; domestic violence; stalking; indecent exposure; sexual exhibitionism; use of communication systems to send unwanted sexual material and messages; prostitution or the solicitation or employment of a prostitute; peeping or other voyeurism; allowing others to view consensual sexual activity; the non-consensual video or audio recording of sexual activity; or any conduct prohibited by applicable law.

1. Sexual Assault includes, but is not limited to, sexual intercourse or sexual contact with another person without consent. Sexual assault is a criminal offense under state law and includes the following:
 - a. Oral, vaginal, or anal penetration, no matter how slight, with any object or body part without consent.
 - b. Non-consensual touching of another person in a sexual manner. This includes, but is not limited to, the touching either directly or through clothing of another person's genitalia, breasts, inner thigh, or buttocks with a clothed or unclothed body part or object.
2. Sexual Harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when either:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, education, on-campus living environment, or participation in a University activity or program; or
 - b. Submission to or rejection of such conduct is used or threatened to be used as the basis for decisions affecting employment, education, on campus living environment, or participation in a University activity or program; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive environment for employment, education, on-campus living, or participation in a University activity or program.
 - d. Sexual harassment can occur between and among supervisors or managers and subordinates, faculty and staff or students, peers,

vendors/subcontractors/visitors and employees or students, or any combination thereof. Often, but not always, the harasser is in a position of authority, trust, or influence that provides the opportunity to take advantage of the unequal positions of the parties.

3. Dating Violence means violence, threats, or intimidation committed by another person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: a) the length of the relationship, b) the type of relationship, or c) the frequency of interaction between the persons involved in the relationship.
4. Domestic Violence means violence, threats, or intimidation 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 State of Georgia (including past or present marriage, domestic partnership, romantic, dating, or sexual relationship), by a former spouse or similarly situated person against a victim who is in a subsequent relationship with a former spouse or similarly situated person, or by any other person against a victim who is protected from that person's acts under the domestic or family violence laws of the State of Georgia.
5. Stalking means purposely engaging in a course of conduct directed at a specific individual that would cause a reasonable individual to fear for his or her safety or the safety of another person, feel seriously alarmed, disturbed or frightened, or suffer emotional distress. A student can face significant disciplinary sanctions, including expulsion, as well as criminal prosecution or other legal action, for committing a sexual offense.

S. Solicitation

Unauthorized solicitation, sale or promotion of any goods or services in University owned or operated property, including residence halls, or at University-sponsored events is prohibited.

T. Complicity

Being present or otherwise involved, in such a way as to condone, support or encourage any acts which would violate this *Code* is prohibited. Students who observe acts in violation of this *Code* are expected to remove themselves and are encouraged to report the matter.

IV. Student Conduct System & Procedures

These guidelines are intended to provide general notice of rights and responsibilities during the student conduct process. This *Code* does not, nor is it intended to, afford the specificity or the due process rights of criminal or civil statutes or procedures.

A. Case Referrals

1. Any person may refer a student suspected of violating this *Code* to Student Conduct. The referral will be reviewed to determine the appropriate student conduct or administrative action to be taken in accordance with this *Code* including, in the event that there is insufficient evidence to support formal action, a determination that student conduct or administrative action is not warranted.
2. Referrals should be made within a reasonable timeframe after the alleged incident (or after the latest alleged incident in cases of harassment or where there is a succession of documented incidents). Student conduct action may be pursued after considering the amount of time that has passed since the alleged incident and whether there is enough information available to substantiate the reported behavior.
3. Administrative action, in lieu of formal student conduct action, may be taken at the discretion of the University, in an appropriate and reasonable manner, to address violations of this *Code*.

B. Student Conduct Proceedings

1. A student potentially subject to formal sanctions other than eviction from residence, suspension or expulsion, is entitled to a **conference**, which will normally consist of an informal meeting between the student responding to allegations ("respondent") and an administrator.
2. A student subject to eviction from residence, suspension or expulsion from the University is entitled to a **hearing**, which will normally consist of a formal meeting between the respondent and the University Conduct Board ("Conduct Board").
 - a. Allegations of sexual offenses will be resolved under the Disciplinary Procedures of Sexual Offense Complaints found in the University's Title IX Policies and Procedures.
 - b. A student who accepts responsibility for violations of this Code (prior to the student conduct hearing) may meet with the Director of Student Conduct in an administrative meeting to discuss possible sanction(s), in lieu of attending a hearing. This acceptance must be in writing, affirming acceptance of responsibility for the charge(s) and acknowledging that the full range of sanctions may be imposed. A student who accepts responsibility in writing forfeits all rights to an appeal process.
 - c. At times, there may be unique facts and circumstances that justify modifications in the timing and manner of the adjudication process, including, but not limited to, imminent graduation of the student; end of the semester; or other extraordinary circumstances. Therefore, the Chief Student Affairs Officer, or designee, reserves the right to determine the timing and manner of the adjudication process to be used when such facts and circumstances arise.

C. Guidelines for Student Conduct Proceedings

Cases of sexual offenses will be resolved under the University's Title IX Policies and Procedures. The following procedural guidelines shall be applicable to all other offenses.

Formal rules of process, procedure, and technical rules of evidence, such as the rules applied in criminal or civil court, are not used in student conduct proceedings. Deviations from prescribed procedures shall not necessarily invalidate a decision, unless significant prejudice to an accused student, complainant or the University results.

1. The respondent shall receive advanced written notification of the specific charges and the date, time, and location of the scheduled proceeding. Notice will most often take the form of a letter delivered to a student's University email account and/or residence.
2. The respondent may request a reasonable extension of time to prepare for the proceeding. Requests for an extension will not be granted for a period to exceed two (2) business days except in unusual circumstances where the respondent can demonstrate the necessity for a longer delay. All requests for extension of time should be made in writing at least one business day prior to the scheduled proceeding, except in cases of documented serious illness or emergency.
3. The respondent shall be afforded reasonable access to review the case file related to his or her matter prior to and during the proceeding. "Case file" means the file containing incident and police reports (if applicable), documents and materials maintained pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, and any other materials relevant to the matter. If additional information becomes available and is relevant, it will be discussed and reviewed at the proceeding. The notes of University staff members and investigators are not included in the case file and thus are not accessible. Names and other information of students may also be redacted in the incident report as appropriate for confidentiality.
4. The respondent shall have the opportunity to provide Student Conduct with additional and relevant information that is not contained within the case file to be considered during the proceeding. Any such additional information should be submitted in writing at least two business days prior to the proceeding.
5. The respondent may provide the names of witnesses from the University community who have relevant and material information pertaining to the alleged *Code* violation. Any additional witnesses must be submitted to Student Conduct in writing at least two business days prior to the proceeding. These individuals may be invited at the discretion of Student Conduct to provide information related to the incident. Ordinarily, witnesses who are not members of the University community will not be invited to serve as a witness in the proceeding, and expert witnesses generally will not be invited.
6. Proceedings will generally be closed to non-participants and to the public, including friends and University personnel without an official or legitimate interest in the matter. However, a respondent may be accompanied to the proceeding by one (1) advisor or advocate of his or her choosing, after providing the University at least three (3) days' advance notice of such

selection prior to the proceeding. The advisor will be required to submit a FERPA release form to Student Conduct in order to be permitted to accompany the student to the proceeding. The role of the advisor shall be limited to support and consultation; the advisor may not speak during any student conduct proceeding except privately to the respondent, nor shall the advisor question or address witnesses or the Student Conduct hearing officers. Violation of this expectation will result in the advisor being removed from a proceeding at the discretion of the student conduct administrator. In consideration of the limited role of an advisor, and of the interest of the University to expeditiously conclude the matter, a proceeding will not normally be delayed if an advisor is unavailable.

7. During the proceeding, the respondent shall have the opportunity to respond to the information related to the alleged violation of the *Code*.
8. Information or testimony that does not directly relate to the facts at issue, but instead reflects upon the character, reputation, personality, qualities or habits of the respondent should not be presented and, if offered, may be excluded.
9. A respondent who fails to appear at a scheduled proceeding without good cause (e.g. documented serious illness), after proper notice of such a proceeding, may be adjudicated in absentia, and forfeits all rights to an appeal unless it is for lack of proper notice, as required herein. In such cases, decisions will be based solely on information available or information presented during the proceeding.
10. Proceeding outcomes must be supported by a preponderance of evidence. Preponderance of evidence means that a greater weight of evidence supports the conclusion that a fact is true, or to establish that an event occurred. A preponderance of the evidence does not necessarily mean the greater *amount* of evidence, but rather the greater quality of evidence - making it more likely than not the matter in question is true.
11. A respondent may be found responsible for any prohibited conduct (including sections of the *Code* for which he or she was not originally charged) when behaviors that were previously unknown are discovered during the course of the student conduct proceeding or if it is determined that a different section of the *Code* more appropriately addresses the conduct in question.
12. The outcome of the proceeding shall be conveyed to the student in writing.
13. An audio recording may be made by the Office of Student Conduct. No other individuals present at the proceeding are permitted to make a recording. The audio recording is property of the University and will remain in the Office of Student Conduct. A party that is preparing an appeal may listen to the audio recording but may not duplicate it. The recording will be preserved until the conclusion of the appeals process. The conduct officer will facilitate the recording; however, issues that result in no recording, a limited recording, or

an inaudible recording are not considered procedural errors for the purpose of an appeal.

V. Sanctions

- A. The imposition of sanctions, if deemed appropriate, will be based on the nature of the violation and the severity of any damage, injury, or harm resulting from it, and the disciplinary record and rehabilitative potential of the respondent.
- B. In some cases, a sanction may be held in abeyance for a specific period. This means that, should the student be found in violation of the *Code* during the stated period, he or she may be subject to the deferred sanction in addition to the student conduct action appropriate to the new violation.
- C. Sanctions that may be imposed in accordance with this *Code* include:
 - 1. *Censure*: An official written reprimand for violation of specified regulations.
 - 2. *Disciplinary Probation*: A period of time in which a student is expected to demonstrate positive behavioral change and may be excluded from participation in privileged or extracurricular institutional activities. Additional restrictions or conditions for behavioral changes may be imposed. Violations of the terms of student conduct probation, or any other violation of this *Code* during the period of disciplinary probation, may result in eviction from residence, suspension or expulsion from the University. While on disciplinary probation, the student is not in good disciplinary standing with the University.
 - 3. *Restitution*: Repayment to the University or to an affected party for damages resulting from a violation of this *Code*.
 - 4. *Denial of Access to Specific Areas or Events*: Ban from certain University-owned or controlled areas or University-sponsored events for a specified length of time.
 - 5. *Eviction from Residence*: Termination of the residence hall agreement and exclusion from visiting within certain or all residential facilities, as set forth in the notice of eviction, for a specified period of time. A student who is evicted is not entitled to a refund of room fees, and may be responsible for additional fees as a result of eviction.
 - 6. *Revocation of Privileges*: Restrictions placed on activities and/or use of University services and facilities for a specified period of time.
 - 7. *Suspension*: Exclusion from classes and other privileges or activities, including access to University premises or University-sponsored events or activities off campus, as set forth in the notice of suspension, normally for a minimum of one semester. A student who is suspended is not entitled to any tuition or fee

refund and is banned from University premises for the duration of the suspension.

8. *Expulsion*: Termination of student status, and exclusion from University premises, privileges and activities. A student who is expelled shall not be entitled to any tuition or fee refund and is banned from University premises permanently.
9. *Discretionary Sanctions*: Other sanctions that bear a reasonable relation to the violation for which the student has been sanctioned may be imposed instead of or in addition to those specified above. Discretionary sanctions include, but are not limited to service hours, fines, educational reflection assignments, and participation in alcohol or drug awareness programs, and trainings, counseling and education regarding sexual assault and misconduct.

VI. Appeals

The outcome of a student conduct proceeding may be appealed subject to the following guidelines:

- A. A letter of appeal should be submitted to the Office of Student Conduct by the student within three (3) business days of receipt of the outcome of the student conduct proceeding.
- B. A student adjudicated in absentia forfeits all rights to an appeal process unless it is proven that it is for lack of proper notice, except in an extraordinary circumstance.
- C. The appeal must specify grounds that would justify consideration. **General dissatisfaction with the outcome of the student conduct proceeding or an appeal for mercy are not appropriate grounds for appeal.** The written appeal must specifically address at least one of the following criteria:
 1. Significant procedural error that changes the findings of fact of the student conduct proceeding.
 2. New evidence that significantly alters the findings of fact, that was previously unknown to the respondent, has been discovered and is available during the appeal process.
- D. The Chief Student Affairs Officer, or designee, will review and determine the outcome of the appeal.
- E. One appeal is permitted. The decision on the appeal is final and shall be conveyed in writing to the student.
- F. The imposition of sanctions may be deferred while the appeal process is pending unless, in the discretion of the Chief Student Affairs Officer, the continued presence of the student on the campus poses a serious threat to her/himself or to others, or to the stability and continuance of normal University functions.

Appellate Committee

1. The Clark Atlanta University **Appellate Committee** will consist of members of the faculty, staff and student body. The Vice President of Student Affairs **or a designee** will appoint the staff and student members. The Provost/Vice President for Academic Affairs will appoint faculty. (*Maximum term limit of two years*).
2. The Director of Student Conduct will forward the Hearing Board's decision and the conduct file to the Associate Dean of Students. The Associate Dean will manage the process going forward.
3. Appeals are limited to questions of improper procedure or new information.
4. Appeals must be submitted to the Office of Student Conduct within four business days of the judicial sanction. The Appellate Committee has up to 30 calendar days to determine an outcome. The judgement of the Committee shall be determined by a majority vote and shall be considered the final judgement of the university. Each case may be appealed only once.
5. The Vice President of Student Affairs or a designee will provide the results of the appeal to the student.

VII. Student Conduct Files and Records

The files of students found responsible for any prohibited conduct will normally be retained as a student conduct record in the Office of Student Conduct, under the authority of the Chief Student Life Officer. University officials may use the record as a reference; however, the record will be retained for no more than five (5) calendar years from the student's terminating date from the University, except as provided by law.

¹ While these definitions are derived from applicable law, the prohibited conduct described in this section encompass more than conduct proscribed by law.



CLARK ATLANTA UNIVERSITY
Office of Student Affairs
223 JAMES P. BRAWLEY DR., S.W.
ATLANTA, GEORGIA 30314-4389
(404) 880-8040
WWW.CAU.EDU