SECTION I:
INTRODUCTION

A. THE CHRISTIAN BROTHERS
The Congregation of the Brothers of the Christian Schools, commonly referred to in the United States as the Christian Brothers, was founded in 1681 by French priest John Baptist de La Salle in Rheims, France. The Founder revolutionized the entire educational experience as he ensured a practical and academic education for the poor and marginalized. He instituted several contemporary policies: grading students according to ability and achievement; simultaneously teaching many students; and teaching in the students’ native language, rather than the traditional Latin.

The Brothers are engaged in all phases of education throughout the world. They can be found in eighty-two countries operating elementary and high schools, colleges and universities, teacher education schools, orphanages, reform schools, military institutes and institutions dedicated to the development of professional and technical services, especially for the poor. The Brothers sponsor six institutions of higher education and fifty-seven high schools in the United States.

The Christian Brothers—a Roman Catholic religious congregation—are the largest group of non-cleric, male religious in the Catholic Church today, numbering more than eight thousand worldwide. They are consecrated religious men who do not aspire to become priests, but do take vows of poverty, chastity, obedience and service to the poor through education, promising to live together in a community. F.S.C., the letters a Brother places after his name, are the abbreviation of three Latin words: FRATRES SCHOLARUM CHRISTIANARUM, which means “Brothers of the Christian Schools”. In many parts of the world, the Brothers are referred to as “The De La Salle Brothers” after the name of the founder.

The Founder, now known as St. John Baptist de La Salle, achieved sainthood in 1950 by Pope Pius XII. In 1980, he was further proclaimed the patron of all teachers.

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

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

This handbook does not establish a contractual relationship between Christian Brothers University and its students or their families. This handbook only serves to highlight the University’s general policies, practices,
and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any grievance procedure contained within this handbook is strictly intended to provide all students with a framework for resolving grievances that may arise from time to time. However, such procedures are not intended to represent the precise formula to be followed in every dispute which may arise. Please read this book carefully and keep it available for handy reference. It is the University’s primary document outlining student responsibilities and rights. This document may be revised periodically, with the most up-to-date version available on the CBU website. Rather, it is the culmination of work by students, faculty and staff and is intended to be continually updated as the needs, desires, and circumstances of members of the CBU community change with time.

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

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

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

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

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

E. ACKNOWLEDGEMENT
This handbook is available electronically on the websites at all times. Returning students are encouraged to yearly to review the handbook for updates/changes.
SECTION II:
MISSION & IDENTITY

Educating minds.  Touching hearts.  Remembering the presence of God.

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

As a Catholic institution of higher learning, Christian Brothers University brings the timeless wisdom and religious heritage of centuries into an encounter with the twenty-first century. Universities are dedicated to teaching, to fostering research and to the education of students who freely associate with their teachers in a common love of knowledge. The privileged task of a Catholic university is to bring together in one community the intellectual search for truth in the context of faith based on the gospel and mission of Jesus Christ. (Blessed) John Paul II described the Catholic university as “an incomparable center of creativity and dissemination of knowledge for the good of humanity . . . born from the heart of the Church.”

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

THE BROTHERS IN MEMPHIS
The De La Salle Christian Brothers arrived in Memphis in 1871 from Chicago, and immediately opened a Catholic school that, within a few years, contained elementary and secondary grades, college classes and granted graduate degrees. Christian Brothers College, as it was then, became the first Catholic college in West Tennessee. The First World War brought an end to the college program as men went off to war. The elementary school declined and closed in 1926, while the high school prevailed. The college came into existence once more in 1940, and moved to its current location on East Parkway South. In 1965, the high school program moved to its present location on Walnut Grove Road, and the College, later to become a university, stood alone on East Parkway. In 2000, the Brothers agreed to the request of the Diocese of Memphis to administer one of the Jubilee Schools, De La Salle Blessed Sacrament. The circle was once more complete, with the Christian Brothers offering elementary, secondary and college programs with graduate degrees, continuing the tradition of committed Catholic education throughout the city of Memphis for more than 140 years.

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

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

The Student Government Association exists as an extension of the Office of Student Life. SGA’s mission is as follows:

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

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

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

The 2015-2016 Student Government Association Executive Board has the following positions:

- President
- Vice President of Senate
- Vice President of Communications
- President of Student Activities Council
- Vice President of Finance
- Senate

Student Government Association phone number: 321-3535

FUNDING

The Student Activity Fee funds the Student Government Association. Monies received by the SGA are used for the operation and maintenance of the Student Government Office, for activities sponsored by the SGA, Student Activities Council and member organizations, for cultural and entertainment activities, and for other expenditures the Association deems appropriate. The rules and regulations governing the distribution of money to clubs and organizations can be found in the SGA Constitution.
SECTION IV:
STUDENT GOVERNMENT ASSOCIATION & STUDENT ORGANIZATIONS

A. INTRODUCTION

B. PROCEDURE FOR BECOMING A RECOGNIZED STUDENT ORGANIZATION

C. POLICIES GOVERNING STUDENT ORGANIZATIONS

D. FRATERNITY AND SORORITY LIFE

E. DISCIPLINARY ACTION AGAINST A STUDENT ORGANIZATION

F. CONDITIONS FOR WITHDRAWAL OF REGISTRATION OF STUDENT CLUBS

A. STUDENT CLUBS AND ORGANIZATION

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

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

Organizations which must be registered to operate on campus include the following:
- Honor and leadership organizations and recognition societies
- Departmental organizations and professional fraternities and sororities
- Nationally affiliated social fraternities and sororities
- Special interest groups (political, religious, social, etc.)
- Service organizations

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

B. PROCEDURES FOR BECOMING A RECOGNIZED STUDENT ORGANIZATION

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

1. Provide the following to the Coordinator for Student Activities and Organizations:
   a. a copy of the constitution and bylaws of the organization:
   b. Name, purpose, proposed selection of officers, proposed nature and frequency of meeting and activities, and financial plans, including fees, dues, assessments, disbursements and disposal of assets in the event of dissolution.
   c. The names of active members (Must be a minimum of five (5) registered students of the university).
   d. A current list of officers and their election dates
   e. the name of the campus advisor.

2. Receive preliminary approval from the Office of Student Life and the Student Government Association. Final approval will be given on behalf of the University by the Associate Vice President for Student Life or his/her designee.

C. POLICIES GOVERNING STUDENT ORGANIZATIONS

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

1. A student organization may conduct its activities on the campus of Christian Brothers University only when (1) the organization has been officially recognized by the institution, and (2) the organization has completed the semester registration process. The only exception to this policy is organizational meetings held with the permission of the Coordinator for Student Activities and Organizations. Any organizational meetings must comply with all facility usage policies.

2. Christian Brothers University shall not be responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations. Organizations are also responsible and liable for the conduct and actions of all members and guests.

3. Each organization must agree to comply with all policies, regulations and procedures established by Christian Brothers University, as well as with all municipal, state and federal law. The organization’s philosophy must be congruent with that of the University.

4. Organizations having a national affiliation must be members in good standing with their national offices in order to be recognized by CBU.

5. No discrimination on the basis of age, sex, sexual orientation, color, disability status, national origin or race is to be practiced by organizations in selecting or maintaining membership. Violations of this policy will be referred to the Dean of Students for disciplinary action in accordance with the established Student Code of Conduct. Exceptions involve some organizations that by their nature include only members of a single sex or religion (i.e., sororities, fraternities). Such organizations are allowed provided their mission is congruent with the mission statement of CBU.

6. Each organization must have a faculty or staff advisor who is employed full-time by the University. Exceptions to full-time status may be made by the Coordinator for Student Activities and Organizations. A group may not orient new members without a campus advisor.
   a. The campus advisor will be required to do the following:
      • Help develop and review the organization’s constitution and by-laws as needed.
      • Help the officers develop a strategic plan for service to the University and the
Memphis community.
- Assist the organization in fulfilling its purpose.
- Advise the organization on questions of University policy.
- Be available as a resource person for information concerning the organization.
- Attend any event sponsored by the club or organization in its entirety if alcohol is served or present.

b. Organizations will not be permitted to sponsor events with alcohol on or off campus on Thursday evening unless granted permission by the Associate Vice President for Student Life.

c. The organization advisor must be present at any on-campus or off campus event sponsored by the organization if alcohol is served or present.

d. The Coordinator for Student Activities and Organizations will approve all campus advisors for every student organization. The campus advisor may be appointed by the Coordinator for Student Activities and Organizations each academic year. The Coordinator for Student Activities and Organizations will evaluate the campus advisor with the officers of each organization annually.

e. Should the advisor resign from the University or the organization, the group will have three (3) weeks to identify a new advisor before losing related privileges. Extensions will be granted by the Coordinator for Student Activities and Organizations only when evidence is presented that a concerted effort to identify a new advisor has failed.

7. Failure to meet designated guidelines in regards to proper paper work for organizational events/initiations may result in the loss of organizational privileges until such materials are submitted. No person or organization may use the name, seal or any symbol of the University in any manner without written permission from the Coordinator for Student Activities and Organizations. (Note: This includes clothing. See Section 9 under “Information Display” for more details). A recognized organization may use the name of the University in its title without such permission.

8. Clubs and organizations which have recruitment, initiation or orientation rites as part of their membership process must adhere to the following guidelines:

a. Recruitment programs may be held both semesters. Organizations are expected to recognize the academic mission and goals of CBU and not create an academic hardship for any associate or new member.

b. Organizations and their advisors must annually review their initiation rites and guidelines, and keep a copy, or general outline, on file in the Student Life Office.

c. Organizations must design their orientation and recruitment activities to be educational in nature. A respect for human dignity must be maintained in all activities.

d. The organization’s president and recruitment/membership officer must meet with the organization’s advisor at the start of each semester when recruitment is to be held, to discuss the educational nature of the process and to define exact new member requirements or recruitment procedures.

e. Orientation rules and activities must be submitted in writing to the organization’s advisor, for his/her approval before the activities are to be approved by the Coordinator for Student Activities and Organizations.

f. Formal new member recruitment or initiation activities of any kind may not take place before the start of the fourth full week of classes and must conclude two full weeks before the start of final exams.

g. Organizations may not recruit, initiate, induct or retain any student who does not have at least a 2.25 cumulative grade point average.

h. All recruitment and new member activities must comply with University policy. Care must be taken not to create undue physical, psychological or emotional distress for prospective members.
i. “Little Sister/Brother” organizations are not allowed.

j. Hazing is strictly prohibited. Hazing is defined as “any deliberate individual or group action intending harm by being placed in dangerous or precarious situations”. Hazing may also consist of actions which inflict and/or result in personal indignity or physical injury. Hazing may consist of actions which cause or inflict physical pain, assault, battery, intentional emotional distress, risk or physical harm, which result in the impairment of academic performance or of the proper fulfillment of obligations to the University, sponsored groups or activities. Questions as to whether specific actions may be considered hazing should be addressed to the Coordinator for Student Activities and Organizations by the organization prior to the event.

i. Specific actions and activities which are explicitly prohibited include:
   • Any activity that might reasonably be expected to bring harm to the individual.
   • Paddling, beating or otherwise permitting members or prospective members to hit other individuals.
   • Requiring anyone to wear garments that are degrading or uncomfortable, in the judgment of the Student Life staff.
   • Depriving prospective members of the opportunity for sufficient sleep and edible and decent meals.
   • Activities that interfere with an individual’s employment, family or religious obligations.
   • Requiring or encouraging individuals to consume any amount of alcohol or other drug.
   • Forcing, coercing or permitting individuals to eat or drink foreign or unusual objects.
   • Having substances thrown at, poured on or applied to the bodies of individuals.
   • Degrading or humiliating games or activities that make an individual the object of amusement, ridicule or intimidation.
   • Kidnaps or any mandatory forced on or off-campus trip as part of any activity
   • Any requirement which compels an individual to participate in any activity which is illegal, perverse, publicly indecent or contrary to the individual’s morals and/or beliefs.
   • Activities that violate the rights of others or disrupt campus activities or events.
   • Serving or making available alcoholic beverages to any person, regardless of age, at a membership, recruitment or initiation function.
   • Freedom from humiliation and danger of hazing is the right of every student on this campus.

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

9. Clubs and organizations which have recruitment, initiation or orientation rites as part of their Active membership in any student organization shall be limited to currently enrolled students. Professional organizations may include members of the business community.

10. Each organization must represent the interests of its members. Control must be from within the local campus group.

11. No organization may use the same name as a currently registered organization, or one similar to it, or have purposes which are similar to those of a currently registered organization.

12. Students must maintain a 2.25 cumulative grade point average to remain active in any campus organization. Possible disciplinary action may be taken by the Dean of Students against the organization if it is determined that the member was intentionally allowed to remain active after his/her average fell below the required minimum.

13. Properly registered organizations may be eligible for funding through the Student Government Association or its designee, provided the appropriate probation and other University requirements have been properly met.
14. No organization may solicit funds from any outside person, business or organization without written approval from the Associate Vice President for Student Life. Any fundraising activity shall be for the benefit of the organization as a whole or for charity. Funds shall not be distributed to the officers or members of an organization for personal profit or gain.

15. Organizations may maintain financial accounts with a commercial banking institution provided:
   a. The organization is registered with the University.
   b. The president and treasurer of the organization are bonded.
   c. The commercial financial statements are open to inspection upon demand of the organization’s advisor, the SGA Vice President of Finance, Coordinator for Student Activities and Organizations and/or the Associate Vice President for Student Life.
   d. Each organization shall maintain a sound financial system related to the collection and disbursement of revenues in accordance with generally accepted accounting principles. An organization may be subject to audit by representatives of the SGA or the Associate Vice President for Student Life at any time. Appropriate records shall be maintained for the purpose of the audit.
   e. Each organization shall designate an officer to be responsible for the collection and disbursement of all funds and the maintenance of books and records.

16. Recognized organizations shall have access to University services, including audio-visual equipment, audio/visual technician, and printing and mail services, subject to notification and availability of equipment. Fees may be charged for those services that result in a monetary expense. Organizations on probation cannot have access to AV equipment.

17. No student who is on academic probation or disciplinary suspension from the institution shall be eligible to become an officer, or to maintain the status of officer in an organization. Any student who is on disciplinary probation is subject to removal as an officer from any organization at the discretion of the Associate Vice President for Student Life.

18. It is the responsibility of the chief executive officer of each organization to consult with the Student Life office to ensure that all candidates for office are eligible academically and in good standing with the University.

D. CHALKING/SIGN POLICY

The CBU chalking/sign policy is designed to serve as a resource for student groups and administration who intend to develop and implement public displays, specifically chalk drawings and posters. Any display that utilizes chalk on a university piece of property shall be considered Chalk Drawings, while materials printed on paper or similar mediums that are designed to hang from walls or awnings shall be considered Banners.

- Any and all materials that will be displayed on campus property must first be approved by the Office of Student Life, located in the Rozier Center.
- Chalking displays are to be confined to the ground within the student quadrangle and "The Buc" dining area. Chalk is not allowed on the walls, awnings, or archways.
- Banners may be posted on the walls facing into the quadrangle, facing Rozier hall, and within the tunnels connecting both areas.
- Alternate chalking and posting areas will be considered at the discretion of the Office of Student Life.
- Both chalk and banners must be removed by the agreed upon removal date, or the student group, or student, responsible will be responsible for the appropriate sanctions (see below).

CBU chalking policy sanctions are carried over for a period of one (1) academic year. E.g. Student groups who receive a warning but comply for the remainder of the year will be afforded another warning during the next academic year.

For chalking and banner infractions, the first infraction will result in a verbal warning. If compliance is not followed as a result of the warning, or, if a second offense occurs, the group will be denied approval for a period of three (3) months or the end of the semester, whichever is longer and fined $50. For student
groups who have a third infraction, they will be denied approval for a period of eight (8) months or the end of the academic year, whichever is longer, and fined $100.

E. FRATERNITY AND SORORITY LIFE

All recognized campus organizations are required to abide by the above policies. However, due to their unique nature, social fraternities and sororities have certain additional requirements and policies which apply only to them. Listed below are the policies which national fraternities and sororities recognized by the Student Government Association and the University are obliged to follow:

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

- Strengthening the fraternity and sorority experience on campus through improvement of communication among membership organizations.
- Supporting community service projects for the campus and community.
- Supporting the mission and goals of the University.
- Working closely with other organizations on campus in order to facilitate and improve relationships.
- Ensuring member organizations follow nationally recognized risk management policies and procedures.

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

1. A student organization recruitment functions shall normally take place on campus and be registered with the Coordinator for Student Activities and Organizations whether on or off campus. This is done to prevent the scheduling of important events at or near the same time or in the same facility.

2. No drugs or alcoholic beverages are allowed at informal or formal recruitment functions.

3. Bids cannot be offered until the Friday and Saturday following the recruitment week established by the Coordinator for Student Activities and Organizations and can be offered until the start of the next academic year.

4. New members should be regularly informed of their progress throughout the pledge period.

5. All chapter meetings must adjourn no later than 8:30 p.m. on Sunday evenings to allow students the opportunity to attend Mass.

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

F. DISCIPLINARY ACTION AGAINST A STUDENT ORGANIZATION

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

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

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

G. CONDITIONS FOR WITHDRAWAL OF CLUB/ORGANIZATION REGISTRATION

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

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

An organization which is placed on probation may continue to hold meetings but may not sponsor any activity or program. An organization whose registration is withdrawn may not engage in or sponsor any activities or meetings or advertise any activity or meeting on campus.
SECTION V:
ACADEMIC POLICIES,
LEARNING COMMUNITIES & SUPPORT SERVICES

A. ACADEMIC MISCONDUCT
B. CHEATING
C. PLAGIARISM
D. GRADE APPEAL POLICY
E. MEDICAL WITHDRAWAL FROM UNIVERSITY
F. SATISFACTORY ACADEMIC PROGRESS FOR TITLE IV AID
G. LIVING LEARNING COMMUNITIES
H. STUDENT DISABILITY SERVICES

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

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

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

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

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

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

The following procedures will apply in cases of cheating:

1. After cheating is discerned, the faculty member should immediately inform the student of the alleged charge. Cheating must be discerned, not merely suspected. If at all possible, evidence should be available.

2. The faculty member must, prior to the next class meeting, inform in writing the student, the student’s advisor, the faculty member’s department chair, the Dean of the School and the Vice President for Academics, of the charges against the student and any disciplinary action taken against him or her.

3. If the student, who has been accused of cheating, wishes to appeal his or her final grade for the semester, that person shall follow the grade appeal process set forth in Section 3.10 of this Handbook.

4. Multiple infractions may result in permanent expulsion from the University by the Vice President for Academics. Any appeal of expulsion shall be made to the President of the University, but the review is limited to ensuring that fundamental fairness guidelines have been met. If fundamental fairness guidelines have not been met, the President can refer the case back to the Vice President for Academics to ensure that the guidelines are met.

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

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

The following procedures will be followed in cases of plagiarism:

1. After plagiarism is discerned, the faculty member should immediately inform the student of the alleged charge. Plagiarism must be discerned, not merely suspected. If at all possible, evidence should be available.

2. The faculty member must, prior to the next class meeting, inform in writing the student, the student’s advisor, the faculty member’s department chair, the Dean of the School and the Vice President for Academics of the charges against the student and any disciplinary action taken against him or her.
3. If the student who has been accused of plagiarism wishes to appeal his or her final grade for the semester, that person shall follow the grade appeal process set forth in Section 3.10 of this Handbook.

4. Multiple infractions may result in permanent expulsion from the University by the Vice President for Academics. Any appeal of expulsion shall be made to the President of the University, but the review is limited to ensuring that fundamental fairness guidelines have been met. If fundamental fairness guidelines have not been met, the President can refer the case back to the Vice President for Academics to ensure that the guidelines are met.

D. GRADE APPEAL POLICY

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

A student who has evidence that he or she has been assigned a final grade in an arbitrary and capricious *, or prejudicial manner may appeal the assigned grade by following the procedures listed below. These procedures must be initiated within two weeks after the beginning of the subsequent academic semester (or term). Before appealing to the Grade Appeals Committee and within four weeks from the beginning of that semester (or term), the student must complete a form obtained from the Academic Affairs Office with the signatures of all persons mentioned in Steps 1-4 of the Grade Appeals Policy to show that he or she followed these steps.

1. The student should first discuss the grade in question with the instructor involved. Although this first step is highly encouraged, if the student feels uncomfortable discussing the grade with their instructor, the student can initiate the grade appeal process with their advisor.

2. If not satisfied, the undergraduate student should discuss the situation with his or her advisor, the graduate student with his or her graduate director. If the advisor/graduate director deems the appeal appropriate, he or she may discuss the matter with the instructor.

3. If consulting the advisor or graduate director does not resolve the situation, the student should discuss the matter with the Department Chair, who, in turn, should discuss the matter with the instructor. (This step is not required for MEM students)

4. If still not satisfied, the student should refer the matter to the Dean of the appropriate school, who may request a meeting of the student, instructor, Department Chair, and, at the discretion of the student, the student’s advisor or graduate director.

5. If the matter remains unresolved, the student may then appeal the case to the Grade Appeals Committee by written request to the Vice President for Academics. The committee includes five elected faculty members and the Dean of Academic Services who acts as a non-voting chairperson of the committee. Department chairs and school deans are not to serve on the committee. The faculty member and the student in question each may be represented by a non-voting faculty member of their choosing.

6. The prescribed procedures of the Grade Appeals Committee are on file in the Office of the Vice President for Academics. Before any hearing is undertaken, the Committee’s chairperson will verify that the procedures described in 1-4 have been followed and that all parties involved understand the procedures that will be used during the hearing.

7. The findings and judgments of the Grade Appeals Committee will be communicated to the instructor and the student involved. The Committee will inform the Vice President for Academics of the nature of the findings and judgments. The Vice President for Academics will, in turn, instruct the Office of the Registrar to make any necessary changes. Since the purpose of the Committee is to review charges of arbitrary and capricious *, or prejudicial grading, and since such review is not an infringement on an instructor's academic freedom, the judgment of the Committee is final.

8. The Chairperson of the Grade Appeals Committee will complete a form as a record of the following from the hearing: verification that proper procedures were followed, summary of
committee findings, and vote count. The completed form is kept on file in the Office of the Vice President for Academics.

* A willful and unreasonable action without consideration or in disregard of facts or without determining principle. – Black’s Law Dictionary

3.10.1 Grade Changes
Grade changes for prior semesters submitted after the mid point of the following regular semester will require the faculty members signature as well as the signature of the Department Chair or Dean of the school before the grade change can be processed by the Registrar’s Office.

E. MEDICAL WITHDRAWAL FROM THE UNIVERSITY
The University occasionally faces the problem of students who pose a threat to themselves or others, who are unable to cope, or who create a pattern of extreme disruption. If such behavior constitutes a violation of CBU’s rules and regulations, the case will be referred to the Vice President for Academics for action. If the student’s behavior occurs without such violation, if the student does not respond to the charges against him or her, or if the student did not know the nature or quality of the conduct in question at the time of the occurrence, the Vice President may require an interim removal of the student from campus pending resolution of an investigation. If, as a result of this investigation, and with documentation from an appropriate health professional, it has been determined that the student’s behavior indicated a substantial risk or threat to self or others, or that the individual is otherwise unable to fulfill the expectations of a student at Christian Brothers University, the pursuit of professional care or a withdrawal from the University may be recommended. Any decision to take further action shall be made by the Vice President for Academics, in consultation with the appropriate professional staff. At that time, the Vice President for Academics shall inform the student of the decision and shall initiate the withdrawal process through the Registrar’s Office. Removal of a student from the University will be undertaken only as a last resort. Every effort should be made to help students understand the consequences of their behavior, make responsible decisions, and develop skills that will allow them to remain and function in the Christian Brothers University community. Students who have voluntarily withdrawn or who have been removed from campus are not allowed to attend class, have no access to the campus or University sanctioned or sponsored events.

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

F. SATISFACTORY ACADEMIC PROGRESS FOR TITLE IV AID
Federal regulations prescribe that in order for a student to continue receiving Title IV funds at Christian Brothers University, that student must maintain satisfactory progress as listed below. Title IV funds include Federal Pell Grant, Federal SEOG, Tennessee Student Assistance Awards, Federal Work-study, Federal Perkins, Federal Stafford and Federal Plus Loans and any other funds which are in any way funded by the federal government.

Satisfactory Academic Progress for Title IV Aid is measured as achieving a cumulative Grade Point Average as listed below:

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

Graduate Programs: 3.00

In addition, an undergraduate student must successfully complete 67% of course work attempted with a grade of D or above. The completion rate is calculated by the number of hours successfully completed divided by the number of attempted hours including repeat hours.

Satisfactory Progress for Title IV Aid is monitored by the Semester. The maximum number of hours a student may attempt and still draw Title IV aid is 150% of the normal hours to complete the degree. Students who fail to maintain Satisfactory Progress for Title IV Aid at the end of the semester will have a term of Warning. During that term both the Cumulative Grade Point Average standard as well as the Cumulative 67% Completion Rate standard must be met for the student to continue on Title IV Aid.

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

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

G. Living Learning Communities

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

H. Student Disability Services

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

Student Disability Services is under the auspices of the Dean of Students, whose office is located in Rozier Center (formerly Rozier Lounge). The telephone number is (901) 321-3536. For more information on available services, go to http://www.cbu.edu/disability/support.html

Services:

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

- A Writing Assistance Program to assist with writing assignments;
- A Math Center to assist with math assignments;
- Peer Counselors to answer questions and assist entering students in transition to college;
- Study skills workshops that stress time management, concentration, motivation, note taking and test preparation;
- Extended time on in-class assignments and exams;
- Use of tape-recorders;
• Preferential seating;
• Short term personal counseling

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

A. COMMUTER RESOURCES & INVOLVEMENT
B. INTERNATIONAL STUDENT INVOLVEMENT
C. COUNSELING SERVICES
D. MAIL & POSTAL SERVICES
E. RELIGIOUS OPPORTUNITIES & ORGANIZATIONS
F. UNIVERSITY COMMITTEES
G. CLERY ACT (STUDENT RIGHT TO KNOW)

A. COMMUTER RESOURCES & INVOLVEMENT

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

1. Commuter Meal Options

   Commuting students have several options available to them during the day if they wish to dine on campus. Non-residents may purchase reloadable “BUC dollars” in the business office. These dollars may be used at any of the three campus dining locations: Alfonso Dining Hall, the Buccaneer Grill, or Canale Café. Simply visit the business office to purchase “buc dollars” in any amount.

   **Alfonso Dining Hall**
   - 7:30am-7:30pm Monday - Thursday
   - 7:30am-6:30pm Friday
   - 10:30am-6:30pm Saturday and Sunday
   
   The Alfonso Dining Hall is an all-you-can-eat dining facility offering a wide variety of options for breakfast, lunch and dinner. Alfonso features daily entree specials and consistent offerings with a full salad bar, potato bar, pizza bar, deli station, pasta station, and several dessert choices.

   **Buccaneer Grill**
   - 7:30am-7:30pm Monday - Thursday
   - 7:30am-2:00pm Friday
   
   The Buccaneer Grill, aka “the Buc,” is a convenient stop for breakfast, lunch and dinner. The Buc offers many quick meals for students in a hurry or who seek a change of venue. Menu items include burgers, sandwiches, salads, and wraps, along with ice cream treats and monthly specials. Additionally, the Buc sells beer under the following rules:
   - No alcohol may be sold or served to any person under the age of 21.
   - No persons under the age of 21 shall be in the possession of alcohol.
   - Customers ordering beer must possess a valid ID confirming their age. The only forms of acceptable identification are:
     - A valid photo driver’s license
     - A military ID card
     - A valid passport
     - A Government-issued photo ID card
• Any person who cannot produce proper ID and proof of age will not be served.
• No Service to a visibly intoxicated person.
• The sale of alcohol to any person who is visibly intoxicated is prohibited.
• Participation in drinking games or other forms of binge drinking behavior is prohibited.
• No more than two (2) alcoholic beverages may be served to any customer per transaction.
• No more than three (3) alcoholic beverages will be sold to any one person per day.
• No alcohol is to be taken out of the BUC or beyond the BUC Patio.

Hours of Beer Service: Alcohol will be served from 3:00pm until 10:30pm – with a last call cutoff will be announced at 10:30pm, 30 minutes prior to closing.

Service of alcoholic beverages will comply with city, county and state regulations in addition to CBU’s Alcohol Policy. Student Life and Campus Safety will be notified of any violations with appropriate actions taken per the CBU Policy.

Canale Café
3:00am-9:00pm Monday- Friday
Located by the entrance of Canale Arena, the café offers breakfast specials in the morning! Salads, sandwiches, wraps, and smoothies are available throughout the rest of the day. Starting during the Fall 2013 seasons, beer may be sold at the Canale Café in accordance with appropriate state and local laws and regulations as well as CBU’s alcohol policy.

2. Studying
There are several places on campus for students to study. The most widely utilized is the Plough Library. Other available places are the LLC lounge, empty classrooms, Computer Center, and the Cooper-Wilson Lounge on the second floor.

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

LLC Lounge
The LLC lounge is located on the first floor of the building. It is available for commuter and resident student use – equipped with a big screen television and game tables. Snack and drink machines are also available.

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

4. Intramurals and Recreational Activities
Intramural activities are available to all commuters. Organized activities include basketball, softball, soccer and volleyball. Contact the Coordinator for Intramurals, Recreation and Community Participation in the Student Life Office.

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

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

B. INTERNATIONAL STUDENT INVOLVEMENT
Throughout its more than 130 year history, Christian Brothers University has opened its doors to individuals from all walks of life. The University has a population that represents students from approximately 30 countries. The International Student Coordinator supports the international student population by providing the following programs and services:
- Academic policies
- Health Insurance - Cultural adjustment
- Transition to Campus - Memphis resources
- And other pertinent issues

For more information on international students programs and services, come by the Admissions Office, located in the Buckman first floor, or by calling 321-3205.
For immigration-related issues such as visa status, I-20 issuance, and employment eligibility (among others), see the Dean of Students in the Rozier office suite.

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

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

Crisis Counseling/ Suicide Intervention
In the event that a student becomes emotionally distraught, or a member of the Christian Brothers University community becomes concerned about the welfare of a student, please take action immediately. Call the Counseling Center or one of the listed numbers and ask for assistance. If you are concerned that you or a fellow student is in crisis, please DO NOT DELAY THE CALL. If the student is in a residence hall, make sure that a staff member is alerted.
Below is a list of numbers for community resources providing 24-hour assessment/assistance at no charge.

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Al-Anon</td>
<td>(901) 323-0321</td>
</tr>
<tr>
<td>Alcohol Abuse 24-Hour Assistance</td>
<td>(1-800) 234-1253</td>
</tr>
<tr>
<td>Alcoholics Anonymous Helpline</td>
<td>(901) 726-6750</td>
</tr>
<tr>
<td>Cocaine Anonymous Hotline</td>
<td>(901) 725-5012</td>
</tr>
<tr>
<td>Memphis Crisis Center</td>
<td>(901) 274-7477</td>
</tr>
<tr>
<td>(database of 3,000 referrals)</td>
<td></td>
</tr>
<tr>
<td>Lakeside Needs Assessment and Referral Center</td>
<td>(901) 377-4733</td>
</tr>
<tr>
<td>Narcotics Anonymous</td>
<td>(901) 276-5483</td>
</tr>
<tr>
<td>Parkwood Hospital</td>
<td>(901) 521-1400</td>
</tr>
<tr>
<td>Rape Crisis</td>
<td>(901) 222-4350</td>
</tr>
<tr>
<td>(Shelby County Rape Crisis Center)</td>
<td></td>
</tr>
<tr>
<td>St. Francis Behavioral Health Services</td>
<td>(901) 765-1400</td>
</tr>
<tr>
<td>Suicide and Crisis Intervention</td>
<td>(901) 274-7477 or 1-800-SUICIDE</td>
</tr>
</tbody>
</table>

Alcohol Counseling
If students of Christian Brothers University feel they may be experiencing an alcohol problem, they are encouraged to contact the University Counseling Center located in the Thomas Center. The Director of Counseling is available for confidential consultation on a walk-in basis or by appointment. Confidentiality will not be violated unless authorized by the student or a threat to life occurs. The Director or the Consulting Psychologist will be able to provide information and testing, or assist in making a referral to a local agency or treatment facility. The Director may be reached at (901) 321-3527.
**Drug Policy/ Intervention**

If students of Christian Brothers University feel they may be experiencing a drug problem, they are encouraged to contact the University Counseling Center located in the Thomas Center. The Director of Counseling is available for confidential consultation on a walk-in basis or by appointment. Confidentiality will not be violated unless authorized by the student or a threat to life occurs. The Director or the Consulting Psychologist will be able to provide information and testing, or assist in making a referral to a local agency or treatment facility. The Director may be reached at (901) 321-3527.

**Student Assistance Program**

All students at CBU may utilize a Student Assistance Program offering personal counseling, financial advising and legal consultation at no charge for initial services. This includes six personal counseling sessions per issue annually and thirty minutes each for professional financial and legal advice. Students may utilize the “Personal Assistant” services for trip planning, career information, relocation advice, and the like.

To set up their account, students should go to [www.mybalanceworks.com](http://www.mybalanceworks.com) or call (1-800) 327-2255. This program is provided as a contracted service through eni for the academic year.

**D. PRINT & MAIL SERVICES**

Print and Mail Services has moved to the St. Joseph’s breezeway, next to the ITS Center. Featuring 24-hour access to student mailboxes, normal business hours are **8:00am-4:30pm Monday-Friday.**

**Print Services Overview**

Print Services offers duplication and printing related services to faculty, staff and students. In-house services include printing and copying, binding, flyers, brochures, invitations and fax service. Other services are by request and availability. Please contact the Director, Jane Murphy, by calling (901) 321-3394 or e-mailing jcmurphy@cbu.edu.

**Mail Services Overview**

The mailroom provides a variety of services to the students and campus community as a whole. Students have the opportunity to OPT IN for a mailbox if he or she expects to receive mail throughout the academic year. Please visit the mailroom during normal business hours to receive the mailbox assignment and key. At the end of the school year, students MUST return the key to the Mail Room to have it checked properly. Keys not returned by **June 1st** of that academic year will be assumed lost and the individual will be charged a non-refundable $25.00 replacement fee.

While times may vary, mail is delivered and picked up once a day by U.S. Postal Service. The mailroom meters letters special packages. In addition, there are self-service options for students, faculty and staff to send packages from on campus through FedEx, UPS, and USPS during normal business hours.

**Important Reminder:**

**John/Jane Smith**

Box 000  
Christian Brothers University  
650 East Parkway South  
Memphis, TN 38104

Mail Room can be contacted at mailroom@cbu.edu or (901) 321-3551.
E. RELIGIOUS OPPORTUNITIES & ORGANIZATIONS

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

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

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

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

1. A written proposal must be submitted to the Office of Campus Ministry for each academic year stating the purpose of the organization, requirements for membership, and a planned schedule of events for the upcoming year. All events will be monitored by the Director of Campus Ministry or a designated representative of the Campus Ministry Office.

2. All publications and flyers for student religious organizations must be approved by the Office of Campus Ministry. In addition, all signage and publications should be in accordance with the policies and procedures outlined in Section 9, page 65, of this document.

3. Members of religious student organizations may not make blanket or random visits to students’ rooms as part of their membership in the group.

4. All activities and fundraising are to be approved through the Office of Campus Ministry. In order to obtain funds for an approved religious organization, the organization must comply with the policies and procedures of the Student Government Association regarding finances.

5. There will be no defaming or misrepresenting the beliefs of others or literature that is against any religious tradition.

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

F. UNIVERSITY COMMITTEES WITH STUDENT INVOLVEMENT

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

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

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

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

3. **FOOD SERVICE ADVISORY COMMITTEE**

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

4. **COMMITTEES OF THE BOARD OF TRUSTEES**

a. **ADVANCEMENT COMMITTEE**

The Advancement Committee shall recommend actions to the Board relating to policies affecting the relations of the University with its various publics. It shall recommend policies for acquiring voluntary funds for both operating and capital purposes. The Student Government Association President and the Student Government Association’s Vice President of Finance are the student representatives normally appointed to the Committee by the Chairperson of the Board. Appointments to this committee are made by the Chairperson of the Board and are for one full academic year.

b. **EDUCATION COMMITTEE**

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

c. **MISSION & IDENTITY COMMITTEE**

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

d. **PLANT AND GROUNDS COMMITTEE**

The Plant and Grounds Committee shall recommend actions to the Board concerning the plant and grounds of the University. Appointments to this committee are made by the Chairperson of the Board and are for one (1) full academic year. A Graduate and Professional Studies Advisory member and the President of the Student Activities Council are the student representatives normally appointed to this committee by the Chairperson of the Board.

e. **STUDENT LIFE COMMITTEE**

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

5. **STRATEGIC PLANNING REVIEW BOARD**

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

G. STUDENT RIGHT TO KNOW (CLERY ACT)
Christian Brothers University is in compliance with federal legislation known as the Student Right to Know Act and the “Clery Act.” The legislation requires institutions to make available to prospective students, currently enrolled students, and interested parties information about Campus Police & Safety policies and procedures, established safety programs, and statistics concerning crimes that have taken place on campus. This information is available on the Campus Police & Safety website at: http://www.cbu.edu/safety/campussafety.html.
SECTION VII: RESIDENCE LIFE POLICIES

A. INTRODUCTION AND OVERVIEW

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

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

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

The Resident Directors (RD) lead the Resident Assistant staff in presenting programs and promoting the development of a satisfying environment in the residence halls. On an individual level, each RD is available to help with personal, academic or residential life concerns. An RD is on duty every evening and available to the residents by calling 901-734-0134. Evening duty hours for the staff include 7:00 pm – midnight from Sunday through Thursday and 7:00 pm – 2:00 am on Friday and Saturday evenings. Should you need something during normal business hours, please contact the Office of Residence Life or a member of the residence life staff at any time.

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

1. Application Procedures
Applications for residence hall living may be obtained from the Student Life Office. Because assignments are allocated by date of receipt, completed applications must be accompanied by a down payment. A $150.00 security deposit is required of all new residential students and a $300.00 down payment is required for all returning residents each year. The $150.00 security deposit is released to the student after graduation or if the student decides to leave CBU. The security deposit and annual down payment must be submitted with the Housing Contract. Housing applications will not be processed until this down payment is received. This down payment will be credited to the student’s account and will be deducted from the room and board charges. Checks or money orders should be made payable to Christian Brothers University.

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

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

2. Assignment Procedures
   a. Residence Halls
      A room selection process is held each spring for returning students. Priority is granted to residents who wish to return to their original assignment, then on the basis of classification. During this process, returning students are allowed to select their own rooms and roommates. Returning students may apply for rooms at any time after the selection process has begun. Assignments will be made on the basis of space availability and date of application. Returning students have priority over new students until the new student assignment process begins. New student applications will be collected throughout the spring and summer. Assignments will be made in June on the following basis:
      - space availability
      - date of receipt of the application with down payment
      - roommate choice
   b. Avery Apartments
      Beginning with the Fall 2012 semester, Avery Apartments were designated as graduate housing only.
   c. Capstone Apartments
      The Capstone Apartments are available to sophomores, juniors and seniors for the academic year, and, in a limited capacity, during the summer sessions.
   d. Although every effort is made to place students with compatible roommates, the University cannot guarantee compliance with every request. Unless applicants make specific and mutual roommate requests, the Director of Residence Life or his/her designee will make assignments. These assignments will be made without regard to race, color, creed or national origin.
   e. Housing Payments
      i. Security Deposits (New Students)
         A $150.00 damage deposit is required of all freshman, transfers, or first-time residents upon the submission of their initial housing application. Damages assessed to students must be paid at the time of check-out. Any portion of the down
payment remaining when a student withdraws from the university will be refunded at that time.

ii. **Down Payment (Returning Residents)**
A $300.00 down payment is for required all residence hall options.

iii. **Contract Cancellation Fee**
A $300.00 cancellation fee will be assessed for students canceling their contract after August 1, and will be billed directly to the student’s account. A cancellation fee can only be assessed if the student has not received a key for the given semester.

iv. **Breach of Contract**
Fall contracts are for the full academic year (exception: students graduating in the fall, studying abroad or students who completely withdraw from the University). A $500.00 breach of contract fee will be assessed for students who move out at any point during the academic year after receiving a key.

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

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

5. **Cancellations**
Prior to August 1, any student who wishes to cancel his/her residence hall contract must submit a letter in writing to the Office of Student Life and receive approval from the Director of Residence Life. Exemptions to this policy will be made by the Associate Vice President for Student Life only after reviewing documentation submitted by the student or his/her parents/guardian in support of a request not to reside on campus.

Contract cancellations may be granted by the Director of Residence Life only under the following conditions: withdrawal from the University, studying abroad, graduation or documented hardship.

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

7. **Safety Checks and Room Cleanliness**
All residents all responsible for the proper care and cleaning of their assigned rooms and accompanying common areas. Failure to keep these areas properly cleaned and maintained will
result in disciplinary action. Fines will be assessed to the appropriate students at the discretion of the Director of Residence Life. These checks will happen periodically.

8. **Vandalism**

The cornerstone of your community is you, the resident, and your responsibility to other students and yourself. Residents treating each other and the building with respect will provide everyone with a high quality, affordable living environment. All residents are expected to help prevent and report vandalism, thereby supporting a safe and pleasant experience for all.

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

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

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

**C. CONTRACTED AND SPECIAL HOUSING PERIODS**

1. **Contract Period and Conditions**

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

During the fall, spring, Easter, and Thanksgiving breaks, the Buccaneer Grille will be open to residents remaining on campus from noon until 6:00pm. Students may use cash or debit/credit cards to make food purchases.

**Dorm Closures as follows:**

<table>
<thead>
<tr>
<th>Fall Break</th>
<th>Christmas Break</th>
<th>Spring Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Halls Close:</td>
<td>Residence Halls Close:</td>
<td>Residence Halls Close:</td>
</tr>
<tr>
<td>October 16, 2015 @ 6:00p.m.</td>
<td>December 19, 2015 @ 12:00p.m.</td>
<td>March 4, 2016 @ 6:00p.m</td>
</tr>
<tr>
<td>Residence Halls Re-Open:</td>
<td>Residence Halls Re-Open:</td>
<td>Residence Halls Re-Open:</td>
</tr>
<tr>
<td>October 25, 2015 @ 8:00a.m.</td>
<td>January 10, 2016 @ 8:00a.m</td>
<td>March 13, 2016 @ 8:00a.m</td>
</tr>
</tbody>
</table>

**a. Fall and Spring Breaks**

Any resident intending to stay on may pick up a form in the Student Life office or from a Resident Director and complete it by the Thursday before the break. Only residents whose homes are outside the local area will normally be allowed to stay. Residents from the local area must receive a specific exception if they need to stay. Applicants may be assessed a fee for the dates of stay listed on the form.

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

b. Thanksgiving and Easter Breaks
The residence halls will be open as usual for these short holidays. Residents will not be charged for staying over these breaks.

c. Christmas Break
All residents must leave the day of their last exam unless they receive permission from the Director of Residence Life. The residence halls will close for all residents at 6:00 p.m. on the last day of final exams. All residents must be out of their rooms by that time. During the Summer and Christmas breaks, the Facilities Department cleans all bathrooms. It is, therefore, necessary that all personal belongings and carpets be removed from the bathrooms to allow cleaning.

d. End of the Year Residence Hall Closing Information
All Undergraduates must check out no later than 24 hours after their last exam unless they receive permission from the Director of Residence Life. Students and families should make plans for departure based on this closing date and time. If your final exam is on the day of exams, you are required to be moved out by 6:00pm on Monday, May 9th. Graduating Seniors must check out no later than Saturday, May 14th by 5:00pm. Students who did not receive permission to stay late and have not vacated their Residence Hall by 6:00pm on May 9, 2016 will be assessed a $50 Improper Checkout fee and a $150 Unauthorized Occupancy fee. For more information regarding permission to stay beyond Monday, May 11th, please contact the Office of Student Life at (901) 321-3531.

D. GRADUATE HOUSING
Avery Residence Hall primarily provides housing for students enrolled in designated programs. Units have two bedrooms, one bathroom and a kitchen with basic cable and utilities included. They are all partially furnished. All units will be assigned through the Residence Life Office.

To qualify for Avery, applicants should:
• Hold a bachelor’s degree
• Be enrolled as a full-time student at CBU according to their program or part-time if in their final semester before graduating
• Be single/unmarried
• Complete a housing application
• Have a deposit on file or program approval waiving the deposit on file from the Residence Life Office

Any exceptions to these stipulations must be made by the Director of Residence Life in writing. The Residence Life Office will assign approved residents to a single bedroom in an apartment with someone of the same sex. Applicants and existing residents may request roommates; however, all approved roommate requests must be mutual. If available, a limited number of residents may be allowed to buy out the entire apartment as a single, although all the above criteria still apply.

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

All other housing restrictions—including but not limited to the pet policy, underage drinking, guest registration and the like—apply. Please see the full list included in the CBU Compass below.
E. EMERGENCY EVACUATION AND RESIDENT SAFETY

1. Fire Procedures for Residence Hall Personnel

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

a. If you discover a small fire (e.g., trash can), put it out with the fire extinguisher in your suite. Report this fire and discharge of the extinguisher immediately to a Resident Director or Resident Assistant and Campus Police & Safety. (Note: you will not be charged for recharging the extinguisher.)

b. In the event of a room fire, the residents should:
   • Pull windows and interior doors closed.
   • Unlock all bathroom and exterior doors.
   • Exit the building using the nearest available and unblocked staircase. All residents and guests are required by Tennessee state law and University policy to vacate the buildings during a fire or alarm. Residents not vacating the building will be subject to disciplinary action/fine.
   • If the alarm has not yet sounded, pull the nearest alarm box and notify a Resident Director or Resident Assistant.
   • Once on the first floor, residents of Rozier should go near the south end of the swimming pool staying at least 30 yards from the building. Residents of Maurelian should go to the residence parking lot. Residents of the CBU apartments should go to the south end of the parking lot. Residents of Stritch Hall should go to the lawn at the south of the building.
   • No one will be allowed back in the building until the alarm is shut off and the “all clear” is given by the fire department or a residence hall staff member.

c. Evacuation Gathering Points:
   • Rozier residents gather on outdoor basketball court
   • Maurelian residents gather grassy area near the belltower
   • Stritch and Lambert residents gather on grassy area S.E. of Stritch Chapel
   • Avery residents gather on baseball field
   • Capstone 170 residents gather on baseball field
   • O’Hara (600), Pender (604), and the Living Learning Center gather on outdoor basketball court

F. MEAL PLANS

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

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

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

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

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

**Campus Dining Options**

**Alfonso Dining Hall**
- 7:30am-7:00pm Monday – Thursday
- 7:30am-6:30pm Friday
- 10:30am-6:30pm Saturday and Sunday

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

**Buccaneer Grill**
- 10:30am-11:00pm Monday–Friday
- Closed Weekends

The Buccaneer Grill, aka “the Buc,” is your one stop shop for breakfast lunch and dinner. If you’re running to class or need a study break, the Buc offers many quick meals. From burgers, sandwiches, salads, and wraps, the BUC also has some ice cream treats and monthly specials you won’t want to miss!

Additionally, the Buc sells beer under the following rules:
- No alcohol may be sold or served to any person under the age of 21.
- No persons under the age of 21 shall be in the possession of alcohol.
- Customers ordering beer must possess a valid ID confirming their age. The only forms of acceptable identification are:
  - A valid photo driver’s license
  - A military ID card
  - A valid passport
  - A Government-issued photo ID card
- Any person who cannot produce proper ID and proof of age will not be served.
- The sale of alcohol to any person who is visibly intoxicated is prohibited.
- Participation in drinking games or other forms of binge drinking behavior is prohibited.
- No more than two (2) alcoholic beverages may be served to any customer per transaction.
- No more than three (3) alcoholic beverages will be sold to any one person per day.
- No alcohol is to be taken out of the BUC or beyond the BUC Patio.

**Hours of Beer Service:** Alcohol will be served from 3:00pm until 10:30pm – with a last call cutoff will be announced at 10:30pm, 30 minutes prior to closing.

Service of alcoholic beverages will comply with city, county and state regulations in addition to CBU’s Alcohol Policy. Student Life and Campus Safety will be notified of any violations with appropriate actions taken per the CBU Policy.

**Canale Café**
- 3:00pm-9:00pm Monday–Friday

Located by the entrance of Canale Arena, the café offers breakfast specials in the morning! Salads, sandwiches, wraps, and smoothies are the fare throughout the rest of the day! When our volleyball and basketball teams are winning on the court, Canale Café is the place to get your snacks for the game!
The meal plan contract does NOT include meals during Fall, Thanksgiving, Christmas, Spring or Easter breaks. There are no meal plan contracts during the summer months.

G. **PROHIBITED ITEMS**
1. Water furniture (i.e. waterbeds), weight-lifting equipment, large games or furniture (pool tables, video games, etc.), or any vehicles having internal combustion engines are not permitted in the residence halls.
2. Residents are not permitted to possess or use personal grills (this includes but is not limited to hibachis, outdoor grills with propane tanks, charcoal grills, and turkey fryers). Per the fire marshall, no resident may possess or use personal grills on CBU property. The Memphis Fire Department will issue a fine of $6000 per grill found on the residence hall premises.

3. **Holiday Decorations Policy**
   Because of the potential for accidents or fires, the following regulations must be observed by anyone wishing to exhibit decorations:
   - Only artificial trees shall be permitted in student rooms.
   - No Christmas lights or decorative string lights of any type shall be permitted in student rooms at any time.
   - Trees or decorations are not to be placed in any corridor or area which might obstruct an exit.
   - All decorations used on the inside of a University building must be flameproof, or be made of a material that is flame retardant.
   - No open flames (candles, liquid fuel, etc.) may be used.
   - At no time may hallway lights, exit lights, etc. be painted or covered over.

H. **RESIDENCE HALL POLICIES AND PROCEDURES**
1. **Checking In and Out**
   a. Residents occupy and vacate their rooms according to directions issued by the Residence Life staff. At check-in, each resident is issued a room key and room condition report. It is the resident’s responsibility to conscientiously examine his or her room and its contents, indicate the room condition and the absence or presence of its furnishings, and return the signed room condition report to the Resident Assistant or Resident Director on the day of the check-in.
   b. The resident should consider the completion and return of the room condition report as a protective measure. No resident will be held responsible for conditions, damages or shortages which existed prior to the time he or she assumed occupancy provided these items are noted on his or her room condition report at the time of check-in. Failure to return the completed form may result in a resident being charged for room deficiencies which preceded his or her time of occupancy. All personal possessions must be removed when vacating the room. Any possessions found in the room will be discarded and a cleaning charge assessed.
   c. When checking out of your room (withdrawal, graduation, room change or end of year), the resident is responsible for properly checking out with his/her Resident Assistant or Resident Director. Students must sign his/her checkout sheet and return keys to the Resident Assistant or Resident Director at the time of checking out of the residence hall or apartment to properly checkout.
   d. Failure to complete the check-in or check-out procedure properly will result in a $50.00 charge and possible disciplinary action. Failure to personally surrender room keys to a member of the hall staff may result in an additional charge for re-keying the room. Residents will also be charged for cleaning fees if rooms are left excessively dirty after check-out.
out. All students are required to check out of their rooms in compliance with the hall closing schedule.

e. Early Move-In Policy
Because of administrative, staff and security preparations, students will not be allowed to move in before their assigned time, unless given permission by the Director of Residence Life.

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

The University reserves the right to enter rooms for the purpose of search and seizure if there is a reasonable basis to believe a student is using a residence hall room for purposes which are illegal, would undermine campus discipline or constitute a hazard. A search will be authorized by the Associate Vice President for Student Life or his/her designee and will be conducted in the presence of a senior staff member and the Resident Director whenever possible. Representatives of Campus Police & Safety will also be present. The university also reserves the right to remove personal locks placed on any wardrobes, cabinets, or dressers found in a student’s room should there be probable cause for search.

For the fall semester, room inspections will take place the weeks of September 14th; October 12th; November 9th; and December 7th.

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

4. Eviction from On-Campus Housing
Violations of University regulations, or conduct deemed to be such as to require the removal of a student from the residence hall in the best interest of other residents, will be grounds for the termination of the housing agreement. An evicted resident will have (24) hours to vacate his/her room unless his/her continued presence in the halls constitutes a threat to other residents or University property. In extraordinary circumstances, extensions may be granted by the Associate Vice President for Student Life or the Dean of Students. If a student is evicted from a residence hall due to disciplinary action or there is severe vandalism to a student’s room, he/she will receive no refund and he/she will lose any remaining portion of his/her down payment.

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

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

1. Alcoholic Beverages and Drugs
   (See Section 9).

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

3. **Bicycles**
   Bicycles may be stored in a rack or in residents’ rooms with the approval of roommates, but not in hallways or access ways. In addition, all bicycles must be removed by their owners by move-out of the graduating seniors on Commencement Day. Any bicycles abandoned at the end of the academic year, may be subject to re-purposing by June 1st of the academic year.

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

5. **Mail Keys**
   Each student is responsible for his or her own mail key. Do not give the key to anyone. At the end of the school year, students MUST return the key to the Mail Room to have it checked properly. Keys not returned by June 1st of that academic year will be assumed lost and the individual will be charged a non-refundable $25.00 replacement fee.

6. **Lounge Furniture**
   Removing public area furnishings or equipment or taking it to residents’ rooms constitutes theft of University property.

7. **Painting Rooms**
   Residents may not paint their rooms. However, you may decorate your room and common area as you wish if it meets the parameters outlined in H.12.

8. **Pets**
   Pets except fish, visiting or otherwise, are not permitted in residence halls or suites. Small fish may be kept in aquariums under 10 gallons, provided they are maintained in a sanitary condition and are emptied of fish over breaks. Roommates/Suite mates must agree to have a fish tank. There cannot be more than one fish tank per bedroom and tanks may not be kept in bathrooms. Animals may be kept temporarily for authorized academic experiments, provided the student receives permission from the Director of Residence Life. A service dog or other animal with the proper paperwork from a physician and pre-approval by the Dean of Students will be permitted to accommodate disabilities or medical conditions. All other pets are prohibited, with a **$500.00 fine if violated** and the immediate removal of the animal mandated.

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

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

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

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

   **Quiet Hours**
   Sunday – Thursday 9:00 p.m.– 9:00 a.m.
10. **Removal of Room Furniture/Screen**
University furniture that is in an assigned room must remain in that room. Storage or removal of furniture is not permitted. Residents are responsible for all University property assigned to their rooms. Residents may not remove window screens or coverings.

11. **Room and Board Payments**
Room and board payments are due in their entirety prior to the student’s occupancy of the residence hall space. All fees are paid at the Business Office, 650 E. Parkway South, Memphis, TN 38104. Checks and money orders should be made payable to Christian Brothers University.

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

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

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

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

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

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

### J. VISITATION AND GUEST POLICY
All residence halls have established visiting hours for members of the opposite sex. These hours are:

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

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

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

- Receives permission from his/her roommates and suitemates for the guest to stay.
- Receives permission and a guest pass from Resident Director and Director of Residence Life.
- Does not have guests staying overnight more than three nights per month.
All visitors to the residence halls in the evenings (from 7:00 p.m. until the end of visiting hours) must register with staff in the Student Life Suite and leave official identification with the RA in the office. Guests on campus prior to this time must report to the Student Life RA on duty at or before 7 p.m. in the Student Life Office. Guests arriving after 7 p.m. must report directly to Student Life prior to visiting any residence hall. Campus visitors for athletic events, lectures, artistic performances or similar public activities do not have to register as guests unless they subsequently wish to enter any residence hall or dorm room. Any unregistered guest will be expected to leave campus immediately and any student who intentionally hosted them without registering them will be subject to the conduct process.
SECTION VIII:
CODE OF CONDUCT

A. OVERVIEW

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

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

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

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

B. PROHIBITED CONDUCT

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

1. Academic Misconduct

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

2. Conduct Dangerous to Self or Others

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

3. Fighting, Assault, and Battery

   Fighting includes but is not limited to the following provisions which shall apply to students and to all recognized student organizations regardless of their status, including chapter, colonies, and membership levels included in their organization.

   Fighting can lead to significant injury and possible criminal charges. Initiating a fight is one of the fastest ways to criminal prosecution or civil action. Such action will not be condoned by the university and will be subject to interim suspension and subsequent dismissal of the individual(s) or the groups involved.

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

4. Stalking

   Christian Brothers University does not tolerate stalking and insists that all members of the community be able to pursue their interest free from it. Christian Brothers University is also committed to supporting victims of stalking through the appropriate provision of safety and support services.

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

   Someone may be a victim of stalking through:

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

Christian Brothers University encourages reporting all incidents of stalking to law enforcement and authorities, yet respects that whether or not to report this behavior to the police is a decision that the complainant needs to make. Resources are available at the University to inform individuals of the reporting procedures and offer appropriate referrals. The University offers service to victims even if they choose not to report the incidents. In certain stances, the University may need to report an incident to law enforcement authorities. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the target and the campus community or other situations in which there is clear and imminent danger, and when a weapon may be involved. Personal safety concerns are often very important for stalking victims. Crisis intervention and victim safety concerns will take precedence.

To report conduct that an individual believes is a violation of this policy when the person engages in the conduct is a student, students shall report to the Associate Vice President for Student Life and Title IX Coordinator for students at (901) 321-3548 or the Dean of Students (901) 321-3536. There are many resources available on campus to assist students who have experienced or are currently experiencing stalking. Students may contact Campus Police/Security to receive support, advocacy, and assistance with navigating the reporting process. They may also contact Counseling Services at (901) 321-3527 for counseling or the Office of Residence Life at (901) 321-3531.

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

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

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

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

9. Harassment/Discrimination
   Christian Brothers University does not discriminate on the basis of race, age, color, religion, sex, sexual orientation, national and ethnic origin, or disability in its education programs or activities, including employment and admissions. For further clarification, see Anti-Discrimination/Harassment Policy later in this section.
10. **Hazing**
   Hazing is strictly prohibited. Any action that in any way adversely affects the health or safety of any person as a condition of participating in any student organization or activity will result in judicial action for the individual or the organization as a whole. (For complete details of the Hazing Policy, see Section 4, E., Policies Governing Student Organizations earlier in this document.)

11. **Identification Misuse**
   Possession, use, or attempt to use false or illegally altered identification is prohibited. Also, student identification cards are University property and must be shown or surrendered when requested by a University official. As a reminder, students are required to carry ID cards at all times.

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

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

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

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

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

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

18. **Property Damage**
   Damaging University property (including vandalism or graffiti) or property belonging to visitors or anyone else on University premises is prohibited.

19. **Sexual Assault or Misconduct**
   Inflicting sexual contact, sexual intrusion, or sexual penetration on any person without that person’s consent is a violation of this Code. (See Anti-Discrimination/Harassment Policy and Sexual Assault Policy later in this section). Conduct will be considered “without consent” if no clear consent is given; if inflicted through force, threat of force, or coercion; or when inflicted upon a person who is unconscious or otherwise without the physical or mental capacity to consent. For example, if someone inflict sexual contact or intrusion on someone who is under the influence of alcohol or drugs, it may be considered “without consent” because that person may not have the physical or mental capacity to consent. Sexual harassment without physical contact will not be deemed sexual assault, but is also subject to sanction and may be of a violation of student’s civil rights and the Title IX guidelines. “Sexual misconduct” constitutes behavior that may include speech, gestures, exposure or electronic transmission of materials of a sexual nature. If
circumstances do not constitute sexual assault or misconduct, they may constitute sexual harassment and be subject to sanction(s) (See Anti-Discrimination/Harassment Policy).

20. **Smoking/Tobacco, E-Cig, and Vapor Policy**
Smoking and use of tobacco products is prohibited in and around all property owned or leased by Christian Brothers University except in several designated areas. Electronic cigarettes-or vaporing- are similarly restricted to these designated areas. The University campus includes all buildings, grounds and parking lots leased, owned or operated by Christian Brothers University, as well as any vehicle leased or owned by CBU and any privately owned vehicle on University property. Please see the map in the back of this handbook for locations.

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

22. **Vandalism**
Residents treating each other and the campus with respect will provide a high quality, affordable living environment. All residents are expected to help prevent and report vandalism, thereby supporting a safe and pleasant experience for all.

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

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

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

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

24. **Violation of University Judicial Sanctions**
Violating the terms of any disciplinary sanction imposed for an earlier violation of the Code will result in additional sanctions being levied.

25. **Mace and Pepper Spray**
While possession of mace is not prohibited offensive or reckless use may constitute physical harassment or assault and may be subject to disciplinary action.

26. **Weapons, Firearms and Fireworks**
Possession or use of firearms, tasers/ stun guns, explosives, unauthorized fireworks, or other dangerous weapons (any object or substance designed to or used to inflict a wound, cause injury, cause damage, or incapacitate, including but not limited to all firearms, pellet guns, BB guns, air rifles, switchblade knives, and knives with blades longer than 3-1/2 inches) that are used to cause fear in or assault on another person is considered a dangerous weapon and is prohibited. While possession of mace is not prohibited, offensive or reckless use may constitute physical harassment or assault and may be subject to disciplinary action.
In accordance with Tennessee State Law (TCA 39-17-1309) carrying a firearm on any college or university campus is prohibited. A lawful firearms permit does not exempt one from this law. *Campus Police officers in execution of their duties are authorized under state law to possess and carry a firearm in their discharge of their duties.*

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

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

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

**Director of Residence Life**
The Director of Residence Life and the members of the Residence Life Staff are responsible for the supervision and enforcement of the Residence Life and University policies as they pertain to resident students and their guests. Any Incident Report or complaint from the Residence Life Staff will be reviewed by the Director of Residence Life. The Director of Residence Life may adjudicate first time offenses, as long as the sanction imposed is no more than a warning, fine or educational project. If further action is required, the Director will forward the complaint or incident to the Dean of Students for adjudication. Any complaint involving any type of discrimination or harassment will be immediately directed to the Dean of Students.

**Coordinator for Student Activities and Organizations**
This administrator will adjudicate violations concerning all registered student organizations as a whole in this process may receive, investigate or supply information regarding individual student behavior.

**Judicial Board**
The Judicial Board is a committee consisting of four (4) faculty representatives who are elected at the last Faculty Assembly in the spring, one (1) faculty member appointed by the Vice President for Academics & Student Life, four (4) students, appointed by the Associate Vice President for Student Life in consultation with the Student Government Association. The faculty members shall select from their own ranks a co-chair who will convene the hearing and manage its process through the
determination of whether or not a student is responsible for a violation of the conduct code. At that point a student co-chair, selected by the student members, will lead discussion regarding the appropriate sanctions for those found responsible for breaching the code of conduct and report on the findings to the Dean of Students.

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

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

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

Associate Vice President for Student Life
In considering an appeal, the Associate Vice President for Student Life will either uphold the sanction or change a sanction. In the event that the Associate Vice President for Student Life believes the charge requires further review, the case will be re-submitted to the appropriate judicial authority for determination of the appropriateness of the decision. If, after reconsideration by the judicial authority, the determination remains the same, the Associate Vice President for Student Life may either uphold the sanction, or change the sanction to conclude the appellate process. There is no appeal beyond the Associate Vice President for Student Life.

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

Behavioral Intervention Team
The Behavioral Intervention Team addresses student behavioral concerns that are inconsistent with the University’s mission. Within this context, the BIT has the authority to mandate assessment with a mental health professional and to recommend suspension be imposed in cases where a student has been determined to be a risk to the safety of others or themselves.” The members of this team act
with a common purpose to address critical student behavioral or mental health concerns through review of situations/incidents, information gathering and sharing, and take action to ensure the safety and educational success of the student. The BIT does not replace other classroom management or disciplinary processes nor does it address student behaviors that require immediate health, police or mental health attention.

The members will be as follows.

- Associate Vice-President
- Dean of Students
- Director of Counseling
- Director of Campus Police/Security
- Director of Health Services
- Director/Dean of Academic Services

D. DISCIPLINARY PROCEDURES

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

1. Complaint

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

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

Upon receipt of the written or verbal complaint, an investigation will be conducted to determine whether there is substance to the complaint, whether the complaint falls within the jurisdiction of the Code, or whether to refer the charge to the Vice-President for Academics & Student Life for complaints related to academic misconduct, outlined in section 5.A. of the Compass, or the Director of Human Resources for complaints related to faculty or staff, as outlined in Section 9 in the Compass.

All non-academic complaints against students will be investigated by the Dean of Students. Complaints of all forms of discrimination/harassment will be investigated by the Dean of Students in conjunction with Campus Police & Safety when appropriate. If the accused student admits to the violation or does not contest any charge through inaction, sanction(s) will be imposed by the Dean of Students without a hearing of the Judicial Board or Special Review Board. These sanctions are potentially reviewable by the appropriate judicial authority (see Disciplinary Appeals Procedure under C).

If the accused student denies culpability, the complaint will be forwarded to the Judicial Board
or Special Review Board for further investigation if necessary, and/or adjudication (refer to Judicial Authority under C.)

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

2. General Disciplinary & Student Judicial Processes
Students may anticipate the following processes from the University disciplinary system:

a. The responding student and the complainant shall receive separate written notices of the time, date and place of an administrative conference with a judicial officer. If the respondent is unable to meet at the time and date scheduled, that student shall have two (2) working days of the date to reschedule the appointment.

b. The investigator shall notify the respondent in writing within five (5) working days of receipt of complaint.

c. In the event that a charge is brought against a student, both the complainant and the respondent student will receive a written statement of said charge(s) in sufficient detail as to enable the students to prepare.

d. The respondent shall respond in writing to charges within two (2) working days after the date of the written notification.

e. Both the responding student and the complainant will receive a copy of the General Student Judicial Processes in the written notification.

f. The complainant and respondent both have the right to ask for clarification of the disciplinary process during the administrative hearing, or in the case of the respondent, possible sanctions that may be imposed as a result of a finding of responsibility for a violation of the Code of Conduct.

3. Notification Details
Each notice is sent to the mailing address or CBU email address listed in the University information system or the address listed on the security report. Notice may also be delivered in person by the Office of Campus Police & Safety or University staff. The notice describes the Code standard(s) allegedly violated and informs the accused student about the reported circumstances underlying the alleged misconduct. The notice informs the respondent of the time, date and place of an administrative conference with a judicial officer. If the responding student is unable to meet at the time and date scheduled, he/she must contact the judicial officer within two (2) working days of the date of the notice to reschedule the appointment. Both complainant and respondent will receive notice of the charges, including a copy of the written
complaint and written response. Any inclusion of identifiable information against a third party will be removed prior to distribution.

4. **Administrative Conference**
   An administrative conference will be held separately for each student, complainant and respondent. The administrative conference is a preliminary meeting between the judicial officer and either the complainant or respondent. When the student appears at the administrative conference, the judicial officer explains the disciplinary process, discusses the student’s rights, and reviews the charges with the student.

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

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

6. **Investigative Report**
   If the respondent accepts responsibility for the violation, the judicial officer will acknowledge the admission and issue sanctions. If the accused student denies the charges and, after an investigation, the complaint is found to have merit, the judicial officer will prepare a written investigative report which will be forwarded to the Judicial Board or Special Review Committee for further investigation, if needed, and/or adjudication (See Section 8.C. Judicial Authority). This report will include the finding of fact.

E. **FORMAL DISCIPLINARY HEARING**
   A formal disciplinary hearing will normally be held within ten (10) working days of the administrative conference. The judicial body has the duty to ensure that all evidence is brought forth from whatever source and must make a determination based on the record and further information gathered.

**Procedure**
   Members on the committee will be given copies of all related documents at least (24) hours prior to the hearing. Part of the consideration will be the investigative records created by the judicial officer and/or Director of Campus Police & Safety’s investigation. There shall be a record, such as a tape recording, of all hearings. The record shall be the property of the University. All recordings will be destroyed after the expiration of any appeals timeline or process.

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

**Deliberations**
   After closing statements have been heard, the University investigator, the complainant, respondent, advisors and all witnesses shall be excused from the hearing. The Judicial Board or the Special
Review Board will then reach a decision as to whether the student is responsible or not for the charges using a “preponderance of the evidence” standard. If the board finds a respondent responsible for a violation, the committee, under the leadership now of the student co-chair for Judicial Board hearings or the continued leadership of the faculty chair of a Special Review Board, may immediately deliberate and determine sanctions or may recess and reconvene. The student co-chair of a regular Judicial Board or the chair of a Special Review Board will open the record of prior violations, if any, provided by the University investigator. Prior violations will include conduct violations and sanctions issued by Christian Brothers University; convictions by local, state or federal law enforcement; or those violations determined by previous institutions attended by the respondent and made available to Christian Brothers University’s administration.

The committee will inform the investigating officer of its findings upon its conclusion. The investigating officer will inform in writing both the complainant and respondent of the findings within two (2) working days of the hearing and verbally sooner if requested by either party. Both will also be informed by the investigating officer of the appeals process at these times.

F. APPEALS PROCEDURES
The purpose of an appeal is to guarantee fundamental fairness, which means the complainant and respondent have been dealt with justly and in accordance with the established University policies and procedures. The complainant and respondent may appeal a decision of the Special Review Board to the Special Appeals Committee or a decision of the Judicial Board to the Associate Vice President for Student Life if either party believes the principle of fundamental fairness was not upheld, or the University’s policies and procedures were not followed. The complainant and respondent may further appeal the decision of the Special Appeals Committee to the Associate Vice President for Student Life (please refer to Section 8.C., Judicial Authority for conditions for appeals and the appropriate appeals judicial authority). The Associate Vice President is the final review for all appeals.

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

- Concur with the findings and/or sanctions
- Reduce the sanction(s)
- Resubmit the case to the judicial authority in the event additional evidence is presented.

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

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

- Redirect the behavior of a student or student organization toward a pattern more acceptable for members of the University community;
- Protect the University community from possible harm or injury by said persons; and if appropriate give financial redress to an individual for loss, harm or destruction of property resulting from
• Restore the integrity, property, and sense of well-being to members of the community while helping the student understand the effect of their actions on others.

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

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

1. **Verbal Warning**
   - A warning is an oral communication that a student has violated the Code and further misconduct will result in more severe disciplinary action. A written record of the action will be kept by the University official. This warning is an opportunity for the student to adjust his/her behavior before further disciplinary action becomes necessary.

2. **Written Reprimand**
   - This sanction documents a violation of the code and details any additional sanctions such as #3-9 below. Record of this level of sanction will be kept as a working file by the Dean of Students and will serve as a basis for escalating penalties when assigning sanctions for any further violations.

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

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

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

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

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

8. **Required Evaluation or Counseling**
   - A student may be directed to attend a prescribed number of counseling or educational session with qualified persons or organizations approved by the Associate Vice President for Student Life or an administrator acting on his/her behalf. If such a course of action is undertaken, the adjudicator agent of the University may inquire only into whether the student has attended the prescribed number of sessions and cooperated with efforts made by the counselor or organization to help him or her adjust to incumbent responsibilities.

9. **No Contact Order**
   - If a student has been accused of harassing, fighting, assaulting, stalking, or sexually assaulting another person, he/she may be issued a no contact order. The student will be told not to contact a particular person for a specific period of time. If the order is violated, the student will face additional disciplinary charges which may result in suspension or expulsion from the University.
10. **Disciplinary Probation**
Disciplinary probation means that the student is no longer in good standing with the University. Disciplinary probation places the student in a probationary status with the University community for a specified period of time. Any behavioral infraction of policy during this period may cause the student to be removed from the University. For any student who is considered financially dependent on his/her parents, a letter may be sent notifying them of their son's/daughter's status.

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

12. **Interim Suspension**
Although the status of a student accused of violating one or more of these regulations should not be altered until a final determination has been made in regard to the charges against him or her, interim suspension may be imposed upon a finding by the Associate Vice President for Student Life that the continued presence of the accused on campus may constitute a threat to the physical safety and well-being of the respondent or any other member of the University community or its guests, or risks destruction of property, or disruption of classroom or other campus activity. A final determination of the charges against any student summarily suspended on an interim basis shall be made through appropriate hearing procedures within fifteen business (15) days of such suspensions, during which time the accused shall forfeit all University rights and privileges. For any student who is considered financially dependent on his/ her parents, a letter may be sent notifying them of their son's/daughter's status.

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

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

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

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

H. ALCOHOL POLICY

University Policy

The Christian Brothers University Alcohol Policy, developed from the spirit of the University’s mission statement, is, insofar as possible, educational in nature. The goals of this policy are to create a non-coercive social environment respectful of those who choose not to drink; to promote moderation, safety and individual accountability for those who choose to drink legally; and to establish and maintain an informed community where the effects of alcohol abuse and the behavioral problems associated with it are minimal. Christian Brothers University permits the moderate use of alcohol within the limits of applicable state, city, and county liquor laws and the policies of the University. The use of alcoholic beverages is viewed as a privilege, not a right. All persons within the CBU community are expected to observe the following alcohol policy that prohibits:

i. Public intoxication
ii. Providing an alcoholic beverage to an obviously intoxicated person
iii. Drunk or disorderly conduct
iv. Persons under the age of 21 serving, possessing or consuming alcohol
v. A person over the age of 21 supplying (i.e., selling, giving, getting, etc.) alcoholic beverages to anyone under 21 years of age
vi. A person under the age of 21 falsifying or possessing any form of identification to attempt to secure any alcoholic beverage
vii. Possession of open container(s) (e.g., any bottle, can, mug, etc.) of alcoholic beverages, and/or their consumption except in designated locations which have been specified in accordance with state law and the University policy
viii. Alcohol consumption in any room of the residence halls where all occupants are under 21 years of age.
ix. If an event with alcohol occurs off campus that would lead a reasonable person to believe the event was preplanned by an organization and not registered with the Alcohol Review and Programming Board, the event will be considered an unapproved party.

x. Kegs and/or other multi-liter containers (empty or filled) in the residence halls.
xi. Students purchasing alcoholic beverages with University-approved student fees or with any student funds which are collected and administered by University office or agency unless approved to do so by the Associate Vice President for Student Life or a designated representative of that office.

xii. Consumption of alcoholic beverages in the hallways of the residence halls, the lounges of the residence halls or any part of campus, except as permitted herein.

xiii. Failure to be responsible for the conduct of campus guests or to acquaint them with the University policies and procedures regarding the use of alcoholic beverages.

xiv. Participation in drinking games or other forms of binge drinking behavior.

xv. Failure to comply with rules and criteria set forth by the Alcohol Review and Planning Board, and procedures specified in The Compass for the use of alcoholic beverages at University functions will result in one or more of the following sanctions:

• **Parental/Guardian Notification**

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

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

  Court-imposed sanctions for a first offense of the above offenses are listed as follows:
  
  - Fines of $50 to over $100
  - Jail terms of 30 days to 3 years or more
  - Community service hours

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

- **University Sanctions**

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

2. **Use of Alcoholic Beverages at University Functions**

   a. **Campus-Wide Socials Events**

      Any campus-wide social events, off-campus or on-campus parties open to the campus or closed to the organization, sponsored by a University club or organization must follow these guidelines if alcohol is being served. Several details of the event will be subject to approval by the Alcohol Review and Planning Board.

   b. **Alcohol Review and Planning Board**

      i. The purpose of the Alcohol Review and Planning Board (ARPB) is to promote the responsible use of alcohol at Christian Brothers University. Its membership is to include the following representation:

         - The Dean of Students (Chairperson)
         - The Coordinator of Student Activities and Organizations
         - The Director of Campus Police & Safety

      ii. The following represents the overall function of the ARPB:

         - To review the guidelines and procedures when an individual, club or organization requests alcohol be made available at campus-wide socials or parties for the Christian Brothers University campus community. (See Campus-Wide Socials/Parties above).

         - To review requests to host an event with alcohol which is an exception to the stated conditions for alcohol use on campus or the alcohol policies stated within "The Compass." The ARPB will make a final decision on each request. Procedures to follow for the review of your event by the ARPB: You must submit a CBU Activities Request Form to the Coordinator of Student Activities and Organizations at least one week prior to the event. This form must be signed by the president of the club/organization (if applicable), and advisor of the sponsoring club or organization, ensuring that the criteria listed below for the use of alcohol at University functions are met.

      iii. **Bus Policy**

         Any campus-wide party or closed party sponsored by a University club or organization must comply with the bus policy. A bus must be provided for any event off campus where alcohol is being served and/or sold. Please see the ARPB for further information regarding the bus policy.

3. **Criteria for Sponsored Events with Alcohol**

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

a. Any student or guest requesting alcoholic beverages will be required to verify his or her age with a driver’s license. A law enforcement official, licensed alcohol server or privately hired security, assisted by a designated club member and/or advisor, will verify identification. Only those students who meet the age requirements of Tennessee state law will be served or permitted to consume alcoholic beverages. Additional picture identification may be required if the legal age of the presenter is questioned.

b. Students are responsible for the conduct of their guests, and as such, should take care to acquaint their guests with University policies regarding the use of alcoholic beverages. It is the responsibility of individuals or organizations sponsoring events where alcoholic beverages will be served and of their advisor to ensure that alcoholic beverages served to those meeting Tennessee age requirements (whether students or guests) are not in turn consumed by underage individuals.

c. Organizations sponsoring events where alcoholic beverages are served must hire additional security guards and/or law enforcement officials. The number of additional guards shall be determined by the ARPB.

d. Alcoholic beverages shall not be served or consumed by individuals who demonstrate a lack of sobriety. Enforcement of sobriety standards is the responsibility of the individuals or organizations sponsoring the event and their advisor.

e. The third party vendor hired by the organization must assume the responsibility for providing adequate controls for proper dispensation of alcoholic beverages, and for the good order of the participants at the event. However, the advisor must be present during the entire event when alcohol is served off campus to intervene if a situation was to occur. The organization shall review its plans with its advisor and the Alcohol Review and Planning Board. They will be responsible for approving plans prior to the event. The organization has the responsibility for cleaning any University facilities utilized for its sponsored event.

f. The organization's officers and advisor must assume the responsibility for providing adequate controls for proper dispensation of alcoholic beverages, and for the good order of the participants at the event. Therefore, the advisor must be present during the entire event when alcohol is served on campus. The organization shall review its plans with its advisor and the Alcohol Review and Planning Board. They will be responsible for approving plans prior to the event. The organization has the responsibility for cleaning any University facilities utilized for its sponsored event.

g. Organizations that sponsor campus-wide events where alcohol is consumed are encouraged to have the appropriate liability insurance to protect themselves and the University.

h. Nonalcoholic beverages and food shall be provided in adequate amounts determined by the Alcohol Review and Planning Board when alcoholic beverages are served.

i. Organizations must abide by the alcohol responsibility guidelines specified in the University Alcohol Policy.

4. Violations by students

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

First Violation of the Academic Year

The student will:
1. Receive a minimum fine of $50. The fine will be charged to the student and read as an “Alcohol Policy Violation” on his or her bill from the University;
2. Dispose of all alcoholic beverages in his or her possession or they will be confiscated and disposed of by a University staff member;
3. Complete an alcohol/drug education class and, if determined necessary by the Dean of Students, complete an alcohol evaluation;

4. Receive a written or oral warning that current or future alcohol policy violation(s) may result in more severe sanctions and/or administrative action at the discretion of the Dean of Students (e.g., removal from housing, probation, suspension) when:
   i. The violation occurs in conjunction with other University policy or standards violations.
   ii. The violation involves offensive or potentially harmful behavior to the student or others, such as fighting, threats or acts of verbal or physical aggression, driving under the influence, unauthorized access and vandalism; and/or
   iii. There have been previous violations of University policy or standards and/or incident reports within the current or previous academic year.

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

**Second Violation of the Academic Year**

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

**Third Violation of the Academic Year**

The student will:
1. Receive a minimum fine of $100. The fine will be charged to the student and read as an “Alcohol Policy Violation” on his or her bill from the University.
2. Dispose of all alcoholic beverages in his or her possession or they will be confiscated and disposed of by a University staff member;
3. Complete an alcohol assessment in addition to any recommended follow-up participation in treatment or assistance programs;
4. Receive written notification of subsequent sanctions that may include removal from housing, probation, suspension at the discretion of the Dean of Students. Failure to complete a required alcohol/drug class or an alcohol/drug evaluation within six (6) weeks will result in:
   • The carry-over of violation for the following year and the inability to register at enrollment for the following semester until requirements are met.
   • The penalty for any subsequent violations of this policy is at the discretion of the University.

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

I. **DRUG POLICY**

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

a. **Sale**
   When, in the opinion of the Dean of Students, there is a reasonable basis for believing that a student is or has been trafficking in controlled drugs, or is or has been in possession of such amounts as to make this a reasonable suspicion, s/he will recommend to the Associate Vice President for Student Life that the student be subject to interim suspension pending a judicial hearing.

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

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

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

e. **Sanctions**
   i. A drug offense under Tennessee or Federal law can be a misdemeanor or a felony depending on the charge and the amount of drugs. In either case, a criminal record will very likely hamper a person’s chances of gaining admission to another school or future employment opportunities.
   
   ii. Court-imposed sanctions for a first offense for possession, distribution or use of drugs are as follows:
   
   - Fines of $1000 to $200,000 or more.
   - Jail terms of 30 days to 20 years or more.
   - Community service hours.
   
   These sanctions can be combined or issued separately depending upon the interpretation of the judge.
   
   iii. Christian Brothers University sanctions will be issued by the Dean of Students or the Judicial Board. These sanctions are listed in the Code of Student Conduct. A first drug violation will result, minimally, in a fine for $150.00. It will be paired with an additional sanction, ranging from reprimand, community service, educational program, parental notification, suspension or expulsion.
   
   iv. Federal government guidelines state that anyone receiving Federal Financial Aid (Pell Grants) who is convicted of violating established federal or state controlled substance laws may lose his or her financial aid.

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

J. SEXUAL HARASSMENT AND SEXUAL MISCONDUCT STANDARDS

INTRODUCTION

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

JURISDICTION

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

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO

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

SEXUAL HARASSMENT

Sexual Harassment is:

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

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying. Instances of sexual harassment may be resolved with the full range of indicated sanctions.

NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force.
Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice. Non-Consensual Sexual Contact will be considered a form of sexual misconduct and is subject to any sanction, up to and including expulsion.

NON-CONSENSUAL SEXUAL INTERCOURSE
Non-Consensual Sexual Intercourse is:
• any sexual intercourse
• however slight,
• with any object,
• by a man or woman upon a man or a woman,
• that is without consent and/or by force.

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

Non-Consensual Sexual Intercourse will be considered a form of sexual misconduct. Sanctions for instances of non-consensual sexual intercourse will result in a minimum sanction of a year-long suspension with a typical sanction of expulsion.

SEXUAL EXPLOITATION
Occurs when an employee or another student takes non-consensual or abusive sexual advantage of another person for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
• Invasion of sexual privacy;
• Prostituting another student;
• Non-consensual video or audio-taping of sexual activity;
• Going beyond the boundaries of consent (such as letting friends hide in the closet to watch otherwise consensual sex);
• Engaging in voyeurism;
• Knowingly transmitting an STI or HIV to another student or community member;
• Exposing one’s genitals in non-consensual circumstances; inducing another to expose his or her genitals;
• Sexually-based stalking and/or bullying may also be forms of sexual exploitation

Sexual Exploitation will be considered a form of sexual misconduct. Instances of Sexual Exploitation receive a sanction ranging from a reprimand through expulsion, varying with the severity of the exploitation.

ADDITIONAL APPLICABLE DEFINITIONS
CONSENT
Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
• Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
• Previous relationships or prior consent cannot imply consent to future sexual acts.

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

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

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

OTHER MISCONDUCT OFFENSES THAT MAY BE CONSIDERED SEXUAL MISCONDUCT
• Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
• Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
• Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
• Hazing (including its tolerance by advisors, coaches or other employees), defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the University’s Hazing Policy);
• Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment);
• Violence between those in an intimate relationship to each other;
• Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

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

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

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

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

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

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

Complaint Reporting:
The University seeks to encourage the prompt reporting of all discrimination and harassment and its prompt resolution through University procedures. Where the charge of discrimination or harassment is against a student, the Dean of Students, in collaboration with Campus Police & Safety when appropriate, will conduct the initial investigation, after which the complaint will be referred to the Special Review Board for further investigation, if needed, and adjudication, as outlined in Section 8, in the Student Code of Conduct, in the Compass. If the charge of harassment or discrimination is against University personnel or a third party, the Director of Human Resources should be contacted immediately. The Director of Human Resources will investigate all charges and make recommendations regarding their resolution.

Alleged Discrimination/Harassment (by the Director of Human Resources or the Dean of Students):
When the allegation of harassment is against the Director of Human Resources, the Vice-President for Administration and Finance will investigate and resolve the complaint. If the complaint is against
the Dean of Students, the Associate Vice President for Student Life will investigate the complaint and carry out the responsibilities assigned pursuant to this policy.

**Alleged Discrimination/Harassment by Students:**
When the accused is a student, the Dean of Students and the Special Review Board will follow the procedures for complaint reporting and investigation as stated in the *Student Handbook, Section 8, Code of Conduct*, (D) Disciplinary Procedures and (F) Disciplinary Appeals Procedures. All student documentation shall be subject to the provisions and protection of the Family Educational Records and Privacy Act (FERPA).

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

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

**Initiating a Complaint:**
Any current or former student, applicant for employment or current or former employee who believes he or she has been subjected to discrimination/harassment at the University, or any University-sponsored activity or who believes that he/she has observed discrimination/harassment taking place may present the complaint to the Associate Vice President for Student Life or Director of Human Resources, as appropriate.

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

**Time Period for Filing a Complaint:**
While there is no formal deadline for filing a complaint, CBU encourages complainants to come forward as soon as they have decided to report an incident. Evidence of many types is best preserved immediately following an allegation.

**Investigation Process: Initiation of Investigation: Conducting an Investigation**
At the request of the Associate Vice President for Student Life, Director of Human Resources or the Special Review Board, the Office of Campus Police & Safety may participate in the investigation of the complaint.
Activities in any investigation will include: interviewing the complainant, the respondent and other persons believed to have factual knowledge related to the investigation.

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

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

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

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

**Hearing: Procedure for a Hearing**
Student hearing procedures are outlined in the Student Handbook. (See Section E, for Formal Disciplinary Hearings). In the case of faculty or staff, information concerning procedures can be located on the Human Resources website.

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

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

**K. SEXUAL ASSAULT AND SEXUAL MISCONDUCT STANDARDS**
It is the policy of Christian Brothers University to ensure, to the fullest extent possible, that any student, faculty or staff member who is a victim of sexual assault committed on the campus or at a university
sponsored event, shall receive treatment, support and information. Victims of sexual assault will be encouraged to make full use of these provisions. Referrals for treatment will be provided, and ongoing support will be offered to victims. To protect the privacy of the victim, confidentiality regarding the name of the victim, except on a need to know basis, will be maintained. (See Anti-Discrimination/Harassment Policy above). Sexual assault may also be viewed as sexual harassment. If a sexual assault is deemed not to have occurred under this policy, the events may be considered under the sexual harassment policy above.

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

On Campus:
Ms. Sadie Lisenby, LPC, Thomas Center Lower Level (students only) (901) 321-3527

Off Campus:
Shelby County Rape Crisis Center, 1750 Madison, #102 (901) 222-4350
Crisis Center, 24-hour telephone service (901) 274-7477
Christ Community Health Centers at the following locations:
  Broad Avenue Health Center at 2861 Broad (901) 260-8450
  Frayser Health Center at 3124 North Thomas Street (901) 260-8400
  Third Street Health Center at 3362 South Third Street (901) 271-6300
  Orange Mountain Health Center at 6569 Douglas (901) 271-6200
  Union Avenue Health Center at 1211 Union (901) 271-0330
  Women’s Health Center at 2400 Poplar, Suite 501 (901) 271-6041

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

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

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

FEDERAL STATISTICAL REPORTING OBLIGATIONS
Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is
kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

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

QUESTIONS AND ANSWERS
Here are some of the most commonly asked questions regarding University’s sexual misconduct policy and procedures.

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

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

WILL THE ACCUSED INDIVIDUAL KNOW MY IDENTITY?
Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged victim. If there is a hearing, the university does provide options for questioning without confrontation, using a room divider or separate hearing rooms.

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

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

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

WHAT ABOUT CHANGING DORMS/OFFICES/WORK SPACE/CLASSROOMS?
If you want to relocate, you may request a work space or housing change. Changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency space changes, the student is moved to the first available suitable location. If you want the accused individual to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal university complaint. No contact orders can be imposed and work space or housing changes for the accused individual can usually be arranged quickly. Other accommodations available to you might include:
• Assistance from university staff in completing the relocation;
• Arranging to arrange suitable parking;
• Assistance with or rescheduling shifts, if relevant;
• Assistance with transferring class sections;
• Suspension of meal plan or housing requirements;
• Temporary reassigning duties if possible;
• Assistance with alternative room instruction;
• Other accommodations for safety as necessary.

WHAT SHOULD I DO ABOUT PRESERVING EVIDENCE OF A SEXUAL ASSAULT?
Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim’s person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Shelby County Rape Crisis Center at 1750 Madison Ave., Ste. 102Memphis, TN 38104, phone (901) 222-4350, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) is on call 24 hours a day, 7 days a week. A staff member from CBU can also accompany you to the center and law enforcement or staff can provide transportation. If a victim goes to the center, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligation him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.
For the Victim: the center staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections and refer to a local hospital for further treatment if needed. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

WILL A VICTIM BE SANCTIONED WHEN REPORTING A SEXUAL MISCONDUCT POLICY VIOLATION IF HE/SHE HAS ILLEGALLY USED DRUGS OR ALCOHOL, OR OTHER SIMILAR, MINOR VIOLATIONS OF LAW OR POLICY?
No. The severity of the infraction will determine the nature of the university’s response, but whenever possible the university will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the university does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

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

WILL EITHER PARTY’S PRIOR USE OF DRUGS AND/OR ALCOHOL BE A FACTOR WHEN REPORTING SEXUAL MISCONDUCT?
Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

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

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

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

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

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

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

If the victim wishes to file a complaint naming the perpetrator, she/he should meet with the Dean of Students (321-3536) to determine the course of action the student wishes to follow, as outlined in Section 8 of the Student Code in the Student Handbook.

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

Resources available:
Christian Brothers University is committed to on-going programs of education to its students about sexual assault, including prevention, safety tips and counseling services for victims. Detailed information can be found on the University’s website under Counseling Services and through the Department of Campus Police & Safety.

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

Dr. Timothy M. Doyle
Associate Vice President for Student Life
Rozier Center
Campus Box T-4
Email: tdoyle1@cbu.edu
Phone: (901) 321-3548
Fax: (901) 321-3524

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

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

Greg Eller
Director of Human Resources
St. Joseph Hall 111
Campus Box 92
Email: geller@cbu.edu
Phone: (901) 321-3307
Fax: (901) 321-4430

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

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

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

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

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

**Grievance Procedure:**

The grievance procedure is as follows:

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

**Step 2:** If the student is unable to clarify or resolve the matter, the student must confer with and submit a written statement of grievance to the Dean of Students. The written statement must include the following: the name of the student, faculty member or administrator whose action gave rise to the matter; the type of grievance alleged; a statement of the injury; the type of solution sought. In the event that the grievance concerns actions taken by the Dean of Students, the process will be conducted by the Associate Vice President for Student Life.

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

**Step 4:** If the student is dissatisfied with the decision and wishes to take the matter further, he/she may then follow the process for Disciplinary Procedures as outlined in Section 8 of this document if the grievance concerns a fellow student. If the unresolved grievance concerns a faculty member or administrator, a formal complaint should be lodged with the Director of Human Resources.

**Step 5:** The Dean of Students will be responsible for notifying the Associate Vice President for Student Life of complaints not immediately resolved and will pursue the complaint toward a proper conclusion. A file on written complaints will be kept in the Dean of Students’ office.
SECTION IX: CAMPUS POLICE & SAFETY (EMERGENCY RESPONSE)

A. INTRODUCTION & OVERVIEW

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

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

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

B. STUDENT CONTACT INFORMATION

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

C. CAMPUS EMERGENCY TEXT MESSAGING SYSTEM

Christian Brothers University has implanted an emergency notification system to send time-sensitive emergency communication to students, faculty and staff who opt-in. By employing a variety of electronic communication tools, such as text messaging, and e-mail, emergency messages can be sent simultaneously to registered campus community members via cell phone, home phone, and WiFi-enabled devices. Christian Brothers University’s Department of Campus Police & Safety will use the mass notification system to provide official notification of a situation that poses an imminent, physical threat to the community. All information you provide to the site is private and will not be shared. CBU will only use the system in the event of a critical emergency. Registration is free; however your cell phone carrier may charge standard text messaging fees.
D. MEDICAL EMERGENCY
1. Any person encountering a potentially dangerous medical situation must determine immediately if it is an actual emergency. If it is, do not hesitate; call 911 immediately. If you cannot leave the situation, send someone who is nearby to call.
2. Do not delay by referring to other offices or persons for consultation. In a true medical emergency situation, precious time may be lost conferring with others. It is better to call for help and not need it, than wait and regret the decision later.
3. If other people are near, it may be possible to use them to contact additional campus personnel who may be better trained to handle emergencies. It is imperative that the primary concern always be for the emergency at hand. Do not expect immediate help from others. Plan as if you have to handle the situation yourself. Never leave the emergency until you are relieved by trained, competent personnel.
4. Make sure that you give: your name, address, phone number (if possible) and any other information requested by the 911 dispatcher. Allow the dispatcher to terminate the phone conversation, thus assuring all essential information has been received correctly.
5. After you have made the appropriate medical referral, report this to the Vice President for Academics as soon as possible after the incident.

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

F. SEVERE WEATHER
1. If there is severe weather:
   • Move indoors.
   • The National Weather Service issues severe weather information in the form of WATCHES and WARNINGS.

   TORNADO WATCH – means there is a possibility of one or more tornadoes in the area. Continue normal activity but watch for tornadoes.

   TORNADO WARNING – means a tornado has been sighted or detected by radar and may be approaching. SEEK SHELTER IMMEDIATELY as outlined below:

G. EMERGENCY GATHERING LOCATIONS
LAMBERT HALL AND STRITCH HALL
All persons should move to the ground floor and utilize the interior hallways.

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

CBU APARTMENTS
All residents should seek shelter in the interior hallways of the ground floor units.
LIVING LEARNING CENTER
All residents should seek shelter in the interior hallways of the ground floor units.

NOLAN ENGINEERING BUILDING, KENRICK HALL, COOPER WILSON CENTER FOR LIFE SCIENCES AND ASSISI HALL
Persons in these building should move to the first floor hallway making sure that the doors to the classrooms, laboratories and offices are closed, to avoid flying debris.

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

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

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

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

CANALE ARENA AND UNIVERSITY THEATER
Persons should utilize the east end of the gym, where the locker rooms, showers, etc. are located.

COMPUTER CENTER (INFORMATION TECHNOLOGY SERVICES)
Persons should utilize the hallway and offices located in the southeast corner of the Computer Center.

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

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

H. NATIONAL EMERGENCY, EARTHQUAKE, OR HAZARDOUS CHEMICAL SPILL
If there is a national emergency:

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

If there is an earthquake:
During the shaking:

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

After the shaking:

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

Hazardous Chemical Spill
In the event of a train derailment or accident resulting in a possible chemical spill:
• Resident Directors and RAs should notify the Director of Residence Life, the Dean of Students and Security and proceed to evacuate the residence halls, move in the students upwind away from the accident and await further instructions from the fire, police and civil defense personnel.

• Security, along with University staff personnel, will evacuate all other persons on campus, moving them away from the accident and await further instructions from the fire, police and civil defense personnel.

• A representative of CBU will be available to serve at the command post which would be set up by the fire department during the emergency and until the area is clear. (The Representative from CBU shall be a Vice President, the Dean of Students and/or Director of Campus Police & Safety). See Emergency Management Plan Hand Copy or Campus Police & Safety web page.

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

   **Procedure**
   Any report of a missing student, from whatever source, should immediately be directed to the Department of Campus Police & Safety. When a student is reported missing, the Department of Campus Police & Safety shall:
   1. Initiate an investigation to determine the validity of the missing person report.
   2. Contact the Dean of Students.
   3. Make a determination as to the status of the missing student.
   4. If the missing student is under the age of 18, notify the student’s custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
   5. Notify Memphis Police Department within 24 hours after determining that the student is missing.

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

   **Student Contact Information**
   Students shall ensure that there is up-to-date emergency contact information on file at the Registrar’s Office and with the Director of Residence Life (if living in campus housing). All contact information will be registered confidentially and accessible only to authorized campus officials. It may not be disclosed, except to law enforcement personnel, in furtherance of a missing person investigation.

   **Distribution of Information**
   1. Notification of this policy to the community sent by email.
   2. Posting of this policy on the CBU Campus Police & Safety’s and Resident Life’s web pages.
   3. The inclusion of this policy will be implemented into the student handbook.

*Any incidents of missing persons shall be documented in the annual Campus Security Reports as well as the annual Clery Act and Tennessee Bureau of Investigation statistics.*
A. CLASS WITHDRAWAL AND TUITION ADJUSTMENT POLICY

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

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

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

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

The following schedules apply to Fall and Spring Terms ONLY. Summer sessions and special workshops will be on a TBA basis.
**Day Undergraduate or MEM, MSEM, MACS, Graduate Students.** The following schedule will be used when calculating tuition adjustments for all students classified as Day undergraduate or MEM graduate students regardless of when their classes begin:

<table>
<thead>
<tr>
<th>OFFICIAL NOTIFICATION DATE DURING THE SEMESTER</th>
<th>PERCENTAGE OF TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DROP/ADD PERIOD OF SEMESTER</td>
<td>100%</td>
</tr>
<tr>
<td>FIRST 25% OF SEMESTER</td>
<td>50%</td>
</tr>
<tr>
<td>26-60% OF SEMESTER</td>
<td>25%</td>
</tr>
<tr>
<td>OVER 60% OF SEMESTER</td>
<td>No Adjustment</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>OFFICIAL NOTIFICATION DATE DURING the 1st 8-Week Term</th>
<th>PERCENTAGE OF TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DROP/ADD PERIOD OF 1st 8-WEEK TERM</td>
<td>100%</td>
</tr>
<tr>
<td>FIRST 25% OF 1st 8-WEEK TERM</td>
<td>50%</td>
</tr>
<tr>
<td>26-60% OF 1st 8-WEEK TERM</td>
<td>25%</td>
</tr>
<tr>
<td>OVER 60% OF 1st 8-WEEK TERM</td>
<td>No Adjustment</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>OFFICIAL NOTIFICATION DATE DURING THE 2nd 8-Week Term</th>
<th>PERCENTAGE OF TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DROP/ADD PERIOD OF 2nd 8-WEEK TERM</td>
<td>100%</td>
</tr>
<tr>
<td>FIRST 25% OF 2nd 8-WEEK TERM</td>
<td>50%</td>
</tr>
<tr>
<td>26-60% OF 2nd 8-WEEK TERM</td>
<td>25%</td>
</tr>
<tr>
<td>OVER 60% OF 2nd 8-WEEK TERM</td>
<td>No Adjustment</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>OFFICIAL NOTIFICATION DATE DURING THE Both 1st and 2nd 8-Week Term</th>
<th>PERCENTAGE OF TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DROP/ADD PERIOD OF 1st 8-WEEK TERM</td>
<td>100%</td>
</tr>
<tr>
<td>FIRST 25% OF 1st 8-WEEK TERM</td>
<td>50% of 1st 8-Week Term</td>
</tr>
<tr>
<td>26-60% OF 1st 8-WEEK TERM</td>
<td>25% of 1st 8-Week Term</td>
</tr>
<tr>
<td>OVER 60% OF 1st 8-WEEK TERM AND PRIOR TO THE BEGINNING OF THE 2nd 8-WEEK TERM</td>
<td>No Adjustment of 1st 8-Week Term</td>
</tr>
<tr>
<td>25% of 1st 8-Week Term</td>
<td>75% of 2nd 8-Week Term</td>
</tr>
<tr>
<td>DROP/ADD PERIOD OF 2nd 8-WEEK TERM</td>
<td>No Adjustment of 1st 8-Week Term</td>
</tr>
<tr>
<td>FIRST 25% OF 2nd 8-WEEK TERM</td>
<td>50% of 2nd 8-Week Term</td>
</tr>
<tr>
<td>AFTER 25% OF 2nd 8-WEEK TERM</td>
<td>No Adjustment of 1st 8-Week Term</td>
</tr>
<tr>
<td></td>
<td>No Adjustment of 2nd 8-Week Term</td>
</tr>
</tbody>
</table>
Adjustments will be applied in the following order
- Institutional Scholarships and Grants
- CBU Loans
- Student Payments
- Outside Scholarships
- Alternative Loans
- State Grants
- Lottery Scholarships

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

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

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

Definitions
The following words shall be defined once here and used within this document to help simplify and clarify this Code of Conduct for IT Resources:
- **Users** -- faculty, staff, registered students or others accessing services provided by ITS
- **CBU.net** -- those computers, printers, network, telecommunications equipment, card readers, software and other devices owned and/or maintained by ITS.

General IT Usage Policies
The following terms and conditions are in effect for the use of the CBU.net: Access to both CBU.net and the Internet, provided by CBU, is a privilege that all users have and must respect.

1. Abuse of these privileges may cause the user to lose some or all access. Abusive use may be seen as, but not limited to:
   - Activities conducted from computer accounts issued by ITS, University owned computers, or personally owned computers, all of which may be connected to the CBU.net,
   - Deprive others of CBU.net resources such as excessive use of bandwidth or excessive use of server resources,
   - Infringe on others’ use of the facilities, such as conducting non-academic activities that prevent others from performing academic work,
   - Malicious acts created within the CBU.net, such as unsolicited email, propagation of worms and viruses, changing computer configurations, copying or installing unauthorized software or events leading to or unauthorized entry into another device,
   - Unauthorized downloading, copying, or distribution of copyrighted software, documentation or electronic media, all a direct violation of this Code and Federal law 70 which carries maximum criminal fines of up to $250,000 and imprisonment up to 5 years.
2. Commercial use is prohibited for all users, such as, but not limited to, selling services or products over the CBUnet.

3. It is the user’s responsibility to keep their computer passwords confidential. Users may not use computer accounts other than his or her own, and users may not release password information to anyone else.

4. It is the user’s responsibility to keep their long distance access code and voice mail passwords confidential. Abuse of these privileges may cause the user to lose some or all access. Abuse may be seen as, but not limited to:
   - Prank or harassing telephone calls
   - Users may not use access codes other than his or her own
   - Users may not release password information to anyone else

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

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

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

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

This policy applies to all University faculty, staff and students who work in the CBU facilities and on the University grounds. Students who need signage should work through the Coordinator for Student Activities and Organizations who will coordinate all requests.

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

1. Guidelines for posters and displays:
• No poster or display may use profanity, obscene references (visual or verbal) or pictures of alcohol.
• Content shall be in good taste, being construed as neither libelous nor slanderous in nature toward persons or groups.
• Content should emphasize the activity or event. Alcohol may not be pictured or described on the poster.
• Posters and displays in languages other than English must have an English translation attached.
• The number of posters or displays approved is limited to 20 unless prior approval is granted by the Coordinator for Student Activities and Organizations.

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

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

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

Procedures for inquiries from the news media are as follows:
- When a reporter calls, immediately advise the Communications & Marketing department. In answer to a direct call from a reporter, please tell the reporter:
- "Thanks for your call. As you may know, CBU’s Communications & Marketing department coordinates inquiries from the news media. Let me refer you to the Senior Director for Communications & Marketing, who will be glad to help you. The direct line is (901) 321-4417."

- Be sure to get the name and phone number of the reporter. Reporters and photographers will not be permitted to enter residence halls or classroom buildings without permission from the Communications & Marketing department and the Office of Student Life and only when accompanied by a Communications & Marketing department representation. All correspondence, written or verbal with the media, must be in accordance with the Administrative Policy #M.1

Advertising and Sponsorship Guidelines

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

- Groups or organizations holding events or programs at CBU and who wish to promote or advertise the activity must allow the Communications & Marketing department the opportunity to preview all relevant print and broadcast advertising and review and approve all news releases.

- The Vice President for Communications & Marketing and the Director of Creative Services must also approve use of any university graphics, photos, logos or information on any website other than CBU’s. Organizations seeking to have a direct link from their web information to CBU’s website must get approval from the Information Technology Services and the Communications & Marketing departments.

- All non-university and external sponsoring organizations using campus grounds or facilities are required to publish a brief disclaimer on all advertising materials stating: “Christian Brothers University supports academic inquiry and the healthy exchange of divergent viewpoints on its campus. The views and opinions of speakers and/or authors expressed on its campus, in the classroom, or hosted public events, do not necessarily reflect those of the University itself, nor does the University necessarily endorse these views and opinions.”

- Organizations or groups using CBU property and facilities who wish to invite news media coverage must inform the Communications & Marketing department.

- Any representation of CBU athletics teams, mascots, logos or emblems for advertising or sponsorship of any kind must be pre-approved by the Director of Sports Information AND the Vice President for Communications & Marketing. This includes graphic representation on merchandise and apparel. CBU does not endorse or promote any products or services.

F. PARKING AND TRAFFIC REGULATIONS

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

1. Parking Permits/Parking Zones

Christian Brothers University is private property and parking is by permit only. All Parking Permits are issued by the Office of Campus Police & Safety. Decal/Hang tags are issued annually at registration in August and are valid for the academic year in which they are issued. No vehicle is considered to be properly registered unless a Christian Brothers University decal/tag is hung from the rear view mirror. Any vehicle bearing a legal decal/tag may park in the Central Lot at any time. Decals for motorcycles or convertibles may be obtained from the Office of Campus Police & Safety, and must be easily visible. Five types of permits are issued:
• **Resident (Main Campus)**
  Those persons classified as resident students and reside in Rozier Hall, Maurelian Hall, 600 Apartments or 604 Apartments will be issued a permit to allow parking in the Resident Parking area around these locations. Students with this permit are also allowed to park in the Central Lot.

• **Resident (Avery and Oakdale)**
  Those persons classified as resident students and who reside in the Avery Apartments or 170 Oakdale Apartments will be issued a permit, different from that of the Main Campus Resident parking permit, allowing them to park in the parking lot surrounding the apartment buildings. If you are residing in either of these locations and desire to park on the main campus, you will be allowed to park in the Central Lot but NOT in the resident lot of the main campus.

• **Commuter**
  Those persons classified as commuter students will be issued a permit allowing them to park in the Central Lot only.

• **Faculty/Staff**
  Faculty and Staff will be issued hang tags for their vehicles and will be allowed to park in those spaces designated as Faculty/Staff. Parking is also permitted in the Central Lot. The hang tags are to be displayed while the vehicle is parked on campus.

• **Temporary Permit**
  A temporary permit may be obtained from the Department of Campus Police & Safety for the following reasons:
  a. The person has mobility problems that require special parking accommodations. The permit is issued for up to (30) days.
  b. The individual expects to operate or park any vehicle on the campus for more than (24) hours but less than (7) days unless a longer period is authorized in writing by the Director of Campus Police & Safety.

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

3. **Replacement of parking hang tags**
   Upon proof of purchase, hang tags will be replaced without charge on registered vehicles that are sold. Hang tags lost, stolen or removed through administrative or disciplinary action will be replaced only after receipt of an additional fee.

4. **Parking for an extended period**
   Students, faculty, or staff members are required to e-mail Campus Police & Safety prior to 48 hours of departure at safety@cbu.edu if they plan to leave their cars for longer than a period of five (5) consecutive days. At the discretion of the Director of Campus Police & Safety, an individual may be asked to leave his or her keys in the potential event it may disrupt construction.

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

6. **Enforcement**

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

7. **Penalties**

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

8. **Summary**

Parking control on campus requires everyone’s cooperation, even if it means having to walk a short distance. Please drive carefully and remember to remove your keys and lock your car. Do not leave anything of value in your car. If it must be left in the car, leave it in the trunk. Students and motorists may obtain assistance and information from Campus Police & Safety by calling 321-3550. The Office of Campus Police & Safety is located in St. Joseph’s Hall, next to the Computer Center.

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

G. **CBU SCHOOL CLOSING POLICY:**

**TELEVISION/RADIO CHANNELS AND SOCIAL MEDIA**

The Vice President for Academics and Student Life will make the decision concerning day classes and offices no later than 5:45 a.m. on the day of the closing. The Office of Communications and Marketing will notify television channels WREG-TV 3, WMC 5-TV (includes WMC790 AM and 99.7 FM), EYEWITNESS NEWS ABC24/CW30, and WHBQ 13 so as to report the closing as soon as possible. When a decision to close day classes has been made, the Vice President for Academics will contact the President to determine if the offices will be closed; if so, such information will be included in the announcement. On days of questionable weather, a call to the stations to say that we are open should be made. The announcement should specify day and/or evening classes.

a) In the absence of the Vice President for Academics, the Vice President for Administration and Finance will make the appropriate decisions.

b) Critical personnel expected to report for work unless so advised are:

1. ARAMARK
2. Maintenance
3. Campus Safety
4. Information Technology Services
c) If day classes are cancelled, the following areas should be (if at all possible) opened to serve students:
* Plough Library
* Beringer Center for Computer Studies
* De LaSalle Gymnasium
* Alfonso Dining Hall

2. The decision to cancel evening classes (undergraduate and graduate) is made by the Dean of the Adult Professional Studies no later than 3:00 p.m. on the day of the closing. The Office of Communications and Marketing will notify the stations listed above to report the closing.

3. The Vice President for Academics will make the cancellation decision regarding weekend classes, following the procedure presented in #1.

4. In notifying stations about CBU, the name Christian Brothers UNIVERSITY should be emphasized, so as to distinguish the University from the High School. Notices should also specify either day or evening classes.

5. Whenever classes are cancelled, the campus community will be notified by announcements in the following media:
   - The television and radio stations mentioned above
   - The CBU website
   - CBU’s primary emergency mass notification system
   - CBU social media sites

6. The Maintenance Department will take immediate steps to sand, de-ice, and/or shovel driveways and parking lots to the extent feasible and necessary. Special attention should be given to sanding or shoveling steps, entrances, and the principal campus walkways.

H. SMOKING POLICY

Effective August 1, 2011, all tobacco products will only be allowed in clearly visibly marked tobacco use areas. No one may smoke along any path way or walk way leading to or from the designated smoking area, nor may individuals smoke at the picnic tables nor outdoors in any of the grassy areas or the parking lots.

While Christian Brothers University makes these areas available to smokers, it in no way has any legal responsibility to do so. Any individual who chooses to use these smoking areas do so at their own risk. Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees, students, visitors and customers.

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

Designated Smoking Areas:
- West side of Avery Apartments (facing Oakdale Street)
- Between St. Benilde and Battersby Halls (by the exterior stairs)
- North of O’Hara Hall & Pender Hall (adjacent to fenced dumpster area)
- East of De La Salle/Stritch Chapel, south of Lambert and Stritch Halls
- North of the Living Learning Center, facing the railroad tracks
- Behind (east of) CBU Maintenance, inside fenced area
- Northwest corner of Maurelian Hall, near Service Entrance on Parkway
- East lawn of Oakdale Capstone Apartments (on Hollywood side)
I. **SPORTSMANSHIP AT ATHLETIC EVENTS**
Participation at athletic events is strongly encouraged and welcomed by the CBU Athletic Department. School spirit has a very real and important impact on the success of CBU’s intercollegiate athletic teams.

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

The players and cheering sections, by their participation, are representatives of Christian Brothers University. Their behavior and sportsmanship are expected to be of the same high quality as the community they represent. Violators could face sanctions from the NCAA, as well as campus disciplinary proceedings.

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

J. **STUDENT FREEDOMS**

1. **Encouragement of Expression**
   Students and student organizations are encouraged to examine and discuss all questions of interest to them and express reasonable and accountable opinions publicly and privately.
   Personal expression carries with it the responsibility for seeing that the normal operations of the University are preserved.

   a. **Public Forums**
      i. One of the responsibilities of the University is to maintain a dialogue for the stimulation and intellectual development of the student body. An effective platform of public discussion is usually provided by a diversity of content and a balance of opinion. It should be emphasized that the views expressed by a speaker on campus do not necessarily reflect the opinion of the University’s students, faculty, staff, administration, or Board of Trustees. All officially recognized campus organizations may sponsor a speaker or other types of public presentations.
      ii. Any recognized student organization may invite speakers to the campus given the following conditions:
         - That facility reservations be properly secured in advance through the Coordinator for Student Activities and Organizations
         - That a majority of the organization’s officers are in accord regarding the extension of an invitation. The decision to invite a speaker should encompass the opinion of the faculty advisor.
         - That the program be limited to students registered in the University, unless permission has been obtained from the Coordinator for Student Activities and Organizations to open it to the public.
         - That all speakers agree to an open forum after formal remarks.

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

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

d. **Student Publications**
   **Purpose**
The purpose of student publications at Christian Brothers University is to provide opportunities for students to apply theoretical and practical knowledge through writing, layout, editing, etc. to produce a high quality yearbook and literary magazine that will most effectively benefit the entire University community.
   **Castings**
The mission of the literary magazine is to publish the fiction, poetry, essays, artwork and photography of students, staff, faculty and alumni of Christian Brothers University.
   **Organization/Structure**
   **Castings** is a Student Life-related organization which link both the academic (curricular) and the Student Life (co-curricular) educational divisions of the University. For the aforementioned reasons, **Castings** is distinct from other student organizations and shall be governed by the following regulations:
   This publication is bound by guidelines listed in the Publications Board Constitution.
   - An exemption is granted from the registration procedure required of other student organizations.
   - The advisor(s) to **Castings** will be a faculty member(s) from the Literature and Languages Department.
   - Each publication shall be funded from the Student Activity Fee (see Student Activity Fee Policy filed in the SGA office).
   - An annual fiscal and programmatic report will be filed with the Publications Board by the editor or designee, and shall serve as the basis for an end-of-year review. The report shall become part of the archival record of the University.

2. **Freedom of Information**
The University is the guardian of students’ records. In conformity with the Privacy Law, these records, including transcripts of credits, are kept with professional confidentiality, and other than the exceptions noted in the “Policy Statement” given below, are released only with the student’s written permission. The Family Education Rights and Privacy Act of 1974, as amended is a federal law which states that: (a) a written institutional policy must be established, and (b) statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution will maintain confidentiality of student education records.
   (i) Inspect and review their non-privileged education records;
   (ii) Seek amendment of their education records that the eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
(iii) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and §99.31 authorize disclosure without consent; and

(iv) File with the Family Policy Compliance Office, U.S. Department of Education a complaint under §§99.63 and 99.64 concerning alleged failures by the institution to comply with the requirements of the Act and this part.

b. Confidentiality of Student Records

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

- to a school official who has a legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as but not limited to an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Legitimate educational interest means the demonstrated need to know by those officials of an institution who act in the student’s educational interest, including faculty, administration, clerical and professional employees, and other persons who manage student record information, including academic excellence and varsity and intramural sports.
  - to schools in which a student seeks or intends to enroll.
  - to Federal, State and local authorities involving an audit or evaluation of compliance with education programs.
  - in connection with financial aid (such as the administration or continuation of aid).
  - to individuals or organizations conducting studies for or on behalf of an educational institution.
  - to regional or professional accreditation organizations.
  - to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954.
  - U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education to comply with a judicial order or subpoena.
  - in the event of a health or safety emergency where the information is required to resolve the emergency.
  - that which is considered directory information, so long as the student has not requested nondisclosure of this information.
  - to the student.
  - disclosure of disciplinary information to the alleged victim of a crime of violence, such as information from disciplinary proceedings.
  - of a student under the age of 21 who has committed a drug or alcohol related offense (e.g., reporting the offense to the parents of the student). No one outside the institution shall have access to nor will the institution disclose any information from students’ educational records without the written consent of the student except, as listed above and any other exceptions as permitted under the Act. Disciplinary records will not be released to other institutions or employers unless the University is instructed to do so by civil authorities or by permission of the student.
c. Release of Directory Information
At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include: student’s name, address(es), telephone number(s), e-mail address, photo or electronic images, date and place of birth, major field of study, enrollment status, dates of attendance, degrees and awards received, the most recent previous agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Registrar within two (2) weeks after the first day of class for the Fall term. Requests for nondisclosure shall be honored by the institution, and will remain in effect until it is rescinded in writing with the Office of the Registrar.

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

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

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

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

e. Amendment of Records
Students who believe their educational records contain information that is inaccurate or misleading may discuss their problems informally with the Office of the Registrar. If the decisions are in agreement with the student’s requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time by the Office of the Registrar of his/her right to a formal hearing. Student requests for a formal hearing must be made in writing to the Vice President for Academics, who within a reasonable period of time after receiving such requests, will inform students of date, place and time of hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student’s expense. The hearing panel which will adjudicate such challenges will be the
Vice President for Academics, representatives of the Student Life Division and the Dean of the student’s school.

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

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

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

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

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

K. USE AND CONTROL OF FACILITIES

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

1. All student or student group activities must be registered and planned with the Coordinator for Student Activities and Organizations by completing a CBU Activity Request Form. This form must be completed and approved by the Coordinator for Student Activities and Organizations at least (7) days prior to the activity. However, any campus-wide or closed event where alcohol is served must have a proposal submitted to the Alcohol Review and Planning Board at least two (2) weeks in advance of the event.

2. Rooms for all student activities must be reserved in advance with the Coordinator for Student Activities and Organizations and the Director of Events Management.

3. Should the circumstance arise to cancel an event, the group needs to make both the Coordinator for Student Activities and Organizations and the Director of Events Management aware as soon as possible.

4. Social activities or events must end no later than midnight unless granted special permission by the Associate Vice President for Student Life. Organizations will not be permitted to sponsor events with alcohol on or off campus on Thursday evenings unless granted permission by the Associate Vice-President. **Groups are responsible for any damage**
incurred and for returning the room to its original condition immediately after the event.

5. All food service needs for on-campus events must be arranged with the Aramark Food Services at 321-3560. Food service requests need to be submitted seven (7) days prior to an event.

6. Organizations or groups sponsoring activities are responsible for maintaining order before, during and after the event. All social activities such as dances, parties and dinners with over must have an advisor present.

7. The organization or group advisor must be knowledgeable about CBU policies and procedures. The advisor is responsible for enforcing those policies and procedures. Groups that do not adhere to the CBU policies will be asked to vacate the facility immediately and may be denied access to CBU facilities in the future. Violators of the University policies may also be held legally responsible for such violations.

8. Additional security service for events is required if there is a social gathering of 50 people or more. This must be arranged through the Director of Campus Police & Safety and paid for by the organization.

9. Decorations used on CBU property during events should be constructed and displayed in such a way as to protect the health and safety of all people attending. Special attention should be given to decorations during the Christmas season. Live Christmas trees are prohibited. Flame retardant artificial Christmas trees are permitted. No Christmas lights are permitted in residents’ rooms.

10. Rules governing use of specific facilities (reservations for which may be made through the Coordinator for Student Activities and Organizations):

The following facilities are available for usage at Christian Brothers University

1. The Swashbuckler Fitness Center
   The Swashbuckler Fitness Center is located on the ground floor of the Thomas Center. It is open to CBU faculty, staff and students and administered by the Coordinator for Intramurals, Recreation and Community Participation. The Fitness Center includes a variety of cardio and strength training equipment. The Fitness Center is open daily with the following hours of operation:
   - Monday – Friday: 7 a.m. – 10 p.m.
   - Saturday – Sunday: 9 a.m. – 9 p.m.

2. The Buccaneer Snackbar
   The “BUC” Snack Bar is located on the ground floor of the Thomas Center. It is open to all CBU Faculty, staff and students. Proper attire must be worn at all times; this includes shoes, shirts and pants/shorts. The hours of operation for the BUC Lounge operations are:
   - Monday – Friday: 10:00 a.m. – 11:00 p.m.
   - Closed on Weekends

Additionally, the Buc sells beer under the following rules:
- No alcohol may be sold or served to any person under the age of 21.
- No persons under the age of 21 shall be in the possession of alcohol.
- Customers ordering beer must possess a valid ID confirming their age. The only forms of acceptable identification are:
  - A valid photo driver’s license
  - A military ID card
  - A valid passport
  - A Government-issued photo ID card
- Any person who cannot produce proper ID and proof of age will not be served.
- No Service to a visibly intoxicated person.
- The sale of alcohol to any person who is visibly intoxicated is prohibited.
- Participation in drinking games or other forms of binge drinking behavior is prohibited.
- No more than two (2) alcoholic beverages may be served to any customer per transaction.
• No more than three (3) alcoholic beverages will be sold to any one person per day.
• No alcohol is to be taken out of the BUC or beyond the BUC Patio.

_**Hours of Beer Service:**_ Alcohol will be served from 3:00pm until 10:30pm – with a last call cutoff will be announced at 10:30pm, 30 minutes prior to closing.

Service of alcoholic beverages will comply with city, county and state regulations in addition to CBU’s Alcohol Policy. Student Life and Campus Safety will be notified of any violations with appropriate actions taken per the CBU Policy.

3. **Sabbatini Lounge, Dining Hall, Science Auditoriums and Classrooms**
   Available on a request and reservation basis.

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

5. **Canale Arena**
   The use of this facility is restricted to students, faculty and staff. One guest may accompany a CBU student, faculty member or staff member. Requests for use are to be made to the Director of Athletics and the Director of Events.
   - The basketball court is open to the CBU community during posted hours. Each student is allowed one guest each time he/she uses the gymnasium. ID card must be shown.
   - The gymnasium will be off-limits while classes are being conducted, during intramurals, during special events and while varsity teams practice and conduct games.
   - The racquetball court and weight room are open to the CBU community during posted hours. ID cards must be shown. All courts and weight rooms are closed during varsity sporting events held in the gymnasium.

6. **Swimming Pool**
   Open to the CBU community. The general public is not allowed. Children under 14 must be accompanied by an adult. No running, eating, drinking or smoking in the pool area. No cutoffs or jeans should be worn in the pool. No horseplay or hanging on the rope. A CBU ID card must be shown to enter the pool area. Hours will be posted. No swimming unless a lifeguard is on duty. **One** person at a time on the diving board.

7. **Jogging Track/Soccer Field**
   No wheeled vehicles of any type are to be used on the track or field. Students can use the track for fitness purposes only.

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

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

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

**STUDENT LIFE PROGRAMS & SERVICES**

<table>
<thead>
<tr>
<th>Position</th>
<th>Phone Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate Vice President for Student Life</strong></td>
<td>901-321-3548</td>
<td>Rozier Center</td>
</tr>
<tr>
<td><em>Services:</em> Chief Student Life Officer with supervision of the Division of Student Life and advocacy for students</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dean of Students</strong></td>
<td>901-321-3536</td>
<td>Rozier Center</td>
</tr>
<tr>
<td><em>Services:</em> Chief judicial officer, international student advisor, disability services, cross-cultural and commuter services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Director of Health Resources</strong></td>
<td>901-321-3260</td>
<td>Thomas Center</td>
</tr>
<tr>
<td><em>Services:</em> Nursing Diagnosis; Health Consultant; Referral to Area Physicians; First Aid; Blood Pressures, Information on Prescribed Medicines; Physical Exams; Total Patient Assessment; Prescribe Medications; Self-Care Station; Lab Tests as appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Director of Residence Life</strong></td>
<td>901-321-4102</td>
<td>Rozier Center</td>
</tr>
<tr>
<td><em>Services:</em> Coordination of Residence Hall maintenance and management</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Director of Student Activities &amp; Assessment</strong></td>
<td>901-321-3529</td>
<td>Rozier Center</td>
</tr>
<tr>
<td><em>Services:</em> Coordination of student activities; fraternity\sorority advisor; SGA advisor, Friday events</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Director of Recreation and Operations</strong></td>
<td>901-321-4442</td>
<td>Rozier Center</td>
</tr>
<tr>
<td><em>Services:</em> Coordination of intramurals, recreational activities and weekend off-campus events</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Director(s) of Campus Ministry</strong></td>
<td>901-321-3477</td>
<td>Thomas Center</td>
</tr>
<tr>
<td><em>Services:</em> Mirrors to the University community the Lasallian traditions and values of faith, community and service.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Director of the Counseling Center</strong></td>
<td>901-321-3527</td>
<td>Thomas Center</td>
</tr>
<tr>
<td><em>Services:</em> Personal, confidential counseling; consultation and referral services; crisis, counseling/intervention, peer counseling; personal development workshops\forums\programs; study skills assistance; referrals to the University’s Consulting Psychologist.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
In the event of an evacuation of a building on the entire campus, you will be alerted by a fire alarm, the Bell tower, a University Administrator or Campus Police & Safety Officer with a bullhorn. Evacuations would be because of fire, bomb threats, or any other emergencies. The procedure will be to go to the buildings designated as a “staging area” where authorities will account for building occupants or, to the CBU Theatre, if the threat continues or the buildings or if the areas continue to be deemed unsafe.

The following are the staging areas for each building:

**Academic & Administrative Buildings**

<table>
<thead>
<tr>
<th>Residence Halls</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barry Hall</td>
<td>Grassy area beside statue of St. John De LaSalle</td>
</tr>
<tr>
<td>Battersby</td>
<td>Faculty/staff parking lot behind Canale Arena</td>
</tr>
<tr>
<td>Buckman Hall</td>
<td>Boshwit Courtyard</td>
</tr>
<tr>
<td>Canale Arena/Theatre Offices</td>
<td>Theatre or lawn outside of Deal Plaza</td>
</tr>
<tr>
<td>CBU Maintenance Building</td>
<td>Student/Visitor lot next to central guard shack</td>
</tr>
<tr>
<td>Cooper-Wilson Center for Life Sciences</td>
<td>Student parking lot, Central lot</td>
</tr>
<tr>
<td>Assisi Hall</td>
<td>Grassy area between Maurelian and Kenrick</td>
</tr>
<tr>
<td>Kenrick Hall</td>
<td>Buckman Quad</td>
</tr>
<tr>
<td>Nolan</td>
<td>Buckman Quad</td>
</tr>
<tr>
<td>Plough Library</td>
<td>Faculty/staff parking lot behind Canale Arena</td>
</tr>
<tr>
<td>Saint Benilde Hall</td>
<td>Boshwit Courtyard</td>
</tr>
<tr>
<td>Saint Joseph Hall</td>
<td>Buckman Quad</td>
</tr>
<tr>
<td>Thomas Center</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residence Halls</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avery Apartments</td>
<td>Baseball Field</td>
</tr>
<tr>
<td>170 Oakdale (Baseball Apartments)</td>
<td>Outdoor Basketball Court</td>
</tr>
<tr>
<td>Lambert/Stritch Hall</td>
<td>Grassy Area by Southeast Side of Stritch Chapel</td>
</tr>
<tr>
<td>Living Learning Center</td>
<td>Outdoor Basketball Court</td>
</tr>
<tr>
<td>Maurelian Hall</td>
<td>Grassy Area by Near Belltower</td>
</tr>
<tr>
<td>O’Hara Hall (600 Apartments)</td>
<td>Outdoor Basketball Court</td>
</tr>
<tr>
<td>Pender Hall (604 Apartments)</td>
<td>Outdoor Basketball Court</td>
</tr>
<tr>
<td>Rozier Hall</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX C:
EMERGENCY PROCEDURES
(QUICK REFERENCE)

West side of Avery Apartments (facing Oakdale Street)

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

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

Between St. Benilide and Battersby Halls (by the exterior stairs)

North of the Living Learning Center facing the railroad tracks

East lawn of Oakdale Capstone Apartments (on Hollywood side)

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

Behind (east of) CBU Maintenance (inside fenced area)
<table>
<thead>
<tr>
<th>SEVERE WEATHER TORNADO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IF INDOORS:</strong></td>
</tr>
<tr>
<td>• Move quickly to a safe interior area without windows (e.g., hallways, basements,</td>
</tr>
<tr>
<td>restrooms).</td>
</tr>
<tr>
<td>• Move to the lowest levels using stairways, NOT elevators.</td>
</tr>
<tr>
<td>• If possible, close all doors as you leave an area.</td>
</tr>
<tr>
<td>• Stay away from windows, doors, and exterior walls.</td>
</tr>
<tr>
<td>• Do NOT go outdoors.</td>
</tr>
<tr>
<td><strong>IF OUTDOORS:</strong></td>
</tr>
<tr>
<td>• Get inside if possible.</td>
</tr>
<tr>
<td>• Stay away from trees, power lines, utility poles, and other hazards.</td>
</tr>
<tr>
<td>• Curl up in a ditch or low-lying area; stay low to the ground; use your arms to</td>
</tr>
<tr>
<td>protect your head and neck.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUSPICIOUS PERSON OR OBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERSON:</strong></td>
</tr>
<tr>
<td>• Do not physically confront the person.</td>
</tr>
<tr>
<td>• Do not let anyone into a locked building/office.</td>
</tr>
<tr>
<td>• Do not block the person’s access to an exit.</td>
</tr>
<tr>
<td>• Call 911 or 3550 from a campus phone or from a cell phone; or if available in the</td>
</tr>
<tr>
<td>lobby, use the red emergency phone.</td>
</tr>
<tr>
<td>• Provide as much information as possible about the person and their direction of</td>
</tr>
<tr>
<td>travel.</td>
</tr>
<tr>
<td><strong>OBJECT:</strong></td>
</tr>
<tr>
<td>• Do not touch or disturb the object.</td>
</tr>
<tr>
<td>• Do NOT use a cell phone!</td>
</tr>
<tr>
<td>• Call 911 or 3550 from a campus phone; or use the red emergency phone.</td>
</tr>
<tr>
<td>• Notify your instructor or supervisor.</td>
</tr>
<tr>
<td>• Be prepared to evacuate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVACUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Remain calm.</td>
</tr>
<tr>
<td>• Evacuate using the nearest safe stairs and safe exit.</td>
</tr>
<tr>
<td>• Do NOT use elevators!</td>
</tr>
<tr>
<td>• Gather personal belongings (medication, keys, purses, wallets, etc.), but only if</td>
</tr>
<tr>
<td>safe to do so.</td>
</tr>
<tr>
<td>• Follow directions given by emergency personnel.</td>
</tr>
<tr>
<td>• Go to identified assembly points at least 500 feet from the affected building.</td>
</tr>
<tr>
<td>• Assist persons with disabilities or injuries without jeopardizing your safety.</td>
</tr>
<tr>
<td>• If you are unable to evacuate due to a physical disability, go to a safe location (</td>
</tr>
<tr>
<td>e.g., stairwell) and wait for assistance. Ask others to inform emergency personnel</td>
</tr>
<tr>
<td>of your location.</td>
</tr>
<tr>
<td><strong>IF THERE IS TIME:</strong></td>
</tr>
<tr>
<td>• Turn off all electronics including computers (except in cases of leaking gas or</td>
</tr>
<tr>
<td>other flammable substances).</td>
</tr>
<tr>
<td>• Secure any hazardous materials or equipment before leaving.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POWER OUTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• “Drop, Cover, and Hold” under a table or desk or against an inside wall, not in a</td>
</tr>
<tr>
<td>doorway, until the shaking stops.</td>
</tr>
<tr>
<td>• After the shaking stops, check yourself and others for injuries and move toward the</td>
</tr>
<tr>
<td>nearest exit or alternate exit.</td>
</tr>
<tr>
<td>• Evacuate the building.</td>
</tr>
<tr>
<td>• Do NOT leave the area/ campus without reporting your status to your instructor or</td>
</tr>
<tr>
<td>supervisor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EARTHQUAKE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Remain Calm.</td>
</tr>
<tr>
<td>• Activate the nearest fire alarm pull station and call 911 or 3550 from a campus</td>
</tr>
<tr>
<td>phone; call 911 from a cell phone.</td>
</tr>
<tr>
<td>• Evacuate the building.</td>
</tr>
<tr>
<td>• Do NOT use elevators!</td>
</tr>
<tr>
<td>• Do NOT enter the building until authorized by emergency personnel.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• If an emergency exists or if anyone is in danger, move away from the site of the</td>
</tr>
<tr>
<td>hazard to a safe location.</td>
</tr>
<tr>
<td>• Follow the instructions of emergency personnel.</td>
</tr>
<tr>
<td>• Alert others to stay clear of the area.</td>
</tr>
<tr>
<td>• Notify emergency personnel if you have been exposed or have information about the</td>
</tr>
<tr>
<td>release.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HAZARDOUS MATERIALS SPILL</th>
</tr>
</thead>
<tbody>
<tr>
<td>• If an emergency exists or if anyone is in danger, move away from the site of the</td>
</tr>
<tr>
<td>hazard to a safe location.</td>
</tr>
<tr>
<td>• Follow the instructions of emergency personnel.</td>
</tr>
<tr>
<td>• Alert others to stay clear of the area.</td>
</tr>
<tr>
<td>• Notify emergency personnel if you have been exposed or have information about the</td>
</tr>
<tr>
<td>release.</td>
</tr>
</tbody>
</table>
QUICK CALL LIST

For all Campus Emergencies, please dial 901-321-3550 to reach Campus Police & Safety
To reach CBU, please dial 901-321-3000

ADMINISTRATION
Office of the President 901-321-3251
Office of the Vice President for Academics and Student Life 901-321-3231
Office of the Associate Vice President for Student Life 901-321-3548
Office of the Vice President for Administration & Finance/CFO 901-321-3256
Office of the Vice President for Advancement 901-321-3270

SCHOOLS
Arts 901-321-3335
Business 901-321-3115
Engineering 901-321-3405
Sciences 901-321-3445

ACADEMIC PROGRAMS
Dual Enrollment 901-321-4116
Education 901-321-4350
Graduate Engineering 901-321-3410
Masters in Business Administration Office 901-321-3562
Masters in Catholic Studies Office 901-321-3359
Nursing Program 901-321-3339
Physician Assistants Program 901-321-3388

ADMISSIONS
Undergraduate Office 901-321-3205
College of Adult & Professional Studies 901-321-3291

STUDENT SERVICES AND CONTACTS
Academic Services 901-321-3536
Alumni Office 901-321-3254
Athletics 901-321-3370
Bookstore 901-321-3545
Business Office 901-321-3380
Business Services 901-321-4497
Career Center 901-321-3330
Christian Brothers Residence 901-321-3515
Events Management 901-321-3525
Financial Aid 901-321-3305
Food Services 901-321-3560
Housekeeping/Facilities 901-321-3298
Human Resources 901-321-3307
Information Technology Services 901-321-4438
Mail Room 901-321-3551
Maintenance 901-321-3395
Math Center 901-321-3442
Plough Library 901-321-3219
Print Shop 901-321-3394
Registrar's Office 901-321-3889
Student Life 901-321-3353
Campus Ministry 901-321-3577
Counseling Services 901-321-3527
Dean of Students 901-321-3536
Health Resources 901-321-3260
Recreation 901-321-4442
Residence Life 901-321-4102
Student Activities 901-321-3529
Visual & Performing Arts 901-321-3026
Writing Center 901-321-3955