

# student handbook

2009-2010

american university, washington, d.c.



take root



AMERICAN  
UNIVERSITY  
WASHINGTON, D.C.

*The Student Handbook  
is published by American  
University's Office of  
Campus Life.*

*Please note:  
The policies, rules, and regula-  
tions in this handbook apply to  
all students and student organi-  
zations at American University.  
It is the student's and student  
group's responsibility to be  
aware of these policies and  
conduct themselves accordingly  
as members of the American  
University community. The  
university reserves the right  
to amend these policies with  
or without notice. Any policy  
changes during the current  
academic year will be posted  
on the electronic version of the  
handbook on the Web and  
published through other means.*

*If you have questions about the  
Student Handbook or wish to  
provide input to the policies  
contained in this publication,  
please contact:*

**Office of Campus Life  
Office of the Dean of Students  
American University  
408 Butler Pavilion  
4400 Massachusetts Ave., NW  
Washington, DC 20016-8148  
202-885-3300  
202-885-1560 (fax)**

# student handbook

2009–2010

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AMERICAN UNIVERSITY  
WASHINGTON, DC

2009



Dear American University Student:

American University was incorporated by the government of the District of Columbia in 1891 and was chartered by an Act of Congress in 1893. Today, there are almost 11,000 students from all 50 states and more than 144 countries. Distinguished by its history and shaped by its mission as a global university, American University is a vibrant and diverse community located in one of the most important capital cities in the world. I welcome you to this community and applaud your decision to be part of the AU experience.

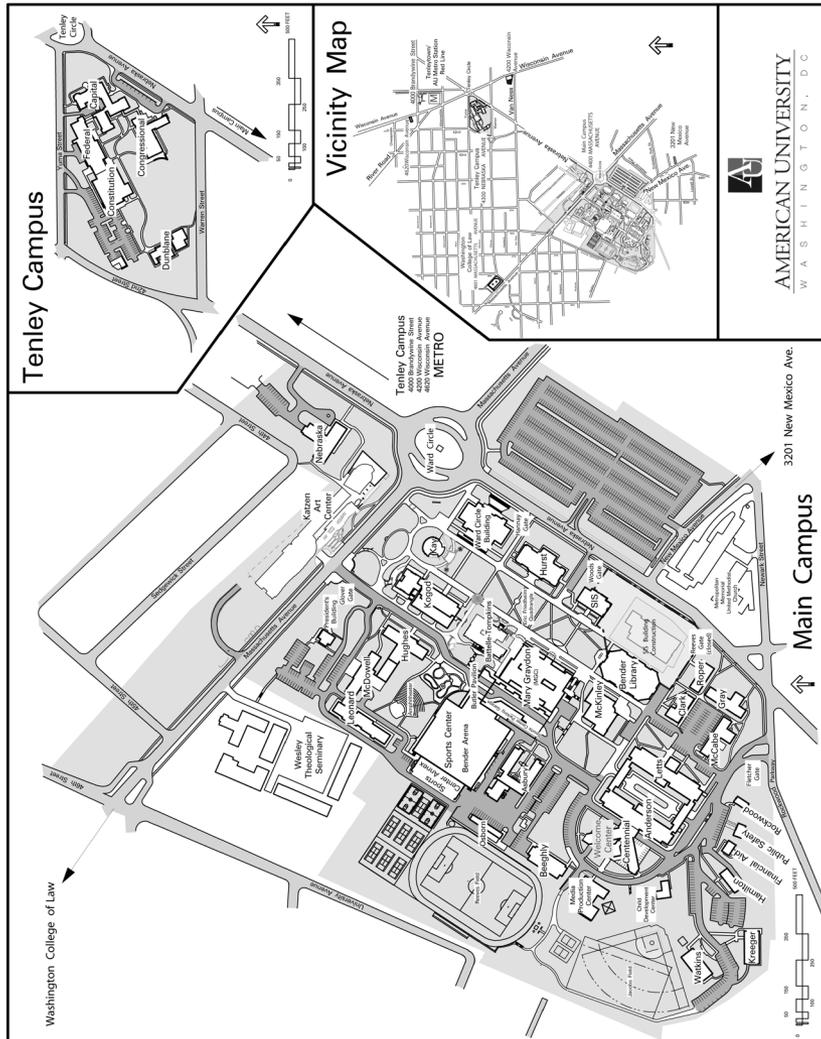
The *Student Handbook* will assist you in learning about the campus, the programs and services available to you, and the policies and guidelines that reflect our community standards and values. I urge you to read the handbook carefully. There is practical information, including a telephone directory and office locations, information about opportunities for you to get involved in campus life, and resources that can help you if you need assistance.

Again, welcome to American University. Engage in the life of the university and join the tradition of excellence and service.

Once an Eagle, always an Eagle,

A handwritten signature in black ink that reads "Robert D. Hradsky".

Robert D. Hradsky, EdD  
Assistant Vice President  
and Dean of Students



# I. telephone numbers

This list contains many frequently called telephone numbers. For a complete listing, call the University Switchboard at x1000 or check the offices directory online at [www.american.edu/other.depts/](http://www.american.edu/other.depts/).

All campus extensions begin with the prefix 202-885-.

## EMERGENCY

Crime Tips (hotline)	xCLUE (x2583)
Public Safety (emergency only)	x3636
Sexual Assault Information Line	x2000

## A

Academic Support Center	x3360
Admissions	x6000
Alumni Programs	x5960
<i>American Literary</i>	x6414
<i>American Magazine</i>	x5979
Anderson Computing Complex	x2561
Archives	x3256
Athletics and Recreation	x3000
A-TV	x2222
AU Abroad	x1320
AU Transit Organization	x2886
Awards and Fellowships (Career Center)	x1817

## B

Bank (Chevy Chase)	x6440
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## C

Campus Life, Office of	x3310
Campus Store	x6300
Career Center	x1804
Center for Teaching Excellence	x2117
Child Development Center	x3330
College of Arts and Sciences	x2446

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**telephone numbers**

Community Service Center	x7378
Community Service Learning Program	x7378
Conduct Council	
(Student Conduct and Conflict Resolution Services)	x3328
Counseling Center	x3500

**D**

Dean of Students, Office of the	x3300
Development, Office of	x5900
Dining Services	x3370
Disability Support Services	x3315

**E**

<i>Eagle, The</i>	x1400
EagleBucks	x3370
Eagle's Nest	x6318
Emergency Closing Hotline	x1100
Employment Verification	x2225
English Competency Exam	x2971

**F**

Faculty Staff Assistance Program	x2588
Financial Aid	x6100
Food and Beverage Vending (Aramark)	800-252-4272

**G**

Gay, Lesbian, Bisexual, Transgender, and Ally (GLBTA) Resource Center	x3347
Graduate Affairs and Admissions	x6064
Graduate Leadership Council	x2472
Greek Life	x3301

**H**

Health Center	x3380
Help Desk	x2550
Hillel	x3322
Honors Program, University	x6194
Housing and Dining Programs	x3370
Human Resources	x2591

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**telephone numbers**
**I**

Identification Cards	x3370
Inclement Weather Closing Information	x1100
Information Desk (Mary Graydon Center)	x3387
Insurance Information (Student Health)	x3380
International Student and Scholar Services	x3350
Intramural Sports	x3053

**J**

Jacobs Fitness Center	x6267
JobCorps	x6428
Judicial Affairs and Mediation Services (Student Conduct and Conflict Resolution Services)	x3328

**K**

Katzen Arts Center (Box Office)	x3634
Kay Spiritual Life Center	x3320
Kennedy Political Union	x6416
Kogod Computer Lab	x1904
Kogod School of Business	x1900

**L**

Language Resource Center	x2396
Library, University (Bender)	x3232
Lost and Found	x2527

**M**

Mail Services	x2575
Mathematics Competency Exam	x3154
McDonalds	202-966-1636
Media Relations	x5950
Mediation Services (AUMS)	x1313
Megabytes Cafe	x6111
Multicultural Affairs	x3651

**N**

National Center for Health/Fitness	202-268-4050
New Media Center	x2560
New Student Programs	x3303

## telephone numbers

### O

Off-Campus Housing x3111

### P

Parking and Traffic Operations x3111  
 Payroll x3520  
 Physical Plant Operations x2FIX (x2349)  
 President, Office of the x2121  
 Provost, Office of the x2127  
 Public Safety (nonemergency) x2527

### R

Registrar, Office of the x2200  
 Residence Hall Association x1878  
 Residence Halls  
   Anderson x7700  
   Capital x4775  
   Centennial x7700  
   Congressional x4775  
   Federal x4775  
   Hughes x7701  
   Leonard x7702  
   Letts x7704  
   McDowell x7706  
   Nebraska x7707

### S

School of Communication x2060  
 School of Education x3720  
 School of International Service x1600  
 School of Public Affairs x2940  
 Sexual Assault Information Line x2000  
 Sexual Harassment (Information) x3300  
 Shuttle Service (Public Safety) x3111  
 Student Accounts x3541  
 Student Activities x3390  
 Student Advocacy Center x6413  
 Student Government x6428  
 Student Health Center x3380

## telephone numbers

### T

*Talon, The* x1420  
 Technology x2270  
 Telecommunications x1111  
 TicketMaster x3267  
 Tigi Boutique x6465  
 Transcripts x2228

### U

University Center x3900  
 UPS Store, The x2030

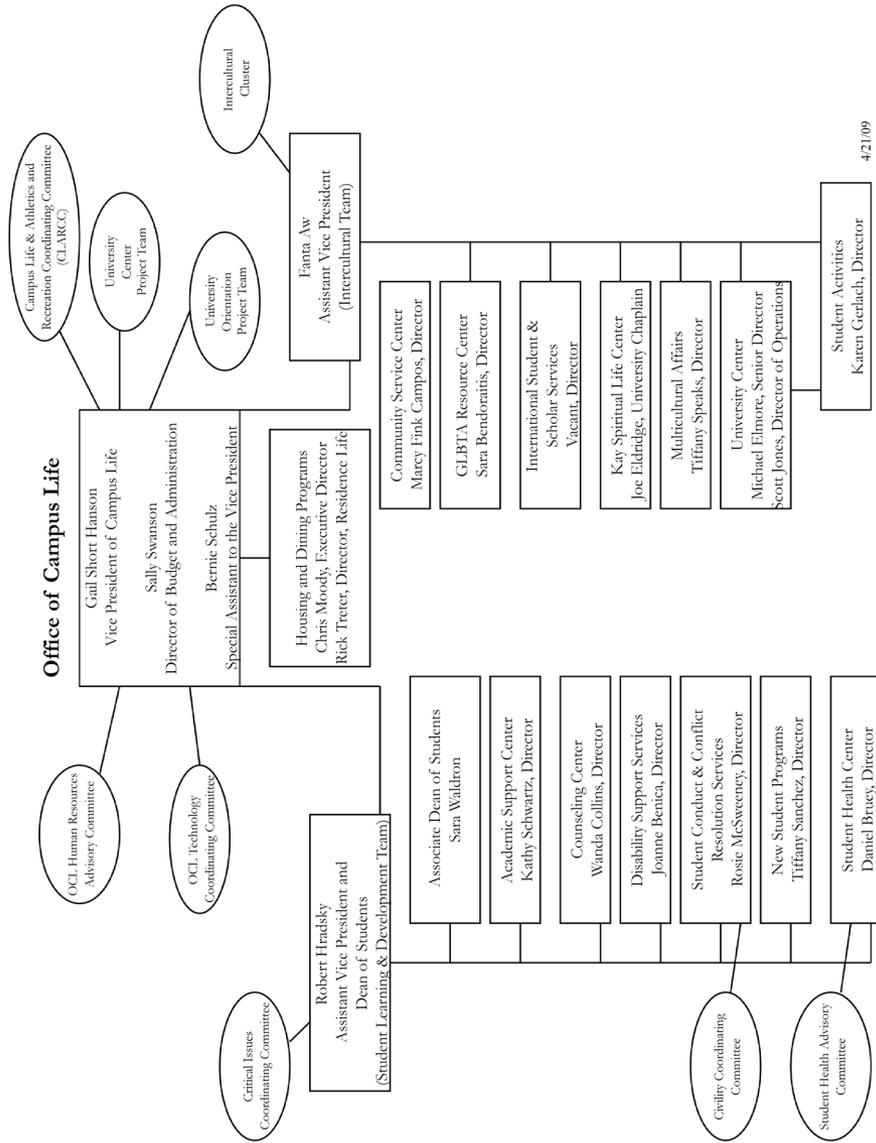
### W

Wagshal's American Cafe x6371  
 WAMU-FM, Public Radio x1200  
 Washington College of Law 202-274-4000  
 Washington Semester Program 202-895-4900  
 Wesley Seminary x8600  
 Writing Center x2991  
 WVAU-FM, Campus Radio x1212

### Z

Zipcar for AU Drivers 202-737-4900





4/21/09



## II. office of campus life

The mission of the Office of Campus Life is to integrate students into a diverse learning community; promote their intellectual, social, and spiritual development; and, in collaboration with the faculty, prepare students for lifelong learning and global citizenship.

The vice president of Campus Life is the senior student affairs officer of the university and reports to the president. The assistant vice president and dean of students and the assistant vice president responsible for intercultural programs and services work with the vice president to oversee the development and implementation of university policies related to student affairs; provide information, referrals, and other assistance to students and their families; and work closely with academic and administrative departments to promote student success. Campus Life's goals are pursued through the programs and services offered by its 15 departments.

### OFFICE OF THE VICE PRESIDENT OF CAMPUS LIFE

Butler Pavilion 400  
x3310

Gail Short Hanson, PhD

Vice President of Campus Life

Fanta Aw, MA

Assistant Vice President of Campus Life

Bernie Schulz, MPA, MEd

Special Assistant to the Vice President of Campus Life

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**office of campus life**
**Office of the Dean of Students**

Butler Pavilion 408  
x3300

Robert D. Hradsky, EdD  
Assistant Vice President  
and Dean of Students

Sara B. Waldron, MDiv  
Associate Dean of Students

Val Verra, MA  
Assistant to the Dean of Students  
[www.american.edu/dos](http://www.american.edu/dos)

The following lists where to find the  
Campus Life offices on campus and  
in this handbook.

**Academic Support Center**

Mary Graydon Center 243  
x3360  
[www.american.edu/asc](http://www.american.edu/asc)  
(see page 25)

**Community Service Center**

Mary Graydon Center 273  
x7378  
[www.american.edu/volunteer](http://www.american.edu/volunteer)  
(see page 16)

**Counseling Center**

Mary Graydon Center 214  
x3500  
[www.american.edu/counseling](http://www.american.edu/counseling)  
(see page 28)

**Disability Support Services**

Mary Graydon Center 206  
x3315 (voice/TTY)  
[www.american.edu/disabilitysupport](http://www.american.edu/disabilitysupport)  
(see page 29)

**Gay, Lesbian, Bisexual,  
Transgender, and Ally (GLBTA)  
Resource Center**

Mary Graydon Center 201  
x3347  
[www.american.edu/glbta](http://www.american.edu/glbta)  
(see page 31)

**Housing and Dining Programs**

Anderson Hall, 1st floor  
x3370  
[www.american.edu/ocl/housing](http://www.american.edu/ocl/housing)  
(see page 31)

**International Student and  
Scholar Services**

Butler Pavilion 410  
x3350  
[www.american.edu/ocl/iss](http://www.american.edu/ocl/iss)  
(see page 37)

**Kay Spiritual Life Center**

Kay Spiritual Life Center  
x3320  
[www.american.edu/ocl/kay](http://www.american.edu/ocl/kay)  
(see page 38)

**Multicultural Affairs**

Mary Graydon Center 204  
x3651  
[www.american.edu/ocl/ma](http://www.american.edu/ocl/ma)  
(see page 44)

**New Student Programs**

Butler Pavilion 407  
x3303, x3374  
[www.american.edu/ocl/orientation](http://www.american.edu/ocl/orientation)  
(see page 45)

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**office of campus life**
**Student Activities**

Mary Graydon Center 271  
x3390  
[www.american.edu/ocl/activities](http://www.american.edu/ocl/activities)  
(see page 19)

**Student Conduct and Conflict  
Resolution Services**

Butler Pavilion 408  
x3328  
[www.american.edu/ocl/sccrs.index.cfm](http://www.american.edu/ocl/sccrs.index.cfm)  
(see page 41)

**Student Health Center**

McCabe Hall, 1st floor  
x3380  
[www.american.edu/healthcenter](http://www.american.edu/healthcenter)  
(see page 57)

**University Center**

Mary Graydon Center 274  
x3900  
[www.american.edu/ocl/uc](http://www.american.edu/ocl/uc)  
(see page 60)





### III. campus activities and involvement

The learning process at American University includes far more than what takes place in the classroom. AU students have a wide array of clubs, organizations, and activities in which to get involved, make friends, and learn how to lead. Some of the ways to get involved are listed below. Call the University Center Information Desk at x3398 for additional information.

#### **ATHLETICS**

Sports Center  
x3000  
[www.aueagles.com](http://www.aueagles.com)

American University Eagles varsity athletic teams include eight NCAA Division I women's programs (soccer, volleyball, basketball, swimming and diving, field hockey, lacrosse, indoor and outdoor track, and cross country) and six men's teams (soccer, basketball, swimming and diving, wrestling, track, and cross country). AU students who wish to try out for one of the teams should contact the team's head coach at x3000. AU students may attend all home AU athletic events free of charge by picking up tickets in advance of each game with a valid American University student ID. Students may also obtain visitor tickets at discounted rates. For up-to-the-minute scores and updates on AU teams, call the Sports Information Hotline at xDUNK (x3865). In addition, students can visit the AU Eagles home page on the Web at [www.aueagles.com](http://www.aueagles.com).

Other special functions and major entertainment events occur throughout the year in Bender Arena. For all ticket information, call xTIXX (x8499).

## campus activities and involvement

### Intramural Sports

x3050  
www.american.edu/recfit/intramurals

Looking for a little friendly competition? The intramural sports program encourages participation in a competitive, yet fun, sports environment. A variety of leagues, tournaments, and events are offered featuring individual, dual, and team competitions. AU fields women's, men's, and coed intramural teams, so there's something for everyone.

For a current schedule of events and additional information, please visit the Web site listed above.

### Club Sports

x3050  
www.american.edu/recfit/clubs

Club Sports are student-managed teams established to promote and develop the interests and skills of their members in particular competitive sports. The most important aspect of a club sport is that it is student run; each club is organized and managed by students, with advice and direction from the Club Sports office staff. Clubs may be men's, women's, or coed and are open to students, faculty, and staff. Club teams are organized for the purpose of extramural intercollegiate competition. Current club offerings are crew, cricket, cycling, equestrian, field hockey, gymnastics, men's ice hockey, women's ice hockey, men's lacrosse, women's lacrosse, men's rugby,

women's rugby, sailing, men's soccer, women's soccer, softball, tae kwon do, tennis, men's Ultimate Frisbee, women's Ultimate Frisbee, men's volleyball, and women's volleyball.

For a more current list of active clubs and additional information, please visit the Web site listed above.

### COMMUNITY SERVICE CENTER

Mary Graydon Center 273  
x7378  
www.american.edu/volunteer

The Community Service Center at American University promotes social justice and civic engagement via community service and community-based research and learning, both locally and globally. Our programs build bridges between the AU community and the diverse communities of the Washington, D.C., metropolitan area.

### DC Reads

Mary Graydon Center 273  
x7323 (xREAD)

American University commits approximately 200 tutors to work in the D.C. Public Schools. DC Reads provides on-site, 1-2 hour tutoring sessions in public schools and community-based organizations. The goal of DC Reads is to improve the reading proficiency of all elementary students. DC Reads tutors can set their own schedules, select their own placement, meet other AU students, and expand their knowledge of Washington, D.C.

## campus activities and involvement

### Alternative Breaks

Mary Graydon Center 273  
x2684

AU students have the opportunity to lead or participate in domestic and international trips centered on issues of social justice and community service during their breaks from school in the summer, winter, and spring. A faculty or staff member accompanies each group. The Community Service Center staff works closely with students and faculty to create trip itineraries, establish local contacts, and incorporate credit-bearing, service-learning options for students. In the past, students have traveled to Appalachia, Nicaragua, Thailand, and Zambia.

### Freshman Service Experience (FSE)

Mary Graydon Center 273  
x7378

The Freshman Service Experience is an annual program that orients students to the Washington, D.C., area through three days of community service. Each year approximately 500 incoming freshmen come to AU before the start of school to participate. They go out in teams to work with more than 45 local nonprofit organizations and school sites throughout the region. Their work is complemented by evening programs led by local artists, educators, political figures, faculty, and community members.

### Community Service Learning Program

Mary Graydon Center 273  
x7378

Through the Community Service Learning Program, students earn academic credit for community service related to their course of study. This experiential learning brings together classroom theory and real-life applications in situations that benefit both the community and the student. Other service-learning resources are available as well.

### Eagle Endowment for Public and Community Service

Mary Graydon Center 273  
x7378 (xSERV)

The Eagle Endowment for Public and Community Service supports student-initiated community service projects through mini-grants and technical support. The endowment's executive and advisory boards provide challenging leadership opportunities for volunteers interested in being a part of the only student-led endowment of its kind in the country.

### One-Day Service Events

Mary Graydon Center 273  
x7378

The center sponsors a variety of one-day service activities throughout the school year, in which students, faculty, and staff work jointly on a community project. Among them are: Hispanic Heritage

## campus activities and involvement

Service Day, Family and Alumni Weekend, Martin Luther King Jr. Service Day, World AIDS Day, and Dr. Seuss Day.

### GREEK LIFE

Butler Pavilion 408A  
x3301

American University has an active and growing Greek community that is dedicated to the ideals of academic excellence, community service, social development, campus involvement, and leadership development. AU values a Greek experience that contributes positively to the holistic development of students and contributes to enhancing the campus community and academic mission of the university.

### Fraternities

Alpha Epsilon Pi  
Alpha Sigma Phi  
Delta Chi

Delta Tau Delta  
Kappa Alpha Psi  
Phi Beta Sigma  
Phi Sigma Kappa  
Pi Kappa Alpha  
Pi Kappa Phi  
Sigma Chi  
Sigma Phi Epsilon  
Tau Kappa Epsilon (Colony)

### Sororities

Alpha Chi Omega  
Alpha Epsilon Phi  
Alpha Kappa Alpha  
Alpha Nu Omega  
Chi Omega  
Delta Gamma  
Delta Sigma Theta  
Lambda Pi Chi  
LUNA Interest Group  
Phi Mu  
Phi Sigma Sigma  
Sigma Delta Tau  
Zeta Phi Beta



## campus activities and involvement

### Greek Governing Councils

The Greek councils are the governing organizations for all recognized fraternities and sororities on campus. The goals of the councils are to represent Greek interests to the university and community; coordinate membership recruitment; promote and coordinate community service initiatives; sponsor various educational programs and leadership development activities; initiate public relations projects for the Greek system; and plan various activities throughout the year that offer social, educational, and career development opportunities for the Greek and non-Greek university community. The councils are the Interfraternity Council (IFC), the Panhellenic Association (PHA), and the National Pan-Hellenic Council (NPHC).

### RESIDENCE HALL ASSOCIATION

Anderson Hall  
X1RHA, info@aurha.org  
www.aurha.org

The Residence Hall Association (RHA) is the easiest way to get involved in your community and develop your leadership skills at American University. Serving as the governing and programming organization for the residence halls, the RHA is the umbrella organization for the individual residence hall councils (one per residence hall) and provides ongoing leadership development training throughout the year.

The RHA has been nationally and regionally recognized by the largest student organization in the nation, the National Association of College and University Residence Halls (NACURH). Through attendance at regional and national conferences, students can network and learn from other university students throughout North America. AU also maintains a chapter of the National Residence Hall Honorary on its campus, representing the top 1 percent of residence hall leaders in the nation.

RHA Executive Board members and Hall Council presidents are elected in the spring. Hall Council members are elected on floors at the beginning of the fall semester. Visit [www.aurha.org](http://www.aurha.org) to get involved in the halls or ask your resident assistant about how to get involved.

### STUDENT ACTIVITIES

Mary Graydon Center 271  
x3390  
[www.american.edu/ocl/activities](http://www.american.edu/ocl/activities)

Student Activities staff advise, assist, and mentor members of the student government, student media organizations, and more than 180 registered clubs and organizations. Through the services of this office, individuals learn how to get involved on campus and become successful leaders.

Experience DC excursions, the AU After Dark grant program, leadership

## campus activities and involvement

training workshops, and Welcome Week evening programs are just a few of the initiatives in which Student Activities is involved.

### Student Government

#### *Graduate Leadership Council*

The Graduate Leadership Council (GLC) represents the interests of graduate students at American University. The GLC is composed of a chair, vice chair, and the presidents of the five graduate school councils. Its primary goal is to ensure continuous improvement in all aspects of graduate student life on campus. The GLC's main event is the GLC Gala, which has an annual turnout of 500 graduate students. In addition, each graduate council sponsors programs and events throughout the year. Some examples include prominent lectures and speakers, holiday parties, bus trips to sporting and theatre events, and networking dinners with area professionals. Call x2600 for more information.

#### *Student Government*

The Student Government (SG) represents the interests of undergraduate students at American University. Its objectives are met by sponsoring departments and organizations that meet the diverse needs of the undergraduate student body. Under the SG, there are governance councils for each of the classes and the schools at the university. These are the Class of 2010, Class of 2011, Class of 2012, Class

of 2013, College of Arts and Sciences Undergraduate Council, Kogod Undergraduate Business Association, School of Communication Undergraduate Council, School of International Service Undergraduate Cabinet, and School of Public Affairs Undergraduate Cabinet. Call x6400 for more information.

The SG is composed of three branches of government: the Executive Cabinet, the Senate, and the Judicial Board. The Executive Cabinet provides many services and programs, including Artemas Ward Weekend, the Kennedy Political Union (KPU), the Student Union Board (SUB), Founders Day, Spring Fling, the Board of Elections (BOE), the Student Advocacy Center (SAC), and the AU Transit Organization (AUTO). The Senate is the legislative branch of the SG consisting of 50 voting members, each elected to a one-year term, the Senate allocates the SG budget and represents students at AU. The judicial branch of the SG is responsible for interpreting the constitution and the governing documents of the SG to ensure that the actions of the SG conform to its established rules.

## campus activities and involvement

To get involved in the SG, please contact the secretary's office at x6428.  
 President  
 x6423  
 Vice President  
 x6420  
 Comptroller  
 x6422  
 Secretary  
 x6428

### *Senate*

Mary Graydon Center 262  
 x6403  
 The Senate serves as the legislative branch of the student government. The Senate allocates student activity fees to various clubs and organizations on campus, enacts legislation to further the interests of undergraduate students, approves rules and regulations governing the SG, and acts as a forum for student concerns.

### *Student Advocacy Center*

Mary Graydon Center 264  
 x6413  
 Featuring a staff of highly trained advocates, the Student Advocacy Center (SAC) provides confidential assistance to students in all aspects of university life. From financial aid to Student Conduct and Conflict Resolution Services to registration and residence halls, SAC provides assistance and referral services to help students cut through the red tape inherent in any organization. The center works within established

university guidelines to attain the best possible results for students. An advocate can be reached by calling and leaving a message at x6413. Please feel free to call or stop by to discuss a concern or make an appointment with one of our advocates.

### *Kennedy Political Union*

Mary Graydon Center 266  
 x6416  
 The Kennedy Political Union (KPU) is the nonpartisan student lecture bureau of American University. Founded in 1968, KPU has grown into a nationally respected lecture series. Past speakers include Bradley Whitford, George Pataki, Darrell Green, Mikhail Gorbachev, David Gregory, Helen Thomas, Valerie Plame Wilson, Desmond Tutu, Ari Fleischer, and Bob Dole.

### *Student Union Board*

Mary Graydon Center 268  
 x6425  
 The Student Union Board (SUB) is the social programming division of the Student Government and books bands, comedians, and other talent. SUB also shows recently released movies free of charge to the AU community. SUB brought the following artists to campus in recent years: the Roots, Andrew W. K., Talib Kweli, Bob Dylan, Lewis Black, Snow Patrol, and Steven Lynch.

## campus activities and involvement

### *American University Transit Organization*

x2886 (xAUTO)

American University Transit Organization (AUTO) offers airport runs at the end of each semester and during breaks. It also does Target runs at the beginning of every semester. The AUTO vans are available on a rental basis for trips within a 50-mile radius of campus and require reservations. Certification classes to drive the vans are available throughout the semester.

### **Student Media**

AU is host to eight student-run media outlets.

### **American Literary**

Mary Graydon Center 248  
x6414

*American Literary* magazine, or *AmLit*, is the biannual journal of student literature, poetry, and photography.

### **American Way of Life**

Mary Graydon Center 271 (This is the Student Activities office, but you can inquire here with questions.)

*American Way of Life* magazine, or *AWOL*, is the biannual journal of student literature, poetry, and photography. For more information, visit [www.awoldc.org](http://www.awoldc.org).

### **American Television (ATV)**

Mary Graydon Center 248  
x2222

ATV is the student-run television station. The station is dedicated to bringing quality entertainment and news programming to AU's campus. For more information, visit [www.auatv.com](http://www.auatv.com).

### **American Word**

Mary Graydon Center 248  
x6414

*American Word* is the student-run weekly online news magazine. It is located at [www.amwordonline.com](http://www.amwordonline.com).

### **Clocks and Clouds**

Mary Graydon Center 271 (This is the Student Activities office, but you can inquire here with questions.)

*Clocks and Clouds* is an annual undergraduate student journal that publishes timely and relevant articles on the cutting edge of international relations and public affairs research. For more information, visit [www.clocksandclouds.org](http://www.clocksandclouds.org)

### **The Eagle**

Mary Graydon Center 252  
x1400

The *Eagle* is the student newspaper of American University. It is published on Mondays and Thursdays during the academic year. For more information, visit [www.theeagleonline.com](http://www.theeagleonline.com).

## campus activities and involvement

### **The Talon**

Mary Graydon Center 250  
x1420

The AU yearbook seeks to capture the prevailing issues, events, and people that mark each academic year. Visit [www.american.edu/talon](http://www.american.edu/talon).

### **WVAU**

Mary Graydon Center 256  
x1212

AU's student-run radio station broadcasts news and entertainment to the community. Go to [www.wvau.org](http://www.wvau.org).

### **AU Club Council**

Mary Graydon Center 260  
x6453

[aucc@american.edu](mailto:aucc@american.edu)

The American University Club Council (AUCC) is the governing body for all recognized clubs and associations. It is run independent of the Student Government and Graduate Leadership Council. AUCC's purpose is to allocate funds in a fair and efficient manner to all student clubs and associations through an extensive budget process. Aside from funding, the AUCC is also responsible for mediating issues and concerns between clubs on campus. For more information regarding the AUCC, call the chair at 202-885-6453 or e-mail [AUCC@american.edu](mailto:AUCC@american.edu).

A complete list of all our student organizations is available on the Student Activities Web site.

### **ALUMNI PROGRAMS**

Constitution Building  
x5960

[www.alumni.american.edu](http://www.alumni.american.edu)

The Alumni Association provides a framework for alumni participation in the ongoing life of the university. With over 25 regional and international alumni chapters across the globe, continuing education opportunities, special deals and discounts on services ranging from car insurance to AU's campus store, and full access to the Career Center's advisory resources, you'll be able to find the best ways to stay connected to American University long after you've received your diploma.



## IV. campus services and resources

American University is committed to supporting you during your time here. A variety of offices and services exist to help you make sound decisions as you progress through your course of study. This section describes those offices and services.

### **ACADEMIC SUPPORT CENTER**

Mary Graydon Center 243

x3360

[www.american.edu/ocl/asc](http://www.american.edu/ocl/asc)

The Academic Support Center provides support for all AU students to facilitate their achievement at the university. Educational skills specialists, experienced in working with college students, are available to help you reach your full academic potential.

The Academic Support Center offers individual instruction in such skill areas as time management, textbook skills, note taking, and preparation for exams; workshops on study skills topics; referrals for peer tutors in course content areas; writing assistance; services for students with learning disabilities and ADHD, including the Learning Services Program for freshmen; the Academic Support Program for student-athletes; services for international students; Supplemental Instruction; materials and Web resources; and consultation and referral services.

The range of Academic Support Center programs is available to all enrolled students. There is no charge to AU students for services other than modest fees for peer tutors and a one-time fee for the Learning Services Program. All interactions are confidential.

## campus services and resources

Hours of operation:

Monday–Thursday, 9 a.m.–8 p.m.

Friday, 9 a.m.–5 p.m.

Summer and semester break hours:

Monday–Friday, 9 a.m.–5 p.m.

### CAREER CENTER

Butler Pavilion, 5th floor

x1804

[www.american.edu/careercenter](http://www.american.edu/careercenter)

Consistently ranked in the top 20 best career services by the Princeton Review, the American University Career Center offers career, internship, graduate school, and merit awards advising; self-assessment instruments and interpretations; best practices regarding job and internship searching, networking, résumés, cover letters, interviewing, and professional etiquette; a career resource library; online listings of internships, full-time jobs, part-time jobs, and off-campus Federal Work Study jobs; and events and programs, including workshops, employer presentations, job and internship fairs, on-campus interviews, and networking receptions.

### Hours of operation:

Monday and Friday, 9 a.m.–5 p.m.

Thursday, 10 a.m.–5 p.m.

Tuesday and Wednesday,

9 a.m.–8 p.m.

### Career Center Web Site

Use the Career Center 24/7. Access information about services, staff,

school-specific resources, a library catalog, events and programs, virtual tools to build résumés and practice interviewing, jobs and internships listed in AU CareerWeb, student success stories, and more at [www.american.edu/careercenter](http://www.american.edu/careercenter).

### Career Advice

It is never too early to begin planning for your future. As a first-year student, meet with a career advisor to explore a variety of majors and career paths that may suit your interests and abilities, understand the importance of internships in relation to your academic program, learn what it takes to successfully compete for national scholarships, and later, prepare for your first professional job after college or pursuit of an advanced degree.

### Internships

Washington, D.C., is one of the greatest cities in which to intern and the Career Center is the best place to start your search. Work with a career advisor to assess the quality of available internships and learn how to make the most of your experience.

### Merit Awards

The Office of Merit Awards, located within the Career Center, helps students to apply for nationally competitive, merit-based scholarships that fund graduate study, independent research, study abroad, and

## campus services and resources

public service. First- and second-year students with strong academic credentials may meet with a merit awards advisor to learn about the Early Identification Program and what it takes to successfully compete for national scholarships.

### Advanced Degrees

Students considering graduate, law, or medical school may meet with career advisors to explore their options, prepare application essays, and practice interviewing.

### Career Center Library

Access hundreds of career-related books, industry and trade association journals, periodicals, magazines, and helpful handouts and use our computers, copier, and fax machine when applying for internships, jobs,

national scholarships, or advanced degrees. Career Center computers are equipped with software designed especially for visually impaired students.

### Alumni and Employer Interaction

The Career Center helps students connect with alumni and employers through events, programs, and professional networking Web sites. Interact with alumni and employers at workshops, panel discussions, networking receptions, employer information sessions, job and internship fairs, and on-campus interviews, as well as online through inCircle and LinkedIn.



## campus services and resources

### CENTER FOR TEACHING EXCELLENCE

Hurst Hall 206  
x2117  
[www.american.edu/cte](http://www.american.edu/cte)

The Center for Teaching Excellence (CTE) provides a number of services to students at American University, including help with statistics in the Social Science Research Lab, multimedia and video assistance in the New Media Center, aid with troubleshooting Blackboard problems through the Teaching and Learning Resources group, and evening and weekend technical support in the Hughes Hall computer cluster. CTE also provides free software training workshops to help students advance their technical skills. To view the schedule and register online for these sessions, visit [domino.american.edu](http://domino.american.edu) (click on CTE Training Courses Calendar). You can borrow a video camcorder or a digital camera from the New Media Center, located in Hurst Hall 212. Student organizations that require audiovisual support may request it by contacting the University Center at x3390. All of CTE's services and activities are listed on the Web at [www.american.edu/cte](http://www.american.edu/cte).

For more information, contact CTE at x2117 or [ctegeneral@american.edu](mailto:ctegeneral@american.edu).

### CHILD DEVELOPMENT CENTER

CDC House  
x3330  
[www.american.edu/hr/cdc.html](http://www.american.edu/hr/cdc.html)

American University's Child Development Center provides a developmentally appropriate, early education program for children two-and-a-half to five years of age. Children of students, alumni, faculty, and staff are enrolled in a full-day program. Professional teachers provide a curriculum that meets the social, emotional, physical, and cognitive needs of each child.

The AU-CDC offers university students the opportunity for internships, observations, and research in the areas of human development and early learning. The center also offers work opportunities for undergraduates in the Federal Work-Study program who are interested in child development and early education.

### COUNSELING CENTER

Mary Graydon Center 214  
x3500  
[www.american.edu/ocl/counseling](http://www.american.edu/ocl/counseling)

The Counseling Center helps students make the most of their university experiences and gain the tools and insights they need to thrive emotionally, socially, and intellectually.

## campus services and resources

### DISABILITY SUPPORT SERVICES

Mary Graydon Center 206  
x3315  
[www.american.edu/ocl/dss](http://www.american.edu/ocl/dss)

The staff of Disability Support Services works to ensure that persons with temporary or permanent disabilities have an equal opportunity to participate in, and enjoy the benefits of, the university's programs, services, and activities. This office also provides consultation and in-service training for faculty, staff, and students, with the overall goal of ensuring a campus environment that is welcoming to individuals with disabilities.

### FEDERAL WORK-STUDY

The federal government grants funds to institutions to make work-study awards available to students who demonstrate a financial need. For information about obtaining a work-study award, contact Financial Aid at x6100.

To find a FWS job (either on-campus or off-campus), go to the FWS jobs listings at <http://american.edu/hr/fws.html>. For more information, please call Human Resources at x3795 or x2591.

The center offers individual counseling (primarily for crisis intervention, assessment, short-term support, and referrals to private mental health care); psychotherapy and discussion groups; workshops and presentations; consultation and outreach; and self-help and Web resources, including online mental health screenings. Ongoing mental health treatment is generally considered a personal health-care responsibility, not a service provided by the university; however, there are excellent services available in the surrounding community. Center staff will help students locate and connect with any off-campus services they need, and insurance usually assists with the cost of off-campus care.

The counseling staff is composed of psychologists, social workers, and graduate and postgraduate trainees. Counseling is confidential, in accordance with ethical and legal standards. There is no charge for services.

Hours of operation:  
Monday and Tuesday, 9 a.m.–7 p.m.  
Wednesday–Friday, 9 a.m.–5 p.m.

Summer and vacation hours:  
Monday–Friday, 9 a.m.–5 p.m.

For after-hours emergencies on campus, call Public Safety at x3636.

## campus services and resources

### FINANCIAL AID

Financial Aid Building  
x6100  
financialaid@american.edu  
www.american.edu/financialaid/

The Financial Aid (FA) office administers a comprehensive program of financial assistance that includes grants, scholarships, loans, and work-study from a combination of federal, institutional, and state sources.

To be considered for AU grant funding, undergraduate students must file the Free Application for Federal Student Aid (FAFSA) by March 1 each year and provide all other required information as requested by the Financial Aid office in a timely manner. The online FAFSA may be accessed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Any student wishing to apply for aid should contact the Financial Aid office for additional information and deadlines.

The Financial Aid office is located in the Financial Aid Building and serves both graduate and undergraduate students. Counselors are available to meet with students on a walk-in basis during normal business hours of 9 a.m. to 5 p.m. Extended hours are available on Wednesdays until 7 p.m. for both graduate and undergraduate counseling. The law school financial aid office is located in the WCL building at 4801 Massachusetts Avenue and can be reached at 202-274-4040.

Additional financial aid information is available online at [www.american.edu/financialaid](http://www.american.edu/financialaid).

### FINANCIAL TRANSACTIONS

Student Accounts  
Asbury Building 300  
x3541  
x1139 (fax)  
studentaccounts@american.edu  
<http://www.american.edu/finance/studentaccounts/index.cfm>

Most financial transactions between you and the university are billed through the Student Accounts office. Regular office hours are 9:30 a.m. to 5 p.m. Monday through Friday. At the beginning of the fall and spring semesters (August 17–September 8 and January 4–25, respectively), the office will be open until 6 p.m. Monday through Thursday.

Students can view their financial transactions on their Web portals at [my.american.edu](http://my.american.edu) (Student Snapshot, Financial Highlights, then for detail click on either Current Charges or Current Credits). Students may obtain an official statement of account by presenting a valid AU ID card at the Student Accounts office. Students may complete refund requests on their [my.american.edu](http://my.american.edu) portal (Once logged on, click on Finances and then select Student Accounts Refund Request to complete the form). Any student account inquiries are to be sent through the student's AU assigned e-mail address (for authenticity

## campus services and resources

purposes). Those e-mails are to be sent to [studentaccounts@american.edu](mailto:studentaccounts@american.edu). Health insurance waivers must be submitted through the student's Web portal. Returned checks including e-checks, delinquent accounts, and information regarding financial stops are handled by Credit and Collections (x3569 and x3567).

E-check payments (through your savings or checking account) can be made on your [my.american.edu](http://my.american.edu) e-payment screen. Personal check payments (with a student ID number written on the check) should be mailed to Student Accounts, American University, PO Box 17539, Baltimore, MD 21297-1539.

**GAY, LESBIAN, BISEXUAL, TRANSGENDER, AND ALLY (GLBTA) RESOURCE CENTER**  
Mary Graydon Center 201  
x3347  
[www.american.edu/ocl/glbta](http://www.american.edu/ocl/glbta)  
[glbta@american.edu](mailto:glbta@american.edu)

Our Mission: The Gay, Lesbian, Bisexual, Transgender, and Ally (GLBTA) Resource Center works to strengthen and sustain an inclusive campus community that welcomes people of all sexual orientations and gender identities by providing support, educational resources, and advocacy.

Our Vision: We envision an AU where people of all sexual orientations and gender identities are understood, appreciated, and fully included in

the community and where equitable treatment and outcomes prevail.

The center regularly organizes educational trainings and lectures, brown bag lunches, and annual events (like the Fall and Spring Mixers, GLBT Studies Colloquium, and the Annual Awards Ceremony) around issues of sexual orientation and gender identity/expression. A library of books, movies, scholarly articles, newspapers, and magazines is available to all members of the campus community. The center's Rainbow Speakers Bureau programs and Safe Space Sticker Program provide campus-wide education and awareness around issues of sexual orientation and gender identity/expression. To stay up to date about events and activities, sign up for the GLBTA Resource Center listserv by sending an e-mail to [glbta@american.edu](mailto:glbta@american.edu).

### HOUSING AND DINING PROGRAMS

Anderson Hall, 1st floor  
x3370  
[www.american.edu/ocl/housing](http://www.american.edu/ocl/housing)

Complementing the goals of the Office of Campus Life, Housing & Dining Programs develops inclusive, student-centered residential communities that enhance the academic experience of each resident while providing services that support the greater university community. To that end, we are committed to:

- delivering quality opportunities and services that anticipate the needs and exceed the expectations of the university community by ensuring that the residential and dining experience is our highest priority
  - providing safe, secure, and well-maintained residential environments that promote personal success, social engagement, and global responsibility
  - fostering an appreciation of each individual in ways that increase awareness through active, intentional, and continuous engagement with diversity
  - nurturing the holistic development of residential students through communities that promote co-curricular learning
  - improving our practices and procedures through ongoing assessment, targeted goal development, and benchmarking our progress
- Housing and Dining Programs is responsible for handling applications for student housing and room assignments, creating an inclusive and involved residential environment, and coordinating summer housing and conference operations. Housing and Dining Programs is also responsible for creating and distributing American University ID cards as well as administering the meal plan and EagleBucks programs. Facilities Management is responsible for the physical maintenance of equipment as well as housekeeping

in the residence halls.

### Residence Halls

American University has 10 residence halls, each with unique characteristics, offering a variety of living arrangements. Many of the residence halls are in the traditional corridor style with two to three residents sharing a room. Shower and restroom facilities are shared by other members of the floor. Centennial Hall has suite-style living with two rooms connected by the bathroom. Nebraska Hall, primarily for upper-class students, provides apartment living with single bedrooms for residents. All residence hall floors have common space lounges with kitchen facilities for use by the members of the floor. All residents of the residence halls agree to abide by the terms of the Housing License Agreement and the university's Student Conduct Code to provide a living and learning environment conducive to study and sleep. For a complete list of residence hall front desk numbers, please refer to Residence Halls in the directory at the front of the handbook.

### Special Interest Housing

There are several Special Interest Housing options available on campus:

- The Honors Floors  
Anderson, Centennial, and Letts Halls, 3rd floor, and Hughes Hall, 6th and 7th floors, x6194

- The International/Intercultural Hall  
Leonard Hall, x3370

### Residential Community Clusters

Residential Community Clusters allow upper-class students the opportunity to design residential neighborhoods based on a shared purpose or partnership that reflect the mission and values of AU.

### Visitors

American University residence halls are open 24 hours for residents and guests. Non-resident visitors must be escorted by a resident at all times. Overnight guests are permitted with the agreement of the roommate. Residents are responsible for the behavior of their guest and may face judicial charges for a guest's violation of the Student Conduct Code. Visitors are asked to stop at the front reception desk, contact the resident of the building, and wait to be escorted.

### Room Maintenance

To report a maintenance problem, residents should call the Customer Service Center in Facilities Management at x2FIX. Residents can also report a maintenance problem via the portal at [my.american.edu](http://my.american.edu).

### Off-Campus Housing

Off-Campus Housing at American University serves students and the AU community by providing support to those seeking housing, as well as to those who wish to list rental property. To learn more about available off-campus housing options, visit [www.american.edu/offcampushousing](http://www.american.edu/offcampushousing).

### Dining Services

[www.american.edu/ocl/dining](http://www.american.edu/ocl/dining)

The main campus dining hall and other eateries operated by Bon Appetit Management Company on American University's main campus are located in the Mary Graydon Center (MGC). For a listing of dining room operating hours please visit our Web site at [www.american.edu/ocl/dining](http://www.american.edu/ocl/dining).

The entrance for the Terrace Dining Room (TDR), the main campus dining hall, is located on the lower level of MGC. TDR is open seven days a week during the traditional academic year and serves a variety of "all-you-care-to-eat" food options.

### Meal Plans

The meal plans are designed to offer optimum choices based upon the preferences of the student. Dining Services caters to students' desires for convenience and flexibility by providing a variety of food choices and meal plans to meet the individual

## campus services and resources

dining and financial needs of all students. EagleBucks are prepaid and can be spent at a number of on- and off-campus locations. AU Dining Services's retail dining attractions on the first floor of MGC feature everything from subs to paninis, coffee to smoothies, and snacks to pizza. A la carte pricing and convenient hours make these shops the perfect solution for a lunchtime break, quick snack, or to-go meal. On the Tenley Campus, the Tenley Cafe in Constitution Hall caters to Washington Semester, Washington Mentorship Program, and some transfer students.

Meal plan accounts are set up in the Housing and Dining Programs office, located in Anderson Hall, and students are billed for the meal plan through Student Accounts. A student may sign up through the Web, via mail, or in person. The meal plan drop period is 10 business days from the first day of classes. First- and second-year students must be enrolled in a meal plan. Freshmen and first-year transfer students are required to be enrolled in at least the 150 block plan. They are also free to enroll in the 200 block plan or the super plan. Second-year students are free to choose any plan. Washington Semester students living at Tenley Campus will be automatically enrolled in the 150 block plan but may change to any of the plans offered.

The student's ID card gives access to the meal plan. The student must present his or her AU ID card to the cashier to use a meal plan or to access EagleBucks. Account balances can be given at the registers but not over the phone. The meal plan is nontransferable. AU ID cards loaned to other students will be taken away and turned in to Public Safety. A lost or stolen card should be reported immediately to Housing and Dining Programs at x3370 or to Public Safety at x2525 after business hours and on weekends. Students can also report a lost or stolen card at anytime by visiting [www.eaglebucks.com](http://www.eaglebucks.com).

### EagleBucks

[www.eaglebucks.com](http://www.eaglebucks.com)

EagleBucks is a no-fee, prepaid convenience account that is accessed via the AU ID card. An EagleBucks account is activated when students deposit funds into their account. Additional EagleBucks can be added at the Housing and Dining Programs office, through one of the EagleBucks Value Stations (located in the Mary Graydon Center, Bender Library, and the Anderson Computing Center) or online at [www.eaglebucks.com](http://www.eaglebucks.com). Students may then use the funds to pay for goods and services at various on- and off-campus retailers, residence hall laundry machines, Bender Library and WCL copiers and laser printers, and select university services.

## campus services and resources

By depositing funds into the EagleBucks account, students are bound to certain terms and agreements, which are available at our Web site: [www.eaglebucks.com](http://www.eaglebucks.com). A full description of terms and conditions, as well as an updated list of EagleBucks merchants, is available online.

### Laundry Services

1-800-927-9274

Washers and dryers are conveniently located in each residence hall. To use the laundry machines, you must use EagleBucks. Washers cost \$1.50 per wash cycle and dryers cost \$1.50 per dry cycle. Each of the residence halls features a unique laundry notification system called eSuds, which notifies residents when a laundry machine is available and when their wash or dry cycle is complete.

### HUMAN RESOURCES

3201 New Mexico Avenue, NW  
Suite 350  
x2591  
[www.american.edu/hr](http://www.american.edu/hr)

Human Resources maintains listings of on-campus part-time and work-study positions for students (for more information on work-study, please see the Financial Aid section). Students can look up part-time positions on the Web at [www.american.edu/hr](http://www.american.edu/hr) and apply online. Students seeking

employment should check the Web listings regularly, as they change weekly. The office has application forms and terminals available to search position listings.

### IDENTIFICATION CARDS

Anderson Hall, 1st floor  
x3370  
[www.american.edu/ocl/housing/IDCards/idcardintro.html](http://www.american.edu/ocl/housing/IDCards/idcardintro.html)

Housing and Dining Programs issues the AU photo identification card. This card functions as a means of identification and access control for library services, athletic facilities, residence halls, and EagleBuck\$ accounts. A processing fee of \$15 is assessed to replace a lost or stolen card. The fee can be charged to your university student account if you desire. Questions or access problems can be addressed to the ID office at x3370, or by e-mail to [idcards@american.edu](mailto:idcards@american.edu).

### INFORMATION TECHNOLOGY

4620 Wisconsin Avenue  
x2550  
[www.american.edu/oit](http://www.american.edu/oit)

The Office of Information Technology is the primary provider and coordinator of IT resources for AU students, faculty, and staff. Important services include the AU voice and data communications wired and wireless networks, Internet access,

## campus services and resources

electronic mail, Blackboard operations support, licensing and support for software applications such as Microsoft Office, Web and portal operations, the IT Help Desk, staff technology training, and hardware maintenance. OIT also supports software systems that deliver a host of administrative functions, including student records, financial aid, human resources and payroll, finance, and alumni relations. For information on campus technology services, visit [www.american.edu/technology](http://www.american.edu/technology).

All students receive an EagleNet user account, an electronic mail address, and a personal Web page, if desired. The university uses electronic correspondence whenever possible, so it is important that students use the AU e-mail account or forward AU e-mail to another address. Computing resources are delivered via a fiber-optic network providing more than 10,000 connection points, including in all residence hall rooms. Wireless network access is also available throughout the entire campus. High capacity, dedicated Internet service is available to registered students, and data storage is available for academic assignments and electronic mail. OIT operates state-of-the-art servers available 24 hours a day throughout the year except for announced maintenance periods.

There are more than 20 computing labs on campus offering a variety of services, including scanning, CD production, color printing, and digital editing, in addition to software support and Internet access. Some facilities are for general use, while others provide support for specific academic units and disciplines. Use of some labs may be restricted to students taking relevant courses or enrolled in specific degree programs.

The EagleNet network provides access to a wide range of resources, including ALADIN, the university's online library catalog. ALADIN is the gateway to the library holdings of eight Washington-area universities that share access to a broad range of electronic research resources, all available via a Web browser. EagleNet also enables students to participate in a growing number of courses that use the Internet to enhance the classroom experience. The IT Help Desk answers questions via telephone, Internet, e-mail, or instant messaging. Contact the IT Help Desk at x2550, [help.american.edu](mailto:help.american.edu), [helpdesk@american.edu](mailto:helpdesk@american.edu), or AskAmericanUHelp through instant messaging.

Enhanced cellular telephone reception is provided throughout all residence halls and campus buildings through an innovative interior antenna system.

## campus services and resources

Check the Technology section of the [my.american.edu](http://my.american.edu) portal for information on which wireless carriers are participating in the system. Although limited 56K dial-up facilities are available for off-campus use of EagleNet, nonresident students are encouraged to arrange Internet service through a private Internet provider. For those with laptop computers equipped with Ethernet network cards, public EagleNet access ports are available at various locations throughout campus. Laptop computers and other devices equipped for wireless communication using the 802.11b or 802.11g standard can also be used anywhere on campus.

By using EagleNet and the campus technology resources, you agree to the terms of the university's Information Technology Security

policies. The most current version of the policy can be found on the Web at [www.american.edu/technology](http://www.american.edu/technology) under the Policies link.

### INTERNATIONAL STUDENT AND SCHOLAR SERVICES

Butler Pavilion 410  
x3350  
[www.american.edu/ocl/iss](http://www.american.edu/ocl/iss)

The mission of International Student and Scholar Services (ISSS) is to advance American University's commitment to building a global community by orienting, advising, and advocating for international students and ensuring compliance with federal regulations governing international education exchange.

To assist international students with their transition to AU, ISSS provides



## campus services and resources

them with a cross-culturally focused orientation program that consists of a series of information sessions. In addition, ISSS extends its services and support to international faculty, research scholars, and dependents.

ISSS administers the U.S. Citizenship and Immigration Service and State Department authorized international education exchange programs. ISSS also provides personal, academic, and financial counseling to international students and scholars, as well as immigration advising on F-1 and J-1 immigration issues. To ensure this commitment, an international student advisor is always on duty to assist student and exchange visitors with issuance of certification of eligibility forms (I-20/DS2019) for obtaining F-1 or J-1 visas; practical training and work authorization; travel endorsements for reentry into the United States; and change of immigration status to F-1 or J-1 status.

Hours of operation:  
Monday–Friday, 9 a.m.–5 p.m.

### **KAY SPIRITUAL LIFE CENTER**

Kay Spiritual Life Center  
x3320  
[www.american.edu/ocl/kay](http://www.american.edu/ocl/kay)

The round building at the north end of the quad—the Kay Spiritual Life Center—is an interfaith house of worship and home to a rich array of

faith communities, cultural and educational programs, student organizations, feasts, festivals, circles of prayer, and activism. In keeping with the university's commitment to inquiry and diversity, the center seeks to be not only a center for religious life, but also a crossroads where people of conscience, intellect, and spiritual curiosity find a place for their questions, dreams, and struggles. The center seeks to foster a climate of interfaith understanding and openness, in which matters of faith and value are recognized as an integral part of human growth and university life.

Regular services of worship and religious observances are held throughout the year by Baha'i, Buddhist, Catholic, Jewish, Muslim, Protestant, Unitarian Universalist, and Hindu/Vedic communities. Meditation from a variety of traditions is also offered. In addition, the center sponsors special interfaith celebrations, as well as a variety of workshops, panels, retreats, outings, and social action opportunities.

Chaplains from the diverse faith traditions assist in organizing events and are available to students, faculty, and staff for spiritual direction, advisement on issues of faith and ethics, personal counseling, and life cycle events, such as baptism, bar and bat mitzvah, weddings, and memorial services.

## campus services and resources

Chaplaincies represented in the center:  
Assemblies of God  
Baha'i  
Baptist  
Blue Mountain Center Meditation  
Buddhist  
Catholic  
Episcopal  
Global Friends International  
Christian Fellowship  
Gospel Choir  
Greek Orthodox  
Hindu/Vedic  
Islam/Muslim  
Jewish  
Latter Day Saints  
Lutheran  
Pentecostal  
Presbyterian  
Quaker  
SGI (Buddhist) Community  
Unitarian Universalist  
United Church of Christ  
United Methodist

Student clubs and organizations involved in the center:  
AU Baha'i Club  
AU Episcopal Campus Ministry  
AU Gospel Choir  
AU Unitarian Universalist Student Association  
AU United Methodist/Ecumenical Protestant Community  
Baptist Student Fellowship  
Catholic Graduate and Law Student Association  
Catholic Student Association  
Chi Alpha Christian Fellowship  
Inter Varsity Christian Fellowship  
Jewish Student Association

Kay Interfaith Council  
Lutheran Student Association  
Muslim Student Association  
ReJOYce in Jesus Campus Fellowship

Hours of operation:  
Monday–Friday, 9 a.m.–9 p.m.  
Please note, however, that chaplains are available during most times of the week.

### **LANGUAGE RESOURCE CENTER**

Department of Language and Foreign Studies  
Asbury Building, North Wing, Basement  
202-885-2396  
[www.american.edu/cas/lfs/lrc/index.html](http://www.american.edu/cas/lfs/lrc/index.html)

The Language Resource Center (LRC) of the Department of Language and Foreign Studies (LFS) is a computer-enhanced and multimedia-assisted facility for the teaching and learning of foreign languages and cultures through the use of courseware applications and media technologies. The center supports self-paced independent study as well as instructor-directed classes using the facility's PC and iMAC computer labs. The LRC provides tutorial assistance by language instructors, graduate assistants, and native speakers to registered language students. Tutoring schedules are posted throughout the Asbury building and on the Web at: <http://www.american.edu/cas/lfs/lrc/tutoring.html>.

The LRC oversees university-wide administration of language testing, placement, and certification. The Computer Assisted Placement Examination (CAPE) is Web based and can be taken by accessing <https://my.american.edu/> “Language Placement” portal. Graduate students wishing to take the Tool of Research (TOR) examination in a foreign language should consult with their graduate academic advisors and review the information, scheduled exam sessions, and requirements for testing posted on the LRC Web site: <http://www.american.edu/cas/lfs/lrc/tor.html>. TOR registrations are made online and telephone reservations cannot be processed.

The center maintains extensive course materials and holdings in foreign languages, with a focus on the core and regularly offered languages of Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Korean, Persian, Russian, and Spanish. And for authentic language inputs, live foreign channel broadcasts from France, Germany, Italy, Lebanon, Russia, and Spain are transmitted on lab multimedia systems.

Fall and Spring Semester Hours of Operation:  
Monday–Thursday: 9 a.m.–9 p.m.  
Friday: 9 a.m.–5 p.m.

Summer Session Hours:  
Monday–Friday: 10 a.m.–3 p.m.  
Please note: The LRC is closed during semester breaks and university holidays.

## STUDENT CONDUCT AND CONFLICT RESOLUTION SERVICES

Butler Pavilion 408  
x3328  
[www.american.edu/ocl/](http://www.american.edu/ocl/)

Student Conduct and Conflict Resolution Services provides an organized conduct system founded on principles of equity, fairness, and due process for the resolution of grievances in the American University community. In addition, this office promotes learning and use of alternative dispute resolution methods.

Student Conduct and Conflict Resolution Services addresses alleged violations of the Student Conduct Code, Regulations for Student Conduct in the Residence Halls, and other university policies. The Conduct Council, a community review board composed of students, faculty, and staff, resolves cases that may result in a student’s removal from university housing, suspension, or dismissal from the university. This board offers an opportunity for all students, regardless of their majors, to take an active role in the conduct system on campus.

American University’s Conflict Resolution Services provides resources for the resolution of interpersonal and intergroup conflicts to all members of the AU community. Conflict Resolution Services helps parties learn about sources of and responses to conflict and their roles in this dynamic process. Services

include conflict consultation, assessment and evaluation, mediation, facilitation, and post-conflict reconciliation. Services are confidential and free of charge to all students, faculty, and staff. Conflict Resolution Services also provides alternative dispute resolution and conflict management skill-building workshops. Students, faculty, and staff are welcome to participate in basic mediation skills training offered each semester.

## UNIVERSITY LIBRARY

[www.library.american.edu](http://www.library.american.edu)  
The Jack I. and Dorothy G. Bender Library and Learning Resource Center  
x3237 (University Librarian)  
x3200 (hours and directory)  
x3232 (information)  
x3238 (reference and research)  
AIM: AskAULibrary  
MSN: AskAULibrary@hotmail.com  
Google Talk: AskAULibrary@gmail.com  
Yahoo: AskAULibrary  
Meebo: (no screen name needed) at [www.library.american.edu/ask/index.html](http://www.library.american.edu/ask/index.html)  
Text 265010 with askaulibrary:your message  
E-mail [research@american.edu](mailto:research@american.edu)  
Hours for some services may vary; check [www.library.american.edu](http://www.library.american.edu)

## Resources

The University Library supports student study and research with Internet and physical access to many resources and services. Library collections include more than a million books,

38,000 serial subscriptions, 85,000 music and media items, and more than 250 electronic databases containing thousands of online journals. All library resources are listed on or linked to ALADIN, the Web site for the American University Library and seven other libraries in the Washington Research Library Consortium. Every student has a personal portal called myALADIN for renewing books; for checking the status of requests, holds, and loans; and for other services. The library’s Web site, [www.library.american.edu](http://www.library.american.edu), provides a gateway to variety of information resources, including tutorials and subject guides.

## Services

The library offers many services to help students with research. Reference librarians are available in the library at the Reference and Research desk to help with locating information, developing research strategies, and providing directions to useful resources. Reference librarians may also be contacted by telephone (x3238), e-mail ([research@american.edu](mailto:research@american.edu)), or through instant messaging (see information above). Walk-in tours and classes about ALADIN, research strategies, EndNote citation management software, and other topics are offered each semester. Walk-in class schedules are available on the library Web site and at the Reference desk.

### Services for Students with Disabilities

- needs assessments
- training on assistive technology devices and software programs
- private study rooms equipped with assistive technology workstations
- assistive technology workstation in the Reference area
- assistance retrieving books and periodicals
- extended borrowing time for materials on reserve
- free photocopying for the conversion of print material to alternate formats
- assistive technology software programs, including voice recognition, screen readers, screen magnification, scan and read
- assistive technology hardware, including Braille embossers, CCTVs and document scanners, adaptive keyboards and alternative mice devices, four-track cassette players, Interpretype

For full information on disability services, contact Disability Support Services at x3315 or [dss@american.edu](mailto:dss@american.edu).

### Borrowing Services

Students use their university IDs to check out materials from the library or to borrow from the other Washington Research Library Consortium (WRLC) libraries. WRLC materials can be ordered through the ALADIN Consortium Loan Service. Materials from other libraries may be requested through interlibrary loan. Distance

learners may request book deliveries from the AU Library.

### Library Locations

Many library resources and services are available through the library Web site. The Borrowing desk, Reference and Research desk, and interlibrary loan services are on the main floor of the Bender Library building. The lower level has the Reserve desk for materials to be shared by classes, the Mud Box for beverages and snacks, the Copy Center for photocopy and microform services, Media Services for the electronic classroom/computer lab and a Digital Media Studio, and current print issues of magazines and journals. The Curriculum Materials Center serves education students in room 206 on the second floor. Group and graduate study rooms are on the second and third floors. In addition to the ebooks in ALADIN, books are on the second and third floors and the lower level. The Music Library, with listening facilities and collections of over 15,000 scores, 4,000 compact discs, and 28,000 LP recordings for research and recreational use, is in the Katzen Arts Center. Many additional workstations (Macs and PCs) are available in computer labs in the Anderson Computing Complex.

### Archives and Special Collections

University Archives and Special Collections are on the third floor of the Bender Library building. University Archives is a collection of historical materials about the university, including

course catalogs, photographs, and year-books. Special Collections houses rare books, sound recordings, and manuscript collections donated to the university, including the Artemas Martin and Karen Michalowicz collections of mathematics texts and textbooks, the Spinks Collection of rare Japanese materials, several collections of dance, opera, and theatre playbills, the Records of Women Strike for Peace, the Friends of Colombia Archives, the Records of the National Peace Corps Association, and the Records of the National Commission on Public Service. Some archives and special collections such as the *Eagle*, the student newspaper, and the Drew Pearson Washington Merry-Go-Round Collection, have been digitized and are now available via the ALADIN Web site.

### Hours of Operation

#### University Library

Fall and spring semesters:  
Sunday, 9 a.m. – Friday, 9 p.m. (24/5)  
Saturday, 9 a.m.–9 p.m.

Most service desks close at midnight. The library is also open 24 hours during exams.

#### Music Library

Monday–Thursday, 9 a.m.–8 p.m.  
Friday, 9 a.m.–5 p.m.  
Saturday, 11 a.m.–4 p.m.  
Sunday, closed

#### Anderson Computing Complex

Fall and spring semesters:  
Daily, 8 a.m.–midnight

For complete schedule information, see [www.library.american.edu](http://www.library.american.edu)

### MAIL SERVICES

Letts Hall, lower level  
x2575

American University's Mail Services accepts all classes of mail for delivery from the U.S. Postal Service. Mail is delivered to the residence halls twice daily Monday through Friday. On Saturdays there is only one delivery.

To ensure effective deliveries, please have all correspondence addressed as follows:

Student's Name  
Student's Residence Hall, Room XXX  
4400 Massachusetts Avenue, NW  
Washington, DC 20016-81XX\*

\*Each residence hall has its own nine-digit zip code:

Anderson—20016-8101  
Centennial—20016-8102  
Hughes—20016-8105  
Leonard—20016-8103  
Letts—20016-8104  
Capital—20016-8132  
Congressional—20016-8106  
Federal—20016-8131  
Nebraska—20016-8114

For more information about Mail Services, please refer to our Web site at [www.american.edu/finance/mail/services/stinfo.html](http://www.american.edu/finance/mail/services/stinfo.html) or call x2552.

## campus services and resources

### MULTICULTURAL AFFAIRS

Mary Graydon Center 204  
x3651

Web: [www.american.edu/ocl/ma](http://www.american.edu/ocl/ma)

E-mail: [ma@american.edu](mailto:ma@american.edu)

Multicultural Affairs supports American University's commitment to inclusion and diversity by serving as a resource center and liaison for addressing the needs of multicultural and first-generation students. The department's programs acknowledge and address multilayered topics of identity, including ability, heritage, religious belief and practice, socioeconomic status, and sexual orientation and expression. Multicultural Affairs

collaborates with campus partners to enhance students' academic and personal growth by encouraging self-awareness, scholarly research, and a lifelong commitment to learning and service. To achieve this mission, Multicultural Affairs is dedicated to promoting and strengthening:

- student retention and graduation rates
- academic achievement
- multicultural first-year and first-generation experiences
- cultural awareness and competency through programming
- leadership and advocacy within the AU campus community



## campus services and resources

### NEW STUDENT PROGRAMS

Butler Pavilion 407

x3303

fax: x1178

[www.american.edu/ocl/orientation.cfm](http://www.american.edu/ocl/orientation.cfm)

New Student Programs designs and coordinates orientation programs and Welcome Weeks activities for first-year and transfer students. Through summer, fall, and spring programs and publications, the staff assists all new students in their transition to the American University community. The staff also works with Special Events staff to coordinate Family Weekend and other programs to enhance the quality of life for all AU students.

### OFFICE OF THE REGISTRAR

Asbury Building, 2nd floor

(street level)

x2200

fax: x1046

[www.american.edu/american/registrar](http://www.american.edu/american/registrar)

### Course Registration

Currently enrolled students receive registration information through their American University e-mail account each fall (for spring registration) and spring (for fall and summer registration). For detailed registration information, you should check [www.american.edu/american/registrar/registration/index.htm](http://www.american.edu/american/registrar/registration/index.htm), or call or come to the Office of the Registrar for assistance.

1. Check your AU e-mail account for information concerning registration.
2. Schedule an appointment with your academic advisor.
3. Before meeting with your academic advisor, prepare a draft course schedule. It is your responsibility to select a course schedule without any day or time conflicts. You can view real-time course offering information by semester in the Schedule of Classes at [www.american.edu/american/registrar/schedule.cfm](http://www.american.edu/american/registrar/schedule.cfm).
4. With your advisor, confirm or revise your semester course schedule. Your advisor will enter an electronic signature into the student registration system to document authorization of your registration. This approval must be in the system before you will be allowed to register for classes.
5. Be sure that you have met all the prerequisites and obtained all required approvals and authorizations for the courses for which you intend to register. You will be permitted to register only for courses for which you have met the prerequisite or received a waiver.
6. Clear any outstanding financial or other stops before attempting to register.
7. Confirm the dates when you are eligible to register. Undergraduate students may register starting on the date corresponding to their completed credits.

8. Log on to my.american.edu, go to Course Registration, and follow the instructions for registration. Before processing your registration, you should verify that your chosen course sections are still open. To view the Schedule of Classes from my.american.edu, click on Schedule of Classes. Admission to courses is subject to space availability and confirmation of eligibility. Your enrollment in courses will be confirmed immediately, but validation of registration is subject to settlement of your student account within the stipulated period for payment of tuition and fees. Failure to comply with payment schedules may result in cancellation of your registration and will necessitate reregistering for courses.

*Note:* Students will not be allowed to re-enroll in course sections that have closed.

During registration and add/drop periods, students often wish to enroll in sections that have reached their enrollment capacity and are closed. The new Automated Waitlist Process provides an opportunity for students to enroll in closed sections as space becomes available. This new process will also provide the schools and colleges with information for making decisions concerning their course offerings for current as well as future semesters.

The waitlist is convenient and easy to use. Follow the normal registration process on the Web via your my.american.edu account. There is now an additional field on the Course Registration screen called “Waitlist.” The default for this field is NO. If you wish to have your name added to the waitlist for closed sections, update this field to YES. You will then receive confirmation that the course is closed and that you have been added to the waitlist. Your class schedule will confirm the status of these sections as “Waitlist.”

If you attempt to register for a course that is closed and you do not change the waitlist field from NO to YES and decide later that you wish to be wait-listed for this section, you need only to go back to the Course Registration screen and change the waitlist flag from NO to YES and continue as if you were registering for the course.

The following are not available for Web registration: internships, cooperative education field experience, independent study or reading, community service learning projects, the consortium, Washington Semester or AU Abroad programs, alumni audits, maintaining matriculation (graduate students), and any courses with a variable credit value.

Once registered, you can view your semester schedule at My Schedule (under Academics). To make registra-

tion changes (add or drop) within permitted time periods, go to Course Registration, and follow the instructions to add or drop courses.

### Grades and Degree Audit Reports (DARS)

You can access your grade report by going to My Grades (under Academics) in your my.american.edu account. Course grades are available as soon as they are submitted electronically by faculty. Undergraduate students may also view a copy of their degree audit report (DARS) by logging on to my.american.edu or coming to the registrar’s office and completing a request form. An AU ID is required.

### Graduation

x2252  
gradclearance@american.edu

The university grants degrees at the end of each summer, fall, and spring term. Commencement ceremonies are held in mid-May to recognize summer and fall graduates and spring degree candidates. Students must file an application to graduate for summer, fall, or spring when they register for what they expect is their final term of study. The application triggers a review of the student’s academic record to determine whether it is possible for the student to complete degree requirements at the end of that term.

Students whose records indicate they are on schedule to graduate at the end of the term for which they have

applied are invited to commencement. Students whose records indicate that degree requirements cannot be completed in advance of commencement will have to wait for a later ceremony and reapply for graduation at the appropriate time. The university strictly enforces the policy for eligibility to participate in the commencement ceremony. Students are responsible for maintaining an appropriate course load and completing degree requirements in time to be eligible for their targeted graduation. Only those students whose academic records indicate that they can satisfy degree requirements by the end of the term for which they have filed an application to graduate will be permitted to participate in the commencement ceremony.

Candidates for degrees should apply to graduate through their my.american.edu account during the registration period for their last semester of study. The application is available under the Academics section of the portal. There is no fee for applying for graduation.

For information on commencement activities for graduating students and their families and friends, go to [www.american.edu/commencement](http://www.american.edu/commencement) or e-mail [commencement@american.edu](mailto:commencement@american.edu).

### Student Evaluation of Teaching Reports

Student Evaluation of Teaching (SET) surveys are administered in classes at the end of each semester. Individual

student responses are anonymous and confidential. Course and faculty ratings are tabulated and, along with narrative comments, are sent to academic departments and faculty after final grades are submitted. To assist students during course registration, the tabulated data by course number or faculty name is available on my.american.edu under Academics. Hard copies of SET data are available in the Bender Library Archives.

### Transcripts and Enrollment Verification

An official transcript is sealed and signed by the university registrar. Currently enrolled students may view their transcripts and request official transcripts online via my.american.edu. Official transcripts may also be requested in the registrar's office, and during non-peak periods, can usually be provided in 30 minutes or less. You may also fax transcript requests to x1046, although official transcripts cannot be faxed out. There is no fee for processing transcript requests.

To serve students, prospective employers, and other organizations that require degree and enrollment information, AU has authorized the National Student Clearinghouse to act as its agent for confirmation of student and degree verification. Students should go to [www.studentclearinghouse.org](http://www.studentclearinghouse.org) or contact the clearinghouse at 703-742-4200 or 703-742-4239 (fax).

*Note:* The clearinghouse is not able to process verifications requiring academic information (GPA). These requests must be processed directly through the registrar's office by a certification of enrollment with a signed release from the student.

Students may obtain a letter of certification of their enrollment from the Academic Services unit of the registrar's office. Requests must be in writing and include your name, AU ID or SSN, dates of attendance, and, specifically, what you want the university to certify. Your signature is required to release the certification. Also, include the complete address to mail the letter of certification. Please allow two to four working days for processing, and additional time during the beginning of semesters and grading periods. You may also fax your request to x1046, or come to the registrar's office and fill out the certification request form. Your request should be ready for pickup after 3 p.m. the following business day.

### PUBLIC SAFETY

Public Safety Building  
Nonemergency: x2527  
Emergency: x3636

American University is committed to ensuring the safety and well-being of its community members. The Public Safety office can provide specific information to the campus community about University Police operations and level

of authority, crime prevention and reporting policies, and recent crime statistics. For more information, contact Public Safety at x2527 or refer to the Annual Security Report, which is available to all campus community members on the Internet at <https://www.american.edu/finance/publicsafety/asr.cfm>.

### Authority of the University Special Police

University Police are sworn police officers who patrol 24 hours per day, 7 days a week, 365 days a year in marked police cruisers, on bicycles, or T-3s. They take calls for service (both emergency and nonemergency), assist students and staff by unlocking approved buildings and rooms, provide escorts, and write reports. They have the authority to stop, search, seize, detain, and arrest on campus property and are armed with less-lethal weaponry, i.e., pepper spray. The addition of T-3s has allowed for faster response times.

### Reporting Criminal Actions and Emergencies

Students should immediately report any criminal offense, emergency, or suspicious activity to Public Safety by dialing 202-885-3636 for emergencies and 202-885-2527 for nonemergencies, or via emergency telephone. Students should avoid dialing 911 if on campus because it could delay medical assistance since the responding agencies require Public Safety to respond to the

proper location. Students are encouraged to program Public Safety numbers into their cell phones—202-885-2527 (nonemergency) and 202-885-3636 (emergency). Blue-light emergency phones are mounted on standalone blue towers with blue lights on top. These telephones automatically connect to the Public Safety office—just press the button on the box. If you need help, this allows you to speak directly with Public Safety. Some of the phones are equipped with cameras to observe activity in that area. Forty-one blue-light telephones are strategically located on the grounds of the university and in garages. Blue-light phones are also equipped with a standard dial pad to enable students to call any on-campus extension. Indoor emergency red telephones are located in 19 buildings and at the residence hall front desks. Red and identified by emergency signs, these phones automatically connect to Public Safety when the receiver is lifted. The location of an activated telephone is displayed in the Public Safety office so that officers can be dispatched to investigate, even if there is no voice communication. When a report of an urgent situation is received, Public Safety dispatches officers to the scene to lend assistance, investigate, prepare a report, and conduct follow-up, as needed. District of Columbia fire, emergency medical, or police personnel are called when appropriate.

Criminal offenses can also be reported to officials at American University, including deans of academic units and the directors and department heads of administrative units. Confidential reports can be made to officials at the Counseling Center, Student Health Center, Kay Spiritual Life Center, and Faculty Staff Assistance Program (FSAP), or via the Public Safety Web site as an anonymous tip. While the crimes reported to these sources are tallied and provided to Public Safety for the annual disclosure of crime statistics, the actual reports and details of incidence remain with these sources and are strictly confidential.

### Crime Alerts and Crime Prevention Boards

Crime alerts are generated and posted when University Police or local law enforcement agencies receive reports of crimes considered a threat to the university community. These alerts are posted on the Public Safety Web site, via a direct e-mail to the AU community, and on Public Safety information boards located in the following locations: the ground floor of Butler Pavilion across from Megabytes, Sports Center Ticket Office, AU shuttle stops, Bender Library, Hurst Hall, Nebraska Avenue parking lot, Mary Graydon Center, Asbury Building, Brandywine Building, McDowell Hall, Leonard Hall, and the Constitution Building. Public Safety information boards are used to post crime alerts, crime prevention tips, and assorted other information.

### Identification Cards

Housing and Dining Programs issues the AU One Card, the AU photo identification card. This card functions as a means of identification and access control for residential and academic buildings, library services, athletic facilities, residence halls, and EagleBucks accounts. A processing fee is charged to your university student account to replace a lost or stolen card. Questions or access problems can be addressed to the ID office at x3370.

### Access to Facilities

Access to university facilities is controlled through use of our access control system and key issuance.

Individuals who need access to non-residential buildings should request that access online through [access@american.edu](mailto:access@american.edu). Housing and Dining handles all access issues to the residential halls as well as any issues pertaining to the meal plan, access to Bender Library, lost or stolen cards, and printing and copying services.

The University Lockshop will now fall under the purview of Public Safety. All key requests should be sent to [access@american.edu](mailto:access@american.edu) for processing. Its office will remain in the lower level of Asbury and have the same office extension.

Outside athletic facilities and adjacent unlit areas are closed at dark. Anyone observed in any of these areas will be asked to vacate for safety reasons. University Police officers will question

individuals who are observed in restricted areas displaying suspicious behavior or who are suspected of unlawful acts. Individuals stopped by University Police officers are required to identify themselves and to present proper identification.

### Academic and Administrative Buildings

AU buildings are generally open during regular business and class hours. The hours of operations will be posted at individual facilities at the discretion of the manager of the facility. After-hours access to non-residential buildings is granted only to individuals with valid identification and/or written authorization.

### Residence Halls

Residence halls are controlled by an electronic access system and locked 24 hours a day. Admittance is gained through the main entrance only, and residents' access is controlled by Housing and Dining Programs staff. Non-residents, university personnel, and maintenance staff are granted entry by the Housing and Dining staff. All visitors must be escorted by a resident at all times. Please report unescorted visitors to the residence hall staff and do not hold open doors for non-residents. Residents are asked to assist in efforts to maintain residence hall security and will be held responsible for the actions of their guests. Failure to comply with this policy could result in Student Conduct and Conflict Resolution

Services charges being filed by Housing and Dining and/or Public Safety. Residents are also encouraged to lock their individual room doors at all times.

### Alarms and Closed Circuit Cameras

Many areas in academic and administrative buildings are connected to intrusion alarms that report to a central monitoring station in the Public Safety office. Closed-circuit camera systems record activities in many areas on campus such as parking lots and the main quad for safety reasons.

### Related to Fire Codes

The following conduct is expressly prohibited:

1. To set any fire within the buildings or areas contiguous to the buildings.
2. To use any halogen lamp, broiler oven, electric coffee maker, popcorn popper, microwave oven, hotplate, open burner, or electric water heating device in student rooms, on carpeted floors, in hallways, or other non-designated areas.
3. To cook indoors with charcoal or any open flame device.
4. To possess or burn any candle or incense indoors.
5. To keep any refrigerator with an electrical requirement exceeding seven (7) amps.
6. To fail to immediately evacuate the buildings properly when a fire alarm has sounded or to reenter any building during a fire alarm

before receiving permission from a housing or Public Safety staff member.

7. To tamper with fire equipment, or to carry or remove fire extinguishers from their mounts or storage boxes except in case of a fire.
8. To pull or activate any fire alarm when no fire is present, or to falsely report any fire or other emergency.
9. To use electrical lights and appliances totaling more than 850 watts in a student room at any one time.
10. To disconnect, sound, or otherwise tamper with any smoke detector.
11. To run electrical wires beneath any rug or carpet.
12. To smoke anywhere other than in areas where smoking is permitted. Smoking is prohibited in all public areas.
13. To use electrical extension cords. Only power strips with a circuit breaker can be used.

### Residence Hall Regulations

These regulations are based on American University's Student Conduct Code and are incorporated as an addendum to that document. Violations of these regulations may result in referral to Student Conduct and Conflict Resolution Services for review and appropriate action. The residence halls include the halls proper and any areas contiguous to the halls. Engaging in prohibited conduct may be a violation of both the Student Conduct Code and the residence hall regulations.

#### *Responsibility for Damage*

Residents will be held responsible for damage to residence hall buildings or furniture and will be billed for repair or replacement when they have caused damage in their own rooms or in common areas. In the event of willful damage to the common areas located in the immediate vicinity of a student's room, or to the furnishings or facilities located



therein, if the willful perpetrators of such damage cannot be identified, all resident students served by that common area may be assessed for repair or replacement costs.

#### *Responsibility for Guests*

Residents will be held responsible for the behavior of their guests and any other persons in their residence hall rooms, pertaining to the regulations for conduct at American University, and may be charged in lieu of the guest or visitor with violating the respective sections of these policies.

#### *Lost and Found*

Lost and found items, either turned in by a member of the community or found by an officer, are logged in on a daily basis during the week and are stored at the Department of Public Safety for 30 days. After 30 days, the items and their contents may be disposed of. Inquiries can be made into lost items 24 hours a day by calling 202-885-2527. To claim a lost item, you must bring a photo identification card.

To pick up a lost item for someone other than yourself, the item's owner must submit to the department a signed letter, stating that he or she gives permission to the recipient to pick up the lost item. The letter should include the owner's AU ID number, telephone number, full name, as well as signature. The letter must also include the full name of the recipient.

### AU Campus Connect Program

AU Campus Connect is a mobile phone program designed specifically for American University. It was created through a partnership of Sprint, Rave Wireless, and American University. The AU Campus Connect mobile phone program enables a stronger, safer university community by empowering you to experience everything the campus has to offer, wherever and whenever you need it. The program includes text messaging (for emergencies), shuttle-bus tracking (Rave Transit), and electronic escort (Rave Guardian).

Although Sprint provides phones, student discounts on customized plans, and an enhanced network on campus, emergency text message service does not require use of a Sprint phone, only one capable of receiving text messages. If you want to sign up to receive emergency text messages on your non-Sprint phone, sign up at <https://www.getrave.com/login/american>. It is highly recommended that ALL university students sign up for emergency text alerts.

### Transportation Services

In addition to managing the university's shuttle service, Transportation Services is responsible for monitoring all campus parking lots and garages, issuing permits, collecting enforcement charges for parking and traffic violations, and processing appeals and refund requests. For more information, contact Transportation Services at x3111 or visit [www.american.edu/finance/ts](http://www.american.edu/finance/ts).

## RECREATIONAL SPORTS AND FITNESS

Jacobs Fitness Center x6267  
Intramural & Club Sports x3050  
www.american.edu/recfit

### Sports Center

American University's Sports Center houses Bender Arena, the Reeves Aquatic Center, the athletic department offices, and various fitness facilities. Fitness facilities, all of which are conveniently located in or near the Sports Center, include an aerobics studio, two swimming pools, weight rooms, indoor and outdoor basketball courts, volleyball courts, tennis courts, and an outdoor six-lane track. Availability of the facilities fluctuates based on varsity athletic practice and game schedules, academic class use, or special event schedules.

### Jacobs Fitness Center

The Jacobs Fitness Center, located in the Sports Center, is a state-of-the-art facility, providing quality health and fitness services for the AU community. It includes a wide range of both cardiovascular and strength training equipment. Staff are on duty whenever the fitness center is open to help with exercise or equipment questions. Resident Hall fitness facilities are also available in McDowell, Letts, and on the Tenley campus.

Throughout each semester, the center offers a variety of group exercise and mind-body classes such as step aerobics, spinning, kickboxing, Pilates, and yoga. These classes can be taken for an additional fee. Personal training services are also available for a fee. The fitness center also hosts an annual 5K and a biathlon, and it offers wellness programs and incentives throughout the school year. For registered students, membership fees are included in tuition. A valid AU ID card is required for entrance to the Jacobs Fitness Center. Memberships include use of not only the fitness center, but also the Reeves Aquatic Center pools, the Bender Arena basketball and volleyball courts, and an outdoor track and tennis courts.

Hours of operation:  
Monday–Thursday, 6 a.m.–10:30 p.m.  
Friday, 6 a.m.–8:30 p.m.  
Saturday, 8:30 a.m.–6:30 p.m.  
Sunday, 10:30 a.m.–8:30 p.m.

## RETAIL SERVICES

In addition to the Campus Store and the Eagle's Nest, various shops and services are located on the promenade level of Butler Pavilion, commonly referred to as "the tunnel." Their hours (during the academic year) and specialties are listed below and are subject to change. Please contact Auxiliary Services at 202-885-3951 with questions or problems.

### Butler Pavilion Shops

*TIGI Boutique*  
x6465

Unisex hair salon.  
Monday–Friday, 10 a.m.–8 p.m.  
Saturday, 10 a.m.–6 p.m.

### *Chevy Chase Bank*

x6440  
Full-service banking. Bank ATMs are located inside Mary Graydon Center, Butler Pavilion, the Ward Circle Building, and the Constitution Building on Tenley Campus.  
Monday–Friday, 9 a.m.–5 p.m.

### *The UPS Store*

x2030  
Copying, binding, computer services, UPS, DHL, Federal Express, facsimile, passport photos, mailbox rentals, and summer storage.

Monday–Friday, 8:30 a.m.–7 p.m.  
Saturday, 11 a.m.–5 p.m.

### *McDonald's*

202-966-1636  
Monday–Saturday, 6 a.m.–11 p.m.  
Sunday, 7 a.m.–11 p.m.

### *Megabytes Café*

x6111  
Serving Starbucks coffee, Häagen Dazs ice cream, and light bistro fare.  
Monday–Friday, 8 a.m.–8 p.m.  
Saturday and Sunday, 9 a.m.–5 p.m.

### The Campus Store

x6300

The Campus Store has several specialized departments to serve the university community.

### *Textbook Department*

The textbook department carries new and used books for all courses, including those in the Washington College of Law. Textbook buyback is available every day for students who wish to sell unwanted textbooks back to the store.

In-store and online, the Campus Store has the right textbook, right now! Simply choose your classes, and we'll show you what you need. You can link directly to the Campus Store from AU's online registration page, automatically passing the list of classes, including the section for which you are registered. You will instantly find out which books are required for the class and which are optional. You can conveniently purchase the books online. Please visit [www.american.bkstr.com](http://www.american.bkstr.com) for more textbook information.

Textbooks may be returned within the first two weeks of each semester. Deadline dates will be prominently posted in the store. All sales are final on required and recommended books purchased in the five weeks prior to and during final examinations. Study guides and course packets are not returnable. Defective merchandise may be returned any time during the semester in which

## campus services and resources

it is purchased. No refunds or exchanges will be given on college guides, study outlines, or review books. All special orders are final.

### *General Book Department*

The general book department offers a section of publications by AU faculty authors; an extensive selection of reference books, study aids, and guidelines; bestsellers, both fiction and nonfiction; and magazines. A book special order department and an out-of-print book search service are also located here.

### *Computer Department*

The Campus Store offers an extensive assortment of computer hardware, software, and peripherals. Many of our computer products are offered for academically discounted prices. The Campus Store carries Apple, Dell, and Lenovo computers, which are configured according to AU's specifications and exceed the minimum requirements. Essentials such as paper, toner, and flash drives are available, as are printers and scanners, speakers, and many laptop accessories. You will find the latest and greatest Apple iPods and accessories in the Campus Store. We offer excellent educational discounts on all the software you need, with up to 47 percent off commercial software list prices. We also sell computers by Apple, Dell, and Lenovo.

### *Merchandise Department*

The Campus Store has an extensive selection of American University–imprinted clothing in many styles and colors, as well as gifts, greeting cards, and balloons. A large selection of paper products, writing instruments, electronics, and housewares is available here as well. Additional services include class ring sales.

### *Refund, Return, and Exchange Policy*

No refunds or exchanges are made without a cash register receipt. Refer to the refund policy posted in the Campus Store at the time of purchase for more detailed information.

### **The Eagle's Nest**

Butler Pavilion, promenade level  
x6318

The Eagle's Nest convenience store stocks an assortment of soft drinks, snack food products, laundry needs, personal sundries, magazines, newspapers, supply items, and gifts. The Eagle's Nest accepts EagleBuck\$, American Express, Discover, MasterCard, Visa, and cash.

Monday–Thursday, 24 hours a day  
Friday, closes at 10 p.m.  
Saturday, 10 a.m.–10 p.m.  
Sunday, opens at 10 a.m.

## campus services and resources

### **Wagshal's American Café**

Ward Circle Building, lobby  
x6371

Steeped in history, Wagshal's has served numerous U.S. presidents and D.C. dignitaries for more than 50 years at its Spring Valley location. Now, Wagshal's brings its fresh deli favorites to the AU campus. Wagshal's is a great place to grab a sandwich, salad, or other tasty treats. For your convenience, Wagshal's gladly accepts EagleBuck\$.

Monday–Thursday, 7 a.m.–10 p.m.  
Friday, 7 a.m.–5 p.m.  
Saturday, 8 a.m.–4 p.m.

### **Mudbox**

Coffee bar located in the lower level of the library.

Monday–Friday, 9 a.m.–midnight.  
Saturday and Sunday, 10 a.m.–midnight.

### **Katzen Café**

Coffee bar, serving light bistro fare, located in the Katzen Arts Center.

Monday–Thursday, 8 a.m.–8 p.m.  
Friday, 8 a.m.–5 p.m.

### **STUDENT HEALTH CENTER**

McCabe Hall, 1st floor  
x3380  
[www.american.edu/healthcenter](http://www.american.edu/healthcenter)

The Student Health Center (SHC) provides primary care medical services and health education and wellness programming to AU students. The clinical staff consists of an interdisciplinary team of physicians, physician assistants, nurse practitioners, nurses, and medical assistants. These primary care clinicians initiate treatment and coordinate all aspects of care, including referrals to specialists when required. Students are encouraged to develop a relationship with a provider of their choice, called a primary care provider (PCP). Please refer to our Web site for a directory of our providers. The SHC is part of an organized network of community hospitals and providers who serve AU students. Services provided at the SHC are completely confidential; your medical record and any other health information can be released only with your written permission.

### **How to Use the Center**

Services at the SHC are available by appointment. To make an appointment, simply call x3380 or stop by the first floor of McCabe Hall. We ask that you call 24 hours in advance to schedule an appointment. Students who call or walk into the health center later in the day may not be able to schedule a same-day appointment. Students should bring their AU ID card, insurance card, and a method of payment to every visit.

Hours of operation:

Monday–Friday, 9 a.m.–6 p.m.

(fall and spring semesters)

Monday–Friday, 9 a.m.–5:00 p.m.

(summer and semester breaks)

### Cancellations and No-Shows

It is important that you arrive 15 minutes before your scheduled appointment; if you arrive late, it may be necessary to reschedule your appointment for a later date. If you do not cancel an appointment within 24 hours you may be charged for your visit.

### Fees

Services have associated fees, co-payments, or both. Please visit [www.american.edu/healthcenter](http://www.american.edu/healthcenter) for more information. Fees for services and products not covered by the AU Student Health Insurance Plan are collected at the time of service and may be paid with cash, check, Visa, MasterCard, or EagleBuck\$. The SHC does not bill other insurance companies but will provide documentation for students to file claims with their own insurance carriers. Please be sure to have a copy of your insurance card when you visit the SHC.

### Medical Emergencies

Students who live on campus and experience a medical emergency should immediately contact Public Safety at x3636. Off-campus students should call 911.

### After-Hours Care

On-campus students who become ill outside of SHC operating hours should first call our Nurse Advice line at 1-888-900-7162. If you are acutely ill or are having a medical emergency, notify your resident assistant or resident director, who will help coordinate transportation to a nearby hospital.

For emergencies that occur off campus, however, students should call 911 or contact emergency assistance in the local area.

### Immunizations

District of Columbia law requires that all students under age 26 who are attending school within the city provide proof of having had the following immunizations:

- two vaccinations against measles, mumps, and rubella, given after one year of age and at least 30 days apart
- one tetanus/diphtheria/pertussis booster given within the preceding 10 years
- varicella (chicken pox) or documented immunity
- hepatitis B (a three-shot series)
- polio (for students under the age of 18)
- meningitis (for all first-year students living in university-sponsored housing). An immunization form is available through the SHC and at [www.american.edu/healthcenter](http://www.american.edu/healthcenter) and should be completed by your family physician or other practitioner who can consolidate records and update any missing immunizations.

*Note:* Incomplete immunization records, invalid dates, or forms that lack a validating stamp cannot be processed and may delay or halt registration. Enrolled students may obtain immunizations at the SHC. Visit [www.american.edu/healthcenter](http://www.american.edu/healthcenter) or call x3298 for additional information and fees.

### Health Education Programs: The Wellness Center

Health education is provided by the Wellness Center. Professional health educators, with the assistance of student peer health educators, design and implement health promotion and risk reduction programs. The peer health educators receive leadership training as well as factual health information in preparation for their roles. Educational programs are presented on campus to enhance the wellness of each individual student. Throughout the academic year, campus-wide wellness events provide resources that address such health topics as healthy lifestyles, sexual responsibility, contraception, prevention of sexually transmitted diseases, sexual assault risk reduction, and prevention of alcohol and other drug abuse. In addition, interactive educational programs are provided in the residence halls.

### Student Health Insurance

Health insurance is mandatory for all full-time, domestic, degree students; students residing in the residence halls; and international students with F-1

and J-1 visa status. Enrollment in the AU Student Health Insurance Plan is automatically billed to students' accounts unless a waiver that identifies comparable coverage is submitted by the waiver deadline of August 1 for the fall semester or January 1 for the spring semester.

Part-time students carrying at least 6 credit hours are eligible for the plan but must complete a voluntary enrollment form online at [www.myaustudentinsurance.com](http://www.myaustudentinsurance.com). Graduate students performing research, thesis preparation, dissertation preparation, or independent study must complete a Certification in Lieu of Semester Hours form, which can be obtained from the Office of the Registrar, to be eligible for the AU student health insurance plan. They must also visit the health center to complete an enrollment form. Contact the Student Health Center business manager at x3378 with any questions.

Spouses, domestic partners, and children can be enrolled in the AU student health insurance plan at an additional cost. The AU student health insurance plan provides a broad, nationwide network of health care providers. For students considering purchasing health insurance on their own, it is important to consider a plan that provides broad coverage at school and can also be used at home.

To decline coverage under the AU student health insurance plan, students must submit a Health Insurance Waiver online. Log on to my.american.edu and click on Finances or Health and Well-Being. Click on Student Health Insurance Plan and then Health Insurance Waiver, and complete the waiver with your insurance information. Click the submit button.

Confirmation will be sent to your AU e-mail address. Once the waiver has been submitted and the information transmitted to Student Accounts, the premium will be removed from the student's account. Please be aware that there may be a delay between the waiver submission and removal of the premium. The waiver deadline for the fall semester is August 31. The waiver deadline for spring semester is January 31.

Policy information, including a health insurance ID card, will be mailed to the in-session address of each student.

#### *Important Information Regarding Student Status Changes*

Students whose enrollment status changes from full to part time during the enrollment drop-add period will be removed from the AU student health insurance plan. Such students must visit the health center to reapply for coverage.

Students whose enrollment status changes from part to full time during

the enrollment drop-add period will automatically be charged for health insurance. To decline coverage, students must submit a waiver as described above.

*Note:* Insurance information is subject to change; refer to our Web site for the most current information.

#### **Tuition Refund Plan**

American University has made arrangements with A.W.G. Dewar Inc. to offer students and parents a tuition refund plan. This private insurance program enhances American University's published refund policy. It will help minimize financial losses should students suffer serious illness or an accident and have to leave American University before the semester is completed. The insurance plan is elective and covers tuition and room charges. An application must be completed and students must be enrolled before the first day of classes. For further information or to apply online, please visit [www.collegerefund.com](http://www.collegerefund.com).

#### **UNIVERSITY CENTER**

Mary Graydon Center 274  
x3900  
[www.american.edu/ocl/uc](http://www.american.edu/ocl/uc)

The University Center (UC) is a three-building complex comprising Mary Graydon Center, Butler Pavilion, and the Sports Center. The mission of the University Center is to provide a welcoming environment for AU students,

faculty, staff, alumni, and visitors and to support programs, activities, and services that promote community, individual growth, responsible citizenship, and global perspective.

Mary Graydon Center (MGC), home to the departmental offices for the University Center, originally opened as University Hall in 1925 and served as the first women's dormitory. The UC houses selected auxiliary services, social and recreational facilities, community lounges, dining and meeting facilities, the Cyber Café, and a number of offices providing student services.

The UC staff of professionals and students facilitates event accommodation in the center facilities through University Event Scheduling (UES) and UC Operations. The UC also operates an information desk on the 1st floor of Mary Graydon Center which welcomes and directs visitors and guests while providing information relevant to campus services and events through individual contact, phone conversations, and digital signage displays.

Currently, MGC is open seven days a week, 24 hours a day. The hours of operation for UC services are:

- UES is open Monday through Friday, 9 a.m.–5 p.m. The UES staff can be reached by calling x3939.
- UC Operations' hours are covered by full-time and student staff, Monday through Friday, 7:30 a.m.–midnight and Saturday and Sunday 9 a.m.–midnight. UC full-time staff can be reached by calling x3900, Monday through Friday, 9 a.m.–5 p.m.
- UC Information Desk hours are covered by student staff, Monday through Friday, 9 a.m.–9 p.m., and Saturday and Sunday, 11 a.m.–6 p.m. Please contact the Information Desk by calling x3387.
- UC building managers are also available at the Information Desk to provide building and event support functions. These student employees are available Monday through Friday, 7:30 a.m.–midnight and Saturday and Sunday 9 a.m.–midnight.



## V. a guide to academic success

The resources described in this guide can help you become a stronger student and gain skills that will benefit you in all areas of your life. Starting early is the most effective way to develop a winning strategy for academic success, so don't wait! You'll be well equipped to take on any challenge that comes your way.

### THE TOP 10 TIPS FOR BEING A SUCCESSFUL STUDENT

#### 1. Keep your syllabus handy for each class.

It is your guide for the entire semester. Start each semester by organizing each course in a binder or notebook with the syllabus in front. As you receive handouts in each class, keep them with the relevant notes. When it comes time to study for an exam or write a paper, you'll have everything you need in one place.

#### 2. Talk with your professors and your academic advisor.

Office hours are an excellent time to get to know your professors and to ask any questions that you might have about a class or particular assignment. Professors and academic advisors love talking to students, and they respect students who take responsibility for their education and "go the extra mile" to ensure success.

#### 3. Familiarize yourself with the campus and its resources.

AU has tons of offices devoted to ensuring your academic success. To see who is here to help you, check out the Learning Resources at AU section in this chapter or go to [my.american.edu](http://my.american.edu) and click on Learning Resources at the top of the page.

#### 4. Set priorities in your life and get control of your time.

Time has a way of slipping away in college. Whether it's because you've filled your schedule with a heavy load of classes, a job, and community service, or you simply like to sleep until 4 p.m., you're going to have to set up some sort of routine.

#### 5. Arrange a regular study area—comfortable, but not too comfortable—where you are most effective.

Choose wisely! There isn't one type of study area that works for everyone. Some people like to work in isolation; others concentrate better with company. Try out some different locations and see what works best for you.

#### 6. Develop successful strategies for reading textbooks, taking notes, and studying for exams.

These can be some of the most challenging aspects of the transition to college. You're going to get a lot of assignments, and sometimes the work will seem to overtake your life. Take the time to develop a strategy for tackling work, and you'll find it won't be as hard as you thought.

#### 7. Continually improve your writing skills.

No matter how many classes you've taken in college, you can always

improve your writing skills. Two offices are devoted to helping you improve your writing skills: the Writing Center in the Department of Literature and the Writing Lab in the Academic Support Center.

#### 8. Take academic integrity seriously.

Consult a writer's handbook, a faculty member, a reference librarian, or writing assistance if you're not sure how to cite sources or what constitutes plagiarism. By following the Academic Integrity Code, you'll be able to create unique work that you can be proud of. You're here to learn how to make an impact in the world—make sure that impact is all yours.

#### 9. Stay healthy and reduce stress.

Sleep enough hours at night, eat well, exercise regularly, and have fun. Everything you do in college relates to other aspects of your life. Playing an intramural sport or exercising at the Jacobs Fitness Center provides an outlet for class-related stress, and it's a great way to get to know other AU students. When you're in TDR, try to spend as much time in the salad line as the ice cream line—eating right keeps your mind focused and your body healthy.

#### 10. Ask for help when you need it, before there's a problem.

Waiting until the last minute never helps. Make sure you understand an assignment before you start it, and if you need further help, refer to the next section of this chapter. If you wait too long, you might end up stuck in a hard place.

#### RECOMMENDED PUBLICATIONS

There are many published resources available to help you succeed at AU. The following books offer great advice and are available at the AU library at the Reserves desk on the lower level.

Carter, C., Bishop, J. and Lyman Kravits, S. (2004). *Keys to effective learning: Developing powerful habits of mind (4e)*. Upper Saddle River, NJ: Prentice Hall.

Ellis, D. (2002) *Becoming a master student (10e)*. Boston: Houghton-Mifflin.

Kanar, C. (2001) *The confident student*. Boston: Houghton-Mifflin.

Light, R. (2001). *Making the most of college: Students speak their minds*. Cambridge: Harvard University Press.

Nist, S. and Holschuh, J. (2002) *College rules!: How to study, survive and succeed in college*. Berkeley: Ten Speed Press.

Pauk, W. (2001). *How to study in college (7e)*. Boston: Houghton-Mifflin.

Sherfield, R., Montgomery, R., and Moody, P. (2004). *Cornerstone: Building on your best (4e)*. Upper Saddle River, NJ: Prentice Hall.

Tyler, S. (2001). *Been there, should've done that II: More tips for making the most of college*. Lansing, MI: Front Porch Press.

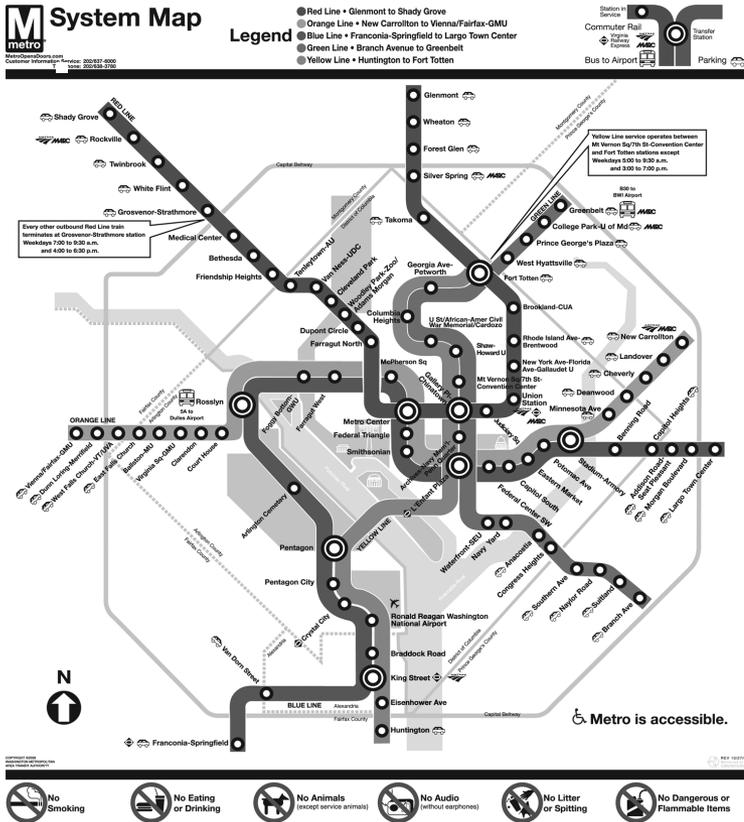
#### LEARNING RESOURCES AT AU

Need help with a writing assignment? Encountering problems with a class assignment to design a Web page? Need a tutor? Having difficulties connecting your classroom experience with the professional and educational opportunities in Washington, D.C.? These are just some of many potential learning challenges that may, at times, seem overwhelming unless you know where to find support. Fortunately, AU has many resources to help you. Check out the chart on page 66.

a guide to academic success

<b>Research and Writing Resources</b>	<b>Location</b>	<b>Telephone</b>
University Library	Bender Library	x3200
Writing Center	Battelle-Tompkins 228	x2991
Writing Lab	Mary Graydon Center 243	x3360
Academic Integrity Code	www.american.edu/ academics/integrity	
<b>Housing &amp; Dining Resources</b>	<b>Location</b>	<b>Telephone</b>
Housing and Dining Programs	Anderson Hall, 1st floor	x3370
Residence Hall Association	Hughes Hall 116	x1878
<b>Personal Resources</b>	<b>Location</b>	<b>Telephone</b>
Multicultural Affairs	Mary Graydon Center 204	x3651
Counseling Center	Mary Graydon Center 214	x3500
Office of Campus Life	Butler Pavilion, 4th floor	x3310
Kay Spiritual Life Center	Kay Spiritual Life Center	x3320
<b>Study Skills and Tutoring Resources</b>	<b>Location</b>	<b>Telephone</b>
Academic Support Center	Mary Graydon Center 243	x3360
Mathematics and Statistics Tutoring Lab	Roper Hall 114	x3120
Center for Teaching Excellence	Hurst Hall 206	x2305
Mathematics and Statistics Tutoring Lab	Roper Hall 114	x3120
<b>Math and Statistics Resources</b>	<b>Location</b>	<b>Telephone</b>
Center for Teaching Excellence	Hurst Hall 206	x2117
Department of Mathematics and Statistics	Gray Hall 103	x3126
<b>Health and Well-Being Resources</b>	<b>Location</b>	<b>Telephone</b>
Counseling Center	Mary Graydon Center 214	x3500
Disability Support Services	Mary Graydon Center 206	x3315
Jacobs Fitness Center	Bender Arena	x6267
Student Health Center	McCabe Hall, 1st floor	x3380
<b>Career Resources</b>	<b>Location</b>	<b>Telephone</b>
Career Center	Butler Pavilion, 5th floor	x1800
Pre-law resources	Ward Circle Building 270	x6456
Human Resources job page	www.american.edu/hr	x2451
Work-Study, Human Resources	3201 New Mexico, NW, Suite 350	x2451





Map provided courtesy of the Washington Metropolitan Area Transit Authority.



# VI. the nation's capital: your extended campus

While making your college selection, you probably took location into consideration, and in this regard, you've made an excellent choice to attend American University. AU is nestled in residential, northwest Washington, D.C., and the city center is just a few steps away. Washington is one of the most exciting cities in the world. Home to the U.S. governing offices as well as many world-class businesses, attractions, and cultural centers, Washington offers a fast-paced, vibrant setting for your studies, work, and play. While AU offers many services on campus, you should be sure to take advantage of the resources available on your extended campus, the capital city Washington, D.C.

## GEOGRAPHY

The District of Columbia is 67 square miles and divided into four quadrants: northwest, southwest, northeast, and southeast. The U.S. Capitol building marks the center point where the quadrants meet. Numbered streets run north-south. Lettered streets run east-west (there are no J, X, Y, or Z streets), becoming two-syllable names, and then three-syllable names, as you travel farther out from the center. Avenues named for U.S. states run diagonally, often meeting at traffic circles and squares. Since AU is located at 4400 Massachusetts Avenue, NW, you know that you'd need to travel diagonally northwest for 44 blocks from the Capitol to reach campus.

## POPULATION

The population of Washington, D.C., is approximately 588,000, and about 5.4 million people live in the entire metropolitan area. AU's population is about 11,000 split evenly between graduate and undergraduate students, with approximately 3,500 students residing on campus.

Washington is home to an award-winning subway system known as Metro. The Metro system has five lines denoted by color, and serves the majority of the D.C. metropolitan area. The Tenleytown-AU stop (on the Red Line) is located less than a mile from campus (a 15–20 minute walk) and is easily accessible via the university shuttle. See the Metro map on page 68 for further information. Metrobus, the city bus system, also serves American University with several of its many bus routes.

For specific information about schedules, fares, and stops for rail and bus, call Metro at 202-637-7000 or visit [www.wmata.com](http://www.wmata.com), the Washington Metropolitan Area Transit Authority Web site. WMATA offers a Plan Your Trip feature that gives different transportation options for destinations entered.

If your travel plans take you beyond the boundaries of Metro, you can use a taxi service, Amtrak (which is accessible by Metro), or the Greyhound bus line located near Union Station. All three area airports are located in close proximity to the city and can be accessed through the Metrorail and Metrobus systems or through local rail systems. The Super Shuttle is also available for rides from designated pick-up spots to airports during semester breaks and at the end of a semester. For further information on Super Shuttle, call

800-BLUE-VAN (258-3826) or visit [www.supershuttle.com](http://www.supershuttle.com).

### NEIGHBORHOODS

Below you'll find brief descriptions of both large sections of Washington and smaller neighborhoods close to AU. More information, as well as downloadable pamphlets, is available at [www.washington.org](http://www.washington.org), the city's official tourism site.

#### Adams Morgan

One of Washington's most exciting neighborhoods, centered around 18th Street and Columbia Road, NW, Adams Morgan features an array of ethnic restaurants, boutiques, hip specialty stores, and late-night entertainment.

#### Chinatown

Surrounding the world's largest single-span Chinese arch at 7th and F Streets, NW, Chinatown boasts numerous restaurants, the U.S. Mint Museum, the Verizon Center, and the annual Chinese New Year's Day Parade.

#### Downtown Mall

The cultural heart of Washington, the Mall is bordered by the U.S. Capitol, the Smithsonian Institution museum buildings, the Ellipse, the White House, and the Lincoln Memorial. The Washington Monument is the epicenter of the Mall. The Mall is readily accessible on the blue and orange lines of Metro, and many attractions located here are free of

charge, including the Smithsonian museums. Information about the Smithsonian, including the National Zoological Park, can be found at [www.si.edu](http://www.si.edu).

#### Dupont Circle

Dupont Circle, at Connecticut and P Streets, NW, is the hub of a lively neighborhood of Victorian row houses and Beaux Arts mansions. The area features many museums, including the Woodrow Wilson House, Textile Museum, and National Museum of American Jewish Military History. Dupont Circle is also known as a gathering place for many in the GLBT community.

#### Embassy Row\*

Just west of Dupont Circle, along Massachusetts Avenue, lies the highest concentration of the city's 150 international embassies, many of them housed in grand Beaux Arts mansions of the late 19th and early 20th centuries. This neighborhood is a short walk down Massachusetts Avenue away from Ward Circle.

#### Foggy Bottom

This riverfront neighborhood east of Georgetown is home to the John F. Kennedy Center for the Performing Arts, George Washington University, and the Watergate complex. Many federal government buildings are located here as well.

#### Foxhall Square\*

Walking distance from AU's main campus, down New Mexico Avenue, this

center houses a dry cleaner, bank, florist, upscale grocery, and several restaurants.

#### Friendship Heights\*

This area is close to campus and claims some of Washington's finest shopping, including Saks Fifth Avenue, Neiman Marcus, and Lord and Taylor, as well as shopping malls Chevy Chase Pavilion and Mazza Gallerie. Restaurants and movie theatres are also abundant here.

#### Georgetown

Once a thriving colonial port, this charming historic neighborhood, centered on Wisconsin and M Streets, NW, features specialty stores, nightclubs, and intriguing restaurants. Dumbarton House, Tudor Place, the C&O Canal, Old Stone House, and Dumbarton Oaks represent the history of this unique community.

#### Spring Valley\*

Spring Valley is on Massachusetts Avenue near the Washington College of Law. This neighborhood has several restaurants and banks, the closest gas station, a Crate and Barrel, and a grocery store. Spring Valley is served by the AU law school shuttle service.

#### Tenleytown\*

Tenleytown is a small section of D.C. where you'll find the Tenley Campus of American University, as well as the Tenleytown-AU Metro stop. There are also restaurants, movie theatres, grocery stores, video stores, and a 24-hour pharmacy.

## the nation's capital: your extended campus

### Upper Northwest\*

The Woodley Park and Cleveland Park neighborhoods along Connecticut Avenue north of Calvert Street feature a variety of cuisines from around the world as well as interesting local shops. The National Zoological Park, Washington National Cathedral, Rock Creek Park, Hillwood Museum and Gardens, and the Kreeger Museum showcase the diversity of Washington's cultural and natural attractions. This area is also quite close to AU. The cathedral is visible from some parts of campus and is only several blocks away.

### U Street Corridor

The U Street corridor, focused around 14th and U Streets, NW, rivals Adams Morgan for lively nightlife. Accessible from Metro's green line, the neighborhood features many musical venues and cultural landmarks, like popular eatery Ben's Chili Bowl.

\*A neighborhood within close proximity to AU's campus.

### ENTERTAINMENT

Wondering where to go in D.C.? Below is a short list of local theatres, music venues, comedy clubs, pool halls, and bowling alleys all within the city, unless otherwise indicated. This list is not comprehensive, and AU does not endorse any of these venues. They are examples of what

you will find when you head to [www.washingtonpost.com/entertainment](http://www.washingtonpost.com/entertainment).

### Theatres

#### *Arena Stage*

1800 S. Bell Street  
Arlington, VA  
202-488-3300  
[www.arenastage.com](http://www.arenastage.com)

#### *Ford's Theatre*

511 10th Street, NW  
202-347-4833  
[www.fordstheatre.org](http://www.fordstheatre.org)

#### *Kennedy Center for the Performing Arts*

2700 F Street, NW  
800-444-1324 or 202-467-4600  
[www.kennedy-center.com](http://www.kennedy-center.com)

#### *National Theatre*

1321 Pennsylvania Avenue, NW  
800-447-7400 or 202-628-6161  
[www.nationaltheatre.org](http://www.nationaltheatre.org)

#### *Warner Theatre*

13th & E Streets, NW  
202-783-4000  
[www.warnertheatre.com](http://www.warnertheatre.com)

### Sports and Large-Scale Venues

#### *Verizon Center*

601 F Street, NW  
202-628-3200  
[www.verizoncenter.com](http://www.verizoncenter.com)

## the nation's capital: your extended campus

### Small-Scale Venues and Clubs for Musical and Comedy Events

#### *Black Cat*

1811 14th Street, NW  
202-667-4490  
[www.blackcatdc.com](http://www.blackcatdc.com)

#### *DC Improv*

1140 Connecticut Avenue, NW  
202-265-7008  
[www.dcimprov.com](http://www.dcimprov.com)

#### *9:30 Club*

815 V Street, NW  
202-393-0930  
[www.930.com](http://www.930.com)

#### *Rock and Roll Hotel*

1353 H Street, NE  
202-388-7625  
[www.rockandrollhoteldc.com](http://www.rockandrollhoteldc.com)

### Bowling Alleys and Pool Halls

#### *Kokopoli's Billiards*

2305 18th Street, NW  
202-234-2306

#### *Strike Bethesda*

5353 Westbard Avenue  
Bethesda, Maryland  
301-652-0955  
[www.bowlmor.com](http://www.bowlmor.com)

### More Resources

The resources below will also help you know what's going on in the city.

[www.washington.org](http://www.washington.org): the official D.C. tourism site

[www.dc.gov](http://www.dc.gov): the official D.C. government site

[www.thedistrict.com](http://www.thedistrict.com): a commercial site for D.C. attractions, reservations, and events

[www.pheer.com](http://www.pheer.com): a commercial site for metropolitan area shows and concerts

[www.washingotnian.com](http://www.washingotnian.com): the Magazine provides reviews and famed "best-of" lists

[www.dcist.com](http://www.dcist.com): has blogging of D.C. happening, news, city information that is written by D.C. residents

Don't forget your local newspapers: Pick them up *free* in the residence halls and in Mary Graydon Center or visit their Web sites.

[www.theeagleonline.com](http://www.theeagleonline.com): the *Eagle* is American's official student-run newspaper

[www.washingtonpost.com](http://www.washingtonpost.com): the *Washington Post* covers local, national, and world news

[www.washingtoncitypaper.com](http://www.washingtoncitypaper.com): the *City Paper* offers a specialized look at D.C. arts, culture, and news



# VII. university codes, policies, and guidelines



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## A. UNIVERSITY CODES, POLICIES, AND GUIDELINES: CODES

### ACADEMIC INTEGRITY CODE (Academic Regulation 80.00.00)

#### Section I - Standards of Academic Conduct

Academic integrity stands at the heart of intellectual life. The academic community is bound by a fundamental trust that professors and students alike undertake and present their work honestly. As a community of the mind, we respect the work of others, paying our intellectual debts as we craft our own work.

The Academic Integrity Code (“Code”) for American University defines honorable conduct, outlines attendant rights and responsibilities, and describes procedures for handling allegations of academic misconduct.

American University views academic integrity as integral to its mission, treating it as far more than a disciplinary matter: All members of the university must join in educating students about the value of integrity and the ways in which intellectuals acknowledge their debts. In each course, faculty should remind students of the standards of integrity, and faculty may ask students to include with their submissions a signed statement pledging adherence to the Code in completing the assignment.

By enrolling at American University and then each semester when registering for classes, students acknowledge their commitment to the Code. As members of the academic community, students must become familiar with their rights and their responsibilities. In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, examinations of whatever kind,

collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Students are responsible for learning the conventions of documentation and acknowledgment of sources. American University expects students to complete all examinations, tests, papers, creative projects, and assignments of any kind according to the highest ethical standards, as set forth either explicitly or implicitly in this Code or by the direction of instructors.

## Section II - Definition of Academic Integrity Violations

Violating standards of academic conduct is a serious matter subject to discipline. Types of violations are listed and defined below. This section provides explanations and illustrations but does not exhaust the scope of these violations. Academic integrity is not merely a matter of conforming to rules; it must be understood in terms of the broader purposes of a university education.

### A. Violations Adjudicated under the Academic Integrity Code

#### 1. Plagiarism

Plagiarism is the representation of someone else's words, ideas, or work as one's own without attribution. Plagiarism may involve using someone else's wording without using quotation marks—a distinctive name, a phrase, a sentence, or an entire passage or essay. Misrepresenting sources is another form of plagiarism. The issue of plagiarism applies to any type of work, including

exams, papers, or other writing, computer programs, art, music, photography, video, and other media.

#### 2. Inappropriate Collaboration

Inappropriate collaboration occurs when work that the professor presumes is original to the student is in fact the product of collaboration so close that the originality is no longer individual to the student. Professors often expect students to study together, to brainstorm together, and to read and criticize each other's work; group projects also require much collaboration.

However, these forms of appropriate collaboration become inappropriate when the originality of the work is lost. In addition, for many assignments, such as take-home examinations and some homework assignments, professors specifically limit or restrict collaboration, requiring that all of the work is entirely the student's own. Before submitting work, students should clarify with their professors what forms of collaboration are appropriate for that assignment.

#### 3. Dishonesty in Examinations (In Class or Take Home)

Dishonesty or cheating in examinations is the use of inappropriate or unauthorized materials, information, or study aids in a test. Unless the instructor directs otherwise, an examination is assumed to be solely a student's own work. No communication is allowed among students either through voice, written, electronic, or any other form

of transmission, nor are students permitted to consult books, papers, study aids or notes without explicit permission. Dishonesty in examination includes, but is not confined to, copying from another's paper, giving or receiving unauthorized assistance, obtaining unauthorized advance knowledge of questions on an examination, and using mechanical or marking devices or procedures to achieve false scores on machine graded examinations. Specific policies regarding examinations may vary with individual professors.

#### 4. Dishonesty in Papers

Dishonesty in papers covers but is not limited to submitting material obtained from another person or company or purchased from either. All papers and materials submitted for a course must be the student's original work unless the sources are cited.

#### 5. Work Done for One Course and Submitted to Another

This category of violation covers the presentation of the same work in more than one course at any time during a student's academic career without prior consent from both instructors. When incorporating their own past research into current projects, students must cite previous work. This requirement applies even when the work submitted had been originally for a project for another institution. When the previous instructor cannot be consulted, faculty may permit such a submission.

#### 6. Fabrication of Data

Fabrication is the falsification, distortion, or invention of any information or citation in academic work. Examples include, but are not limited to, inventing a source, deliberately misquoting, or falsifying numbers or other data.

#### 7. Interference with Other Students' or Scholars' Work

Interference with the work of others covers but is not limited to acts that deny others access to scholarly resources, or deliberately impede the progress of another student or scholar. Examples include sabotaging laboratory experiments or research, giving misleading information, knowingly deceiving other members of a project team or group, disrupting class work, making library material unavailable to others, or altering the computer files of another.

#### 8. Bribes, Favors, and Threats

Students may not bribe, offer favors to, or threaten anyone with the purpose of affecting a grade or the evaluation of academic performance.

#### 9. Other Academic Misconduct

No specific set of rules or definitions can embrace every act of academic misconduct. A student who employs any form of academic deceit has violated the intellectual enterprise of the university.

## B. Violations Adjudicated Elsewhere

### 1. Copyright Violations

Copyright laws must be observed. These laws govern practices such as making use of printed and electronic materials, duplicating computer software, photoduplicating copyrighted materials, and reproducing audio visual works. The Student Conduct Code prohibits theft and the unauthorized use of documents and requires adherence to local, state, and federal law. These provisions will be enforced through the Student Conduct Code.

## Section III - Adjudication of Academic Integrity Offenses

### A. Jurisdiction

1. The Academic Integrity Code applies to all students enrolled at American University, except students at the Washington College of Law ("WCL"). WCL has a separate Honor Code and process for handling academic misconduct.

2. In cases where a combination of violations of academic and nonacademic regulations is alleged, students are subject both to the Academic Integrity Code and the Student Conduct Code.

3. Most charges of Academic Integrity Code violations are brought by the university faculty. Staff, students or others wishing to bring charges must identify themselves and work through the faculty member in whose course or academic activity the alleged Code vio-

lation has occurred. In unusual circumstances, students, staff, or others may bring suspected charges to the dean's office. At the discretion of the dean, the dean's office may initiate charges.

4. Each major teaching unit ("School or College") will have an Academic Integrity Code Administrator ("AIC Administrator") designated by the dean to manage the adjudication process. An AIC Administrator is usually a member of the dean's staff.

5. To advise the dean in evaluating certain charges and determining actions to be taken, each School or College has an Academic Code Review Panel ("Panel") with a minimum of two faculty and one student. The Panel may be a standing or ad hoc committee of the major teaching unit.

### B. The Adjudication Process

The adjudication process assigns specific roles and jurisdiction to the faculty and to the dean's office.

#### 1. Faculty Jurisdiction

When convinced that a possible violation was an honest mistake rather than purposeful dishonesty, a faculty member may use the occasion to educate the student about acceptable standards for academic work. In such cases, the faculty member could, for example, require the student to rewrite or correct the original assignment, or to submit a substitute assignment. A faculty member may not, however, fail or level other

grading penalties against the student for the assignment or for the course, but must send the case to the dean when seeking these sanctions. Referring the case to the dean's office ensures that the student receives due process for potential disciplinary action and allows the university to check for repeat offenses.

In all cases, the faculty member is encouraged to consult with the AIC Administrator, who can provide guidance on the Code and can help evaluate and locate evidence of a possible violation.

#### 2. Administrative Jurisdiction

In all other circumstances, when the faculty member believes that a case may be due to purposeful dishonesty, the following procedures will be observed:

a. Faculty members reporting an allegation of dishonesty to the AIC Administrator should do so normally within 10 business days from the date of discovery of the alleged dishonesty, supported by appropriate documentation.

b. At their discretion, faculty members may discuss the alleged misconduct with the student before the case is adjudicated. Faculty members, however, may not submit grades for the work in question or for the course until the case has been adjudicated. If the semester grades must be submitted

before the adjudication process is complete, the faculty member should consult with the AIC Administrator about the proper grade notation.

c. After consulting with the faculty member, the AIC Administrator will promptly notify the student of the charge in writing and will arrange to discuss the charge with the student at a preliminary meeting. The AIC Administrator also will report the complaint to the chair of the department in which the alleged violation occurred. If the student is a member of another teaching unit, the AIC Administrator also will report the complaint to the student's dean.

d. At the preliminary meeting, the student will be presented with the charge and the evidence, advised of the Code procedures, apprised of sanction options, and given the opportunity to respond. Either at the meeting or within five (5) business days, the student must submit a written statement that (i) accepts or denies responsibility for the charge, (ii) explains what occurred and why, and (iii) elects to resolve the case through a decision by the AIC Administrator or through a Panel hearing. The student's signed statement will become additional evidence in the case. If the student fails to attend this preliminary meeting, the AIC Administrator may proceed with the process as appropriate.

e. By electing a decision by the AIC Administrator, students waive the right to a hearing before the Panel. The AIC Administrator will arrange a meeting as soon as possible. If both the student and the AIC Administrator agree, a preliminary meeting may proceed directly into the next phase of adjudication. If the issue cannot be resolved in one meeting, the AIC Administrator may request additional meetings with the student.

f. The AIC Administrator may refer the case to a panel for decision, even if the student has elected decision by the AIC Administrator.

### 3. Decision by AIC Administrator

a. If the AIC Administrator adjudicates the case, the AIC Administrator will impartially gather evidence from the student, the complainant, and other appropriate parties and sources.

b. The AIC Administrator will review the evidence and findings with the student. The student will have an opportunity to respond to the evidence and may call witnesses. If the student fails to attend any part of this phase of the case, the AIC Administrator may proceed as appropriate.

c. At the conclusion of the process, the AIC Administrator will submit a written recommendation with supporting rationale for the findings and sanctions to the dean of the major teaching unit in which the alleged offense occurred.

d. The dean may affirm or modify the AIC Administrator's recommendation or remand the case with instructions for further action. The dean's decision is final and may not be appealed unless the sanctions include a permanent notation to the student's academic record (III.C.2.b-d).

### 4. Academic Code Review Panel

The following procedures will be observed by the Academic Code Review Panel:

a. Upon determining that a case should proceed to a Panel, the AIC Administrator will convene a Panel, convey the charge and the evidence, give guidance about the hearing process, and serve as a resource during the panel proceedings. The AIC Administrator may remain present during the Panel's closed sessions. A faculty member will chair the Panel proceedings.

b. All Panel hearings will be closed to the public.

c. All Panel decisions related to the hearing process are by majority vote.

d. In cases in which a Panel member has a conflict of interest, the member will be excused from participation and replaced by a new member.

e. The student charged will have the opportunity to answer the charges.

f. The faculty member making the charge should be given the opportunity to be present or available to support the charge.

g. Witnesses may be called by the parties or by the Panel. The Panel may limit the number of witnesses for such reasons as redundancy or irrelevancy. Witnesses will be excluded from the hearing until testimony is to be presented. All parties present may question the witnesses.

h. During the proceeding and prior to the Panel's closed session, any relevant party may submit evidence or suggest an appropriate sanction.

i. At the end of the hearing, the Panel will meet in closed session and decide whether the student is responsible for the Code violation.

j. If the student is found responsible, the Panel will proceed to the sanction phase, at which point the AIC Administrator will disclose the student's prior record of academic violations, if any.

k. The Panel will submit a written recommendation with supporting rationale for its findings and sanctions to the dean of the major teaching unit in which the alleged offense occurred.

l. The dean may affirm, modify, or reject the Panel's recommendation. The dean's decision is final and may not be appealed unless the sanctions include a

permanent notation of the AIC violation to the student's academic record (III.c.2.b-d).

### 5. Other Adjudication Issues

a. The standard of proof for any instance of academic dishonesty will be clear and convincing evidence—a measure of proof that produces a firm belief in the allegations presented. It is more than the standard of “preponderance of the evidence” and less than the standard of “beyond a reasonable doubt.”

b. If the student fails to attend any scheduled meeting, the time and place of which have been made known in advance, the Panel or the AIC Administrator may hear the case in the student's absence.

c. Because the purpose of this adjudication process is to provide a fair review of alleged violations of this Code rather than a formal legal proceeding, participation of persons acting as legal counsel is not permitted.

d. A student may be accompanied by a supporter throughout the process. The supporter's role is limited to personal consultation. The supporter may not represent the student, speak in adjudication meetings or hearings, or question witnesses. The supporter must be a current American University student, faculty, or staff member who is not involved in the alleged violation.

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e. All participants must provide truthful testimony. Participants who fail to do so may be subject to disciplinary charges.

f. Any participant whom the AIC Administrator deems disruptive to the adjudication process will be removed from the proceedings for their duration.

### C. Sanctions

1. Violations of the Academic Integrity Code will be treated seriously, with special attention to repeat offenders. In assigning a sanction, the dean will take into account the seriousness of the offense, the particular circumstances of the case, and the student's class year (freshman, sophomore, graduate, and so on). Cases involving repeat offenders or especially serious offenses will result in suspension or dismissal in combination with other sanctions.

2. Sanctions for an AIC violation may include one or more of the following:

a. A failing grade of F or ZF for the course in which the offense occurred.

b. A failing grade of F or ZF for the course in which the offense occurred. A notation of the Code violation will be entered on the student's permanent record.

c. Suspension for one (1) or more academic terms, including the term in which the offense occurred. A notation of the Code violation will be entered on the student's permanent record.

d. Dismissal (for a specified term or permanently) from the university. A notation of the Code violation will be entered on the student's permanent record.

e. Other sanctions as appropriate, including, for example, remedial work, a lower course grade, and so on.

3. Before implementing sanctions, the dean may consult with the faculty member, the student's dean, and other relevant university officials or parties. For sanctions applied to a student enrolled in another major teaching unit, the dean handling the case will seek concurrence of the student's dean before implementing sanctions. Concurrence need not be sought if the student is a double major.

4. For suspensions and dismissals, the appropriate academic action will be taken by the dean of the major teaching unit to which the student belongs.

5. Withdrawal is not permitted either from a course in which a suspected AIC infraction has been discovered or from the university in such instances. No refund or cancellation of tuition or fees will be permitted in such cases.

6. Students receiving a failing grade for a course due to a Code violation will not be eligible to receive Freshman Forgiveness for that course.

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### D. Notifications and Appeals

1. The dean or the AIC Administrator will notify the student in writing of the findings and sanction, if any. The results of the case will be shared with other university officials determined to have a legitimate need to know in accordance with the Confidentiality of Student Records policy.

2. In cases concerning notation to the permanent record, students will be notified in writing of their right of appeal. Appeals must be made in writing to the Provost within ten (10) business days after the date of written notice is delivered to the address on record for the student. Appeals are limited to the following grounds: new evidence that was not available at the time of the adjudication of the case and that may affect the outcome of the case, improper procedure that materially and adversely affected the earlier outcome of the case, and excessive sanction. Appeals will be reviewed by the Provost who may consult the written record of the case, the appeal request, and any person involved in the adjudication process or other appropriate party. The Provost may affirm, modify, or remand the case to the dean with instructions for further action. The Provost's decision is final.

3. The implementation of a suspension or dismissal will be deferred while an appeal is pending, unless the Provost finds that the continued presence of the student on campus poses a substantial

threat to himself or herself, to others, or to the stability of normal university functions. During the appeal a restriction will be placed on the student's record that will prevent registration for classes or requests for transcripts.

E. Suspension and Dismissal  
The decision as to whether suspension or dismissal is appropriate depends on the circumstances of each case.

1. Suspension is effective for not less than the session in which action is taken or for not more than one calendar year. The length of a suspension will be specified at the time the action is taken. A suspended student is ordinarily entitled to resume studies in the same School or College at the end of the suspension provided the student has satisfied all requirements that were imposed by the dean.

2. Dismissal is reserved for serious violations of rules and regulations, and when circumstances indicate that a student's association with the university should be terminated in the interests of maintaining the standards of behavior and conduct normally expected in a university community. A student who has been dismissed but who has not been denied the privilege of returning to the university may apply for readmission after one calendar year. The calendar year begins on the final day of the session during which the dismissal was implemented. Readmission applications are evaluated based on the total record of the student and consistent

with the admission practices in effect at the time of application. A readmitted student is governed by the academic requirements in effect at the time of readmission.

#### Section IV - Records of Disciplinary Actions

A. When a case is referred an academic disciplinary file will be created.

1. If the case results in a finding of “not responsible,” the file will be voided. A voided file will be so marked, will not constitute academic disciplinary records, and will not be kept with the student’s academic files. Voided files that are retained will be for administrative purposes.

2. If the case results in a “responsible” finding, the file will be retained as an academic integrity disciplinary record.

3. The dean’s office will maintain voided files and most academic disciplinary files for five (5) years after the student’s last registration at American University. If sanctions become part of the student’s permanent record, the record and files will be maintained indefinitely by both the dean’s office that handled the case and the University Registrar.

B. Records relating to the Code adjudication process are subject to university regulations concerning the confidentiality of student records. Upon written request, students may access their records in accordance with the

Confidentiality of Student Records Policy.

#### Section V – Interpretation

The Provost or the Provost’s designee is the final interpreter of the Academic Integrity Code.

*Senate action and provost approval, October 1990. Effective Spring 1991. Reprinted in Fall 1996, with revisions approved by Senate and provost 1994. Revised 2007; Senate action and provost approval, April 2007.*

#### STUDENT CONDUCT CODE

##### Preamble

The central commitment of American University is to the development of thoughtful, responsible human beings in the context of a challenging yet supportive academic community. (American University, *Statement of Common Purpose*)

To achieve its ends, an academic community requires the knowledge, integrity, and decency of its members. In turn, the community helps individuals develop habits and values that will enable them to achieve personal satisfaction and to contribute to a better world. This Student Conduct Code is designed to benefit the American University community and to assist in forming the highest standards of ethics and morals among its members. It fosters the university’s commitment to excellence and equity and affirms the shared values that make community

life possible. Students with alleged violations of the Student Conduct Code should contact Student Conduct and Conflict Resolution Services to receive further information on disciplinary procedures.

#### I. Authority for Student Discipline

Ultimate authority for all university policy is vested in the Board of Trustees of American University. Nonacademic disciplinary authority has been delegated by the president to the vice president of campus life to implement student conduct policies and take all necessary and appropriate action to protect the safety and well-being of the campus community.

The Board of Trustees reserves the right to review, and to take any action it deems necessary, in any disciplinary case. In practice, the resolution of nonacademic disciplinary cases may involve an array of university administrators and committees of students, staff, and faculty. Students are asked to assume positions of responsibility in the university judicial system in order to contribute their skills and insights to the resolution of disciplinary cases. The university reserves the right to amend this Student Conduct Code at any time according to established procedures.

#### II. Responsibilities and Rights

A. Every student has a duty to understand and abide by the rules and regulations of the university. Ignorance of a rule or regulation will not be an acceptable defense. Students accused of disciplinary violations are entitled to the following procedural protections:

1. to be informed of the charges against them;
2. to request an informal resolution of the case;
3. to be allowed reasonable time to prepare a defense;
4. to hear and respond to evidence upon which a charge is based;
5. to call relevant witnesses and question the witnesses who testify at disciplinary hearings;
6. to be assured of confidentiality according to the terms of the university policy on confidentiality;
7. to request that any person conducting a disciplinary conference, or serving as a Conduct Council member or hearing officer, be disqualified on the grounds of personal bias;
8. to be provided with an opportunity to review these rights before any disciplinary conference or hearing;

9. to be considered not responsible for the charges until found responsible by a preponderance of evidence;

10. to have reasonable access to the case file prior to and during the disciplinary conference or hearing.

### III. Jurisdiction

The Student Conduct Code (“Code”) is the university’s policy for nonacademic conduct offenses and applies to all students, student groups, and student organizations at American University, including students at the Washington College of Law (“WCL”). However, alleged infractions of prohibited conduct by WCL students will not be subject to the resolution mechanism described in this policy, but will be processed within the WCL judicial system.

The university retains jurisdiction over alleged infractions that occur during a student’s matriculation or attendance at the university, including winter, spring, and summer breaks and periods of leave of absence from the university. Therefore, a hearing may be scheduled after a student has completed a program, withdrawn, or graduated from the university. Generally, the university will take disciplinary action for on-campus infractions of the Code. However, the university may take disciplinary action for off-campus infractions of the Code when a student’s behavior threatens or endangers the safety and well-being of the campus community. The university

may take action against a student who is the subject of a violation of local, state, or federal law.

### IV. Violations of Law and University Regulations

Students may be accountable both to civil authorities and to the university for acts that constitute violations of law and of this Code. Disciplinary action at the university will normally proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

### V. Definitions

A. “Aggravated violation”—a violation that resulted or could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal university or university sponsored activities.

B. “Consent” —words or conduct indicating a freely given agreement to have sexual intercourse or to participate in sexual activities. Sexual contact will be considered “without consent” if no clear consent, verbal or nonverbal, is given; if inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent.

C. “Disciplinary conference”—a forum in which a hearing officer meets with a student to adjudicate an alleged violation of the Code.

D. “Disciplinary hearing”—a forum in which a panel of the Conduct Council meets with a student to adjudicate an alleged violation of the Code.

E. “Disorderly”—conduct which a reasonable person under similar circumstances should be expected to know would disturb the peace.

F. “Group”—persons who are associated with each other but who have not complied with university requirements for recognition as an organization.

G. “Harassment”—an intimidating, hostile, or coercive act which is intentional or persistent.

H. “Hearing officer”—any student, staff, or faculty member who conducts disciplinary conferences or disciplinary hearings as set forth in Sections XIV and XV of this Code.

I. “Institution” and “university”—American University and all of its undergraduate and graduate departments and programs.

J. “Organization”—an association of persons that has met university requirements for formal recognition.

K. “Preponderance of evidence”—a measure of proof that a reasonable person would accept as “more likely than not” that a fact is true or an incident occurred.

L. “Reckless”—conduct which a reasonable person under similar circumstances should be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal university or university sponsored activities.

M. “Relevant”—related to the charges at hand. Relevant information may be excluded by a hearing officer during a disciplinary conference or hearing if it is unfairly prejudicial.

N. “University premises”—buildings and grounds owned, leased, operated, controlled, or supervised by the university.

O. “University sponsored activity”—any activity on or off university premises that is specifically initiated or supervised by the university.

P. “Weapon”—firearms, fireworks, explosives, metal knuckles, knives, or any other instrument designed or used to inflict injury to person or property.

**VI. Prohibited Conduct**

This Code is not written with the specificity of a criminal statute, nor is it intended to cover every instance of potentially prohibited conduct. American University expects its students, wherever they are, to adhere to high standards of honor and good citizenship and to conduct themselves in a responsible manner that brings credit to themselves and the university. The following misconduct is subject to disciplinary action:

- A. physical abuse of any person, including, but not limited to, physical assault with bodily injury;
- B. conduct which threatens or endangers the health or safety of any person;
- C. conduct of a sexual nature, including, but not limited to, sexual contact or physical exposure directed at another person(s) without consent;
- D. using, possessing, distributing, or manufacturing a weapon, or possessing any object produced as a weapon;
- E. arson;
- F. unauthorized possession, use, manufacture, distribution, and/or sale of any controlled substance or illegal drug and illegal drug paraphernalia;
- G. violation of university policies pertaining to the sale, distribution, use, or possession of alcohol;

H. violation of local, state, or federal law;

I. intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency;

J. theft of property or services or knowingly possessing stolen property;

K. harassment or intimidation;

L. in university matters not covered by the Academic Integrity Code: dishonesty; misrepresentation; fraud; forgery; or knowingly using false information, documents, or instruments of identification;

M. intentionally or recklessly destroying or damaging university property or the property of others;

N. entry, attempt to enter, or remaining without authority or permission in any university office, residence hall room, university sponsored event, or university premises;

O. tampering with, or unauthorized or fraudulent use of, campus telephone equipment, telephone credit cards, or access codes;

P. abuse of university computer equipment, networks, systems, or services;

Q. intentionally or recklessly interfering with normal university or university

sponsored activities, including, but not limited to, studying, teaching (including class sessions and office hours), research, university administration; or fire, police, or emergency services;

R. disorderly conduct or interfering with the rights of others;

S. illegal gambling or gaming, as defined by state or federal law;

T. willfully failing to comply with the directions of university officials, including public safety officers or housing staff members, acting in performance of their duties;

U. unauthorized use of the university's corporate name, logo, or symbols;

V. unauthorized soliciting or canvassing by any individual, group, or organization;

W. violations of other published non-academic university regulations or policies, including, but not limited to, policies related to discrimination and discriminatory harassment, sexual harassment, computer use, the residence halls, hazing, and amplification of sound;

X. attempting to engage in any of the above prohibited conducts;

Y. violating the terms of any disciplinary sanction imposed in accordance with this Code;

**VII. Standards of Classroom Behavior**

Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from class or dismissal on disciplinary grounds may include interim suspension, as set forth in Section IX, and must be preceded by a disciplinary conference or hearing, as set forth in Sections XIV and XV of this Code. Academic dishonesty allegations are processed in accordance with procedures set forth in the Academic Integrity Code (Academic Regulations §80.00.00). Students will be subject to both the Student Conduct Code and the Academic Integrity Code in cases where there is a combination of alleged violations of academic and non-academic regulations.

**VIII. Student Groups and Organizations**

Student groups and organizations may be charged with violations of this Code, as described below:

A. A student group or organization and its officers may be held collectively and individually responsible when violations of this Code by those associated with the group or organization have received the consent or encouragement of the group or organization or of the group's or organization's leaders or officers.

B. The officers or leaders or any identifiable spokesperson for a student group or organization may be ordered by the director of Student Conduct and Conflict Resolution Services to take appropriate action designed to prevent or end violations of this Code by the group or organization. Failure to make reasonable efforts to comply with the director's order shall be considered a violation of this Code, both by the officers, leaders, or spokespersons for the group or organization and by the group or organization itself.

C. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions.

D. Student organizations, including fraternities and sororities, may appoint panels or boards to mediate disputes and enforce association bylaws.

Decisions or recommendations by such panels or boards do not constitute official action by the university.

### IX. Interim Suspension

The dean of students or designee may suspend a student from the university for an interim period pending disciplinary or criminal proceedings or medical evaluation regarding behavior relevant to such proceedings. The interim suspension will be effective immediately without prior notice whenever there is evidence that the continued presence of the student at

the university poses a substantial and immediate threat to him or herself, to others, or to the stability and continuance of normal university functions. Interim suspension excludes students from university premises and other privileges or activities. A student suspended on an interim basis will be given a prompt opportunity to appear personally before the dean of students or designee in order to discuss the following issues only: (a) the reliability of the information concerning the student's conduct, including the matter of identity; (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on university premises poses a substantial and immediate threat to him or herself, to others, or to the stability and continuance of normal university functions.

### X. Conduct Council

The Conduct Council will consist of students, faculty, and staff selected by the director of Student Conduct and Conflict Resolution Services and appointed by the dean of students with the approval of the vice president of campus life. Candidates for selection and appointment to the Conduct Council will be nominated by the Student Government, Residence Hall Association, Graduate Leadership Council, Faculty Senate, and Staff Council. In addition, students, faculty, and staff may apply to become members of the Conduct Council by contacting the Student Conduct and

Conflict Resolution Services office. The director of Student Conduct and Conflict Resolution Services is responsible for training and providing administrative support to the Council. Among other duties, members of the Conduct Council will sit on hearing panels designed to resolve allegations referred for a hearing in accordance with Section XV of this Code.

A. The director of Student Conduct and Conflict Resolution Services will select a hearing panel from the Conduct Council comprised of five (5) persons: three (3) students, one (1) faculty member, and one (1) staff member.

B. An ad hoc hearing panel of the Conduct Council may be established by the director of Student Conduct and Conflict Resolution Services or designee whenever a five (5) person hearing panel cannot be constituted, or is otherwise unable to hear a case. An ad hoc Conduct Council hearing panel will be composed of a minimum of one (1) faculty member, one (1) student member, and one (1) staff member of the Conduct Council.

C. Both the findings and the sanctions determined by Conduct Council hearing panels are recommendations to the dean of students, who will render a decision.

D. Members of the Conduct Council who are charged with any violation of

this Code, other university policies, or a criminal offense may be temporarily suspended from their positions by the director of Student Conduct and Conflict Resolution Services while charges against them are pending. Members found responsible for any such violation or offense may be disqualified from any further participation in the university judicial system.

Additional grounds and procedures for removal may be established by the director of Student Conduct and Conflict Resolution Services.

### XI. Advisors

At their own discretion, complainants and respondents may be advised by an American University student, faculty, or staff member. The role of advisors is limited to consultation. While advisors may be present at disciplinary conferences or hearings, they may not address hearing bodies, speak in disciplinary proceedings, or question witnesses. Because the purpose of this disciplinary process is to provide a fair review of alleged violations of this Code rather than a formal legal proceeding, participation of persons acting as legal counsel is not permitted.

### XII. Standards of Due Process

Students who may be subject to dismissal, suspension, or removal from university housing will be referred to a disciplinary hearing, as specified in Section XV of this Code. Students who may be subject to lesser sanctions

for nonacademic misconduct will be referred to a disciplinary conference, as set forth in Section XIV of this Code. Formal rules of evidence will not be applied, nor will deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a student respondent or the university may result.

### **XIII. Procedures for Case Resolution**

A. Mediation is encouraged as an alternative means to resolve some disciplinary cases. The director of Student Conduct and Conflict Resolution Services will determine if mediation is appropriate. The director, at his or her discretion, may decline to process a complaint until the parties in a nonacademic misconduct case make a reasonable attempt to achieve a mediated settlement. To be binding in a disciplinary case, any mediated settlement must be approved by the director of Student Conduct and Conflict Resolution Services.

If mediation fails, the case will be forwarded for a disciplinary conference.

B. Any American University student, faculty, or staff member may refer a student, student group, or organization suspected of violating this Code to the director of Student Conduct and Conflict Resolution Services. Those referring cases are normally expected to serve as the complainant and to present relevant evidence in hearings or disciplinary conferences.

The complainant may request the assistance of an advisor, as set forth in Section XI of this Code. A written complaint must be filed with the director of Student Conduct and Conflict Resolution Services within 15 days (excluding weekends, official university holidays, winter and spring breaks) of the occurrence or discovery of the alleged infraction(s).

Complainants filing cases after the 15-day filing period may request in writing an extension of the filing period from the director of Student Conduct and Conflict Resolution Services. Requests for waivers of the filing period may be made up to one major semester (fall or spring) after the date of discovery of the alleged incident. In such cases, the director will evaluate whether a reasonable person might be justified in filing after the 15-day period due to the nature of the charges alleged. The deadline for filing a case will also be extended if there is an alleged violation of the university's discrimination and discriminatory harassment policy, sexual discrimination and harassment policy, and whistleblower policy. In such cases, the complainant will have one year from the date of discovery to file a complaint as set forth in these policies.

C. The director of Student Conduct and Conflict Resolution Services will conduct a preliminary review to determine whether the alleged misconduct, if proved, might result in dismissal, suspension, or removal from university

housing. Students who may be subject to removal from university housing, suspension, or dismissal, will be entitled to a disciplinary hearing before a Conduct Council panel. Students who are unlikely to be subject to removal from university housing, suspension, or dismissal will be referred to a disciplinary conference with a hearing officer, as set forth in Section XIV of this Code.

D. Students referred for a disciplinary hearing by the director of Student Conduct and Conflict Resolution Services may elect to have their cases resolved in a disciplinary conference in accordance with Section XIV of this Code. Such an election must be in writing, affirming that the student is aware a hearing is being waived. The full range of sanctions may be imposed, including removal from university housing, suspension, or dismissal from the university. Both the findings and the sanctions determined by the hearing officer will be regarded as recommendations to the dean of students in the case of removal from university housing, suspension, or dismissal.

E. Hearing panel members, hearing officers, complainants, and respondents will have the right to question relevant witnesses who testify at disciplinary hearings.

F. The university may withhold awarding a diploma or degree otherwise earned until the completion of the process as set forth in this Code,

including the completion of all sanctions imposed, if any. Withholding of a diploma or degree means the withholding of a diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

### **XIV. Procedures for Disciplinary Conferences**

Students accused of nonacademic offenses that will likely result in penalties less than removal from university housing, suspension, or dismissal are subject to a disciplinary conference with a hearing officer. The director of Student Conduct and Conflict Resolution Services or designee will serve as the hearing officer and conduct the disciplinary conference. Any party may challenge a hearing officer on the ground of personal bias. The hearing officer may be disqualified by the director of Student Conduct and Conflict Resolution Services or the dean of students. The hearing officer will make inquiries into evidence if necessary to ensure a just outcome of the case. Respondents who fail to appear after proper notice will be deemed to have pled no contest to the charges pending against them. Nonetheless, the complainant will be required to file a case that meets the standard of a preponderance of evidence. In complex cases, the director of Student Conduct and Conflict Resolution Services, at his or her discretion, may refer the case to a disciplinary conference board. Conference board members will be

selected by the director. The board will consist of one hearing officer and two Conduct Council members, including at least one student.

Decisions of the disciplinary conference board are determined by majority vote and are final. The director of Student Conduct and Conflict Resolution Services will review all disciplinary conference decisions to ensure their procedural integrity and consistency with the outcomes of prior judicial cases. In cases where the director of Student Conduct and Conflict Resolution Services serves as the hearing officer, the dean of students will conduct the review.

The following procedural protections are provided to respondents in disciplinary conferences:

- A. written notice of the specific charges at least three business days prior to the scheduled conference with additional time at the director's discretion;
- B. reasonable access to the case file prior to and during the conference;
- C. an opportunity to respond to the evidence;
- D. a right to be accompanied by an advisor, as provided in Section XI of this Code

#### **XV. Procedures for Disciplinary Hearings**

Students accused of nonacademic offenses that will likely result in sanctions such as removal from university housing, suspension, or dismissal are subject to a disciplinary hearing convened by a hearing officer before Conduct Council members.

A. The director of Student Conduct and Conflict Resolution Services or designee will serve as the hearing officer and conduct the hearing. He or she may participate in hearing panel deliberations and discussions but cannot vote. The hearing officer is responsible for final decisions on all procedural issues and may modify hearing procedures, if necessary, to ensure a fair and expedient administration of the hearing.

B. The director of Student Conduct and Conflict Resolution Services will give respondents notice of the hearing date and the specific charges against them at least five business days in advance of the hearing. Respondents will be accorded reasonable access to the case file, which will be retained in the office of the director of Student Conduct and Conflict Resolution Services.

C. Respondents who fail to appear after proper notice will be deemed to have pled no contest to the charges pending against them. Nonetheless, the complainant will be required to present a case that meets the standard of a preponderance of evidence.

D. All hearings are closed to the public unless parties mutually request that a hearing be open to the public. The hearing officer will ordinarily honor such requests unless there are overriding interests to have the hearing closed (e.g., to protect the identity of a sexual harassment victim). Even in a public hearing, the hearing panel may limit the number of observers based on the physical limitations of the hearing room.

E. The hearing officer will exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the accused student, who disrupts a hearing may be excluded by the hearing officer.

F. The university will make audio recordings of hearings. A transcript of the hearing will be provided, upon written request by the respondent, who must pay for the cost of the transcript service.

G. Any party may challenge a panel member or the hearing officer on the grounds of personal bias. Hearing panel members may be disqualified by the hearing officer. A hearing officer may be disqualified by a majority vote of the members of the hearing panel. Votes will be taken by secret ballot.

H. Witnesses will be asked to affirm that their testimony is truthful and may be subject to charges of violating

this Code by intentionally providing false information to the university.

I. Witnesses, other than the complainant and the respondent, will be excluded from the hearing except when providing testimony to the hearing panel. All parties, the witnesses, and the public will be excluded during panel deliberations, which will not be recorded or transcribed.

J. The charges against the respondent must be established by a preponderance of evidence.

K. Formal rules of evidence will not be applicable in disciplinary proceedings conducted pursuant to this Code. The hearing officer will abide by the rules of confidentiality and privilege, but will admit all other matters into evidence which are relevant. The respondent may challenge the relevance of evidence. Irrelevant or unduly repetitious evidence may be excluded by the hearing officer.

L. Complainants and respondents will be accorded an opportunity to ask relevant questions of witnesses who testify at the hearing.

M. Affidavits will be admitted into evidence only if signed by the affiant and witnessed by the director of Student Conduct and Conflict Resolution Services or designee.

N. A determination of responsibility will be followed by a supplemental proceeding in which either party may submit relevant evidence or make relevant statements concerning the appropriate sanction to be imposed. The past disciplinary record of the respondent will be supplied to the panel only during the supplementary proceeding.

O. Any determination of responsibility by majority vote of the hearing board will be supported by written findings, which will be placed in the case file and made available to the student respondent before a final decision is rendered by the dean of students.

#### **XVI. Sanctions**

Sanctions for violating provisions, including, but not limited to (a) through (l) in Section VI of this Code may result in removal from university housing, suspension, or dismissal from the university. Repeated or aggravated violations of any part of this Code may also result in removal from university housing, suspension, or dismissal. Significant mitigating or aggravating factors will be considered when sanctions are imposed, including the present demeanor and past disciplinary record of the offender, the nature of the offense, and the severity of any damage, injury, or harm resulting from it. Sanctions which may be imposed in accordance with this Code include, but are not limited to:

A. “Warning”—notice, oral or written, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

B. “Censure”—a written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

C. “Disciplinary Probation”—status assigned for a designated period of time, during which any other violation of the Code may result in removal from university housing, suspension, or dismissal from the university.

Students on disciplinary probation may not hold or run for any elected or appointed positions. Additional conditions appropriate to the violation may be imposed.

D. “Restitution”—repayment of the direct cost to the university for damages resulting from a violation of this Code.

E. “Removal from University Housing”—denial of housing privileges.

F. “Suspension”—exclusion from university premises and other privileges or activities as set forth in the suspension notice. This action will be permanently recorded on the student’s academic transcript.

G. “Dismissal”—permanent termination of student status and exclusion from university premises, privileges, and activities. This action will be permanently recorded on the student’s academic transcript.

H. “Revocation of Degree”—rescinding a student’s degree awarded by the university.

I. “Other Sanctions”—other sanctions may be imposed instead of or in addition to those specified in sections (A) through (H) of this section. Service or research projects may be assigned.

#### **XVII. Appeals**

Any disciplinary determination arrived at through a disciplinary hearing and resulting in removal from university housing, suspension, or dismissal may be appealed to the vice president of campus life by the respondent in keeping with the following provisions:

A. The appeal must be in writing and delivered to Student Conduct and Conflict Resolution Services within seven business days after the notice of removal from university housing, suspension, or dismissal is delivered to the address on record for the student in the Office of the Registrar.

B. Appeals will be reviewed by an appellate board of the Conduct Council to determine their viability. The appellate board will consist of one student, one faculty member, and one

staff member selected from the Conduct Council by the director of Student Conduct and Conflict Resolution Services. The appellate board will be constituted of members who did not serve on the original hearing board. The appellate board will meet as soon as possible after the appeal is received.

C. The appellate board will determine viability based on whether there is new information that significantly alters the finding of fact, evidence of improper procedure, findings that are against the weight of the evidence, or excessive sanctions. Only when deemed viable will the appeal be forwarded to the vice president of campus life for review and decision. Decisions of the appellate board about the viability of the appeal are determined by majority vote and are final.

D. The appellate board may deny the request for appeal and affirm the findings of the dean of students or grant the request for appeal and forward its recommendations to the vice president of Campus Life.

E. Appeals will be decided based on the report filed by the hearing officer and the appellate board, the respondent’s written statement, and any written response or memoranda prepared by university officials. All written materials considered by the appellate board and vice president of Campus Life will be subject to inspection by

the respondent. The respondent may request an opportunity to discuss the written materials in person with the vice president of campus life. New hearings will not be conducted on appeal. Decisions rendered by the vice president of Campus Life are final.

F. The following standards will apply when appeals are considered by the vice president of Campus Life:

1. Sanctions may be reduced only if found to be substantially disproportionate to the offense.
2. Cases may be remanded for rehearing only if specified procedural errors or errors in interpretation of university regulations were so substantial as to deny the student a fair hearing, or if new and significant evidence becomes available that could not have been discovered by a properly diligent student before or during the original hearing.
3. Cases may be dismissed if the finding is held to be unsupported by the evidence.

G. The imposition of sanctions will be deferred while an appeal is pending, unless, in the discretion of the vice president of Campus Life, the continued presence of the student in the residence halls or on the campus poses a substantial threat to him or herself, to others, or to the stability and continuance of normal university functions.

### **XVIII. Disciplinary Records**

Disciplinary records maintained by Student Conduct and Conflict Resolution Services are expunged after five years from the date of the letter providing notice of final disciplinary action. Records for students who are suspended, dismissed, or otherwise withdrawn for disciplinary reasons are maintained indefinitely. Access to disciplinary records is provided in accordance with the Family Educational Rights and Privacy Act of 1974, as amended. See also the Confidentiality of Student Records policy for additional information. A student may request verification of disciplinary records by providing written authorization to release the records. Expunged records may be retained by the university for two (2) additional years solely to comply with federal law.

*Senate Action, April 1999. President and provost approval, June 1999. Effective summer 1999. Amended and approved by president, March 2007.*

### **RESIDENCE HALL REGULATIONS**

These are implementing regulations, based on American University's Student Conduct Code, and are incorporated as an addendum to that document. Violations of these regulations may result in referral to Student Conduct and Conflict Resolution Services for review and appropriate action. The residence halls include the halls and any areas contiguous to the

halls. Engaging in prohibited conduct may be a violation of both the Student Conduct Code and the residence hall regulations.

### **Responsibility for Damage**

Residents will be held responsible for damage to residence hall buildings or furniture and will be billed for repair or replacement where they have caused damage in their own rooms or in common areas. In the event of willful damage to the common areas located in the immediate vicinity of a student's room, or to the furnishings or facilities located therein, if the willful perpetrators of such damage cannot be identified, all resident students served by that common area may be assessed for repair or replacement costs.

### **Responsibility for Guests**

Residents will be held responsible for the behavior of their guests and any other persons in their residence hall rooms, pertaining to the regulations for conduct at American University, and may be charged in lieu of the guest or visitor with violating the respective sections of these policies.

The following conduct is expressly prohibited:

### **I. Related to Residence Hall Security**

1. To enter any residence hall without showing an access card or proper identification to a housing staff member, or upon the request of a staff member.

2. For any visitor not escorted by a resident of that hall to fail to leave the building upon the request of any housing or university staff member.
3. For any visitor to pass the front desk and enter the building without an escort by either a resident of that hall, or a housing or university staff member.
4. To escort or permit entrance to any nonresident of a residence hall who is not known to the student or for whom the student does not assume responsibility as a guest.
5. To prop open outside doors or exit ways without the permission of a housing staff member.
6. To use any marked fire exit except during a fire alarm.
7. To block any fire door or fire exit.
8. To sound any elevator alarm bell without due cause, or to interfere with the normal operation of elevators.
9. To duplicate any room key or access card.
10. To fail to return a spare key within 10 minutes of signing it out at the front desk.
11. To fail to return room keys upon vacating a room.

## university codes, policies, and guidelines

12. To go behind the reception desk in any residence hall without authorization from the resident director.

13. To enter or exit the residence hall through a window when no emergency is present.

14. To enter restricted areas including, but not limited to, building roofs.

### II. Related to Fire Codes

1. To set any fire within the buildings or areas contiguous to the buildings.

2. To use any halogen lamp, broiler oven, electric coffee maker, popcorn popper, microwave oven, hotplate, open burner, or electric water heating device in student rooms, on carpeted floors, in hallways, or other non-designated areas.

3. To cook indoors with charcoal or any open flame device.

4. To possess or burn any candle or incense indoors.

5. To keep any refrigerator with an electrical requirement exceeding seven (7) amps.

6. To fail to immediately evacuate the buildings properly when a fire alarm has sounded or to reenter any building during a fire alarm before receiving permission from a housing or Public Safety staff member.

7. To tamper with fire equipment, or to carry or remove fire extinguishers from their mounts or storage boxes except in case of a fire.

8. To pull or activate any fire alarm when no fire is present, or to falsely report any fire or other emergency.

9. To use electrical lights and appliances totaling more than 850 watts in a student room at any one time.

10. To disconnect, sound, or otherwise tamper with any smoke detector.

11. To run electrical wires beneath any rug or carpet.

12. To smoke anywhere other than in areas where smoking is permitted. Smoking is prohibited in all public areas.

### III. Related to Property

1. To remove furniture from any common area without authorization of housing staff.

2. To keep any unauthorized student furniture designated for other areas in student rooms.

3. To keep waterbeds in student rooms.

4. To keep any pet, except fish, in student rooms.

5. To remove any wall-mounted furniture.

## university codes, policies, and guidelines

6. To mark or deface any surface (e.g., door, wall, carpet).

7. To mark, deface, steal, harbor, or damage any property belonging to the university, any hall, resident, or commercial vendor (such as vending machines, video games, washing machines, dryers, or telephone equipment).

### IV. Other Prohibited Conduct

1. To engage in any disorderly conduct or to interfere with the rights of other students in their academic pursuits. This specifically and especially pertains to other residents' rights to an environment conducive to study and to sleep.

2. To engage in sports activity within the residence halls.

3. To engage in sports activity or to create excessive noise within 50 feet of any residence hall.

4. To shout or to otherwise create disturbances from any residence hall window.

5. To create excessive noise by any means. This will include playing loudspeakers through room windows at any time and noise audible outside a student room or in public areas, especially, but not limited to after 11 p.m. Sunday through Thursday, or past 1 a.m. on weekends. These times are considered quiet hours.

6. To drop or throw any object or any liquid from windows.

7. To keep dangerous materials, including but not limited to, firearms, air or CO<sub>2</sub>-powered weapons, fireworks, and dangerous weapons.

8. To sell, distribute, use, or possess any illegal drug or drug paraphernalia in the residence halls.

9. To knowingly and voluntarily be in the presence of any illegal drug or drug paraphernalia in the residence halls.

10. To violate university policies pertaining to the sale, distribution, use, or possession of alcohol in the residence halls.

11. To knowingly and voluntarily be in the presence of alcohol in the residence halls.

12. To refuse to follow a directive from a housing staff member when acting in the performance of his or her duties.

13. To solicit, canvass, post, or distribute any materials within the residence halls without the approval of the resident director or to violate the university or residence hall posting policies.

14. To have an overnight guest without the roommate(s)'s consent.

15. To have a guest visit in the residence halls for longer than a three (3) day period. Repeated visits by guests over extended periods may be considered unauthorized occupancy of a room by the guest. The university reserves the right to prohibit repeated, extended visits.

*Amended and approved by the vice president of Campus Life, March 2008.*

## **B. UNIVERSITY CODES, POLICIES, AND GUIDELINES: POLICIES AND GUIDELINES**

### **ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS) POLICY AND GUIDELINES**

In accordance with Title 1, Chapter 25 of the DC Human Rights Act and Section 503 and 504 of the Rehabilitation Act of 1973, it is the policy of American University to provide equal treatment to (and not to discriminate against) persons who have contracted the AIDS virus or AIDS-related conditions. Further, university policy does not allow discrimination based on the perception that a person has one of the above, or the perception that he or she is more likely than other members of the general population to contract one of the above due to his or her membership in a protected class identified as being at high risk, or due to an individual's responsibility for a person in one of the above categories. American University has a moral commitment to its employees and stu-

dents, and intends to show compassion and understanding toward individuals with HIV, AIDS Related Complex (ARC), or AIDS. The term "HIV" as used in this policy refers to all three (3) of these conditions.

1. Students, faculty and staff with HIV will be allowed equal access to university facilities or campus activities, including participation in academic, social, athletic, and cultural programs.

2. Students with HIV will have equal opportunity to obtain residential housing or special room assignments.

3. There will be no discrimination toward faculty and staff members with HIV in terms of employment at the university.

4. There will be no discrimination toward prospective students with HIV regarding admission to the university.

5. Faculty and staff members with HIV will be allowed to use sick leave and short-term and long-term disability on a basis equal to that of any person with a medical illness.

6. Confidentiality will be strictly maintained for anyone who receives testing or counseling by the Student Health Center. No information will be released to any other physician, health clinic, insurance company, or hospital without the written consent of the individual involved. Since AIDS is not spread through casual contact, the uni-

versity is under no obligation to inform students or employees that a person has AIDS or a related illness.

7. The university will comply with all federal and local laws and regulations protecting the confidentiality of medical and educational records. No employee or student of the university may respond to requests for release of confidential information without prior consultation with university counsel. No information concerning a diagnosis or complaint can be provided to faculty, staff, students, parents, or the media without the prior express written consent of the individual.

The university will offer educational and informational programs to inform the community of the realities of AIDS:

a. The Student Health Center has responsibility to address AIDS issues for the university community.

b. Students who have tested positive for HIV, and those concerned that they may be infected with HIV, are strongly encouraged to contact the Student Health Center. Confidential testing and counseling are provided by the Student Health Center. For those testing positive for HIV, personnel at the Student Health Center are available to discuss resources and provide assistance and referrals. Faculty and staff with HIV may also request confidential counseling from the Faculty and Staff Assistance Program.

Further interpretation of these guidelines will be made on a case-by-case basis by the president or provost or vice president of finance and treasurer in consultation with medical and university counsel.

### **Definition**

The Human Immunodeficiency Virus (HIV) is a fragile virus that will live outside the human body for only a short time. The virus is transmitted through the direct exchange of body fluids. This exchange may occur during intimate sexual relations, through contaminated blood or blood products, or through the sharing of contaminated needles. No cases of AIDS have been reported from exposure through casual contact.

### **Sources**

American University AIDS policy was developed from guidelines and recommendations provided by the Centers for Disease Control, the Department of Health and Social Services of the District of Columbia, The American College Health Association, and the American Council on Education. This policy will be reviewed and is subject to change as new recommendations and guidelines become available.

### **AMPLIFIED SOUND POLICY**

Sound levels in university buildings and amplification at outdoor events employing public address systems, loudspeakers, bullhorns, or musical amplifiers will be regulated by the following guidelines:

## university codes, policies, and guidelines

1. Sound emanating from university buildings, residence halls, and outside facilities must not interfere with regular functioning of the university or the welfare of residential neighbors. The Department of Public Safety will respond to sound level complaints. If an unacceptable sound level persists, Public Safety will terminate the offending activity and may refer the case to Student Conduct and Conflict Resolution Services.

2. Amplification of sound during the university's normal working hours (i.e. class hours, university-scheduled study days, final exam periods, special testing sessions, special university events, or during the hours of worship at Kay Spiritual Life Center) or sound amplification affecting the greater campus community (i.e. amplified events outdoors) is prohibited. Exceptions may be granted in certain areas of campus from 11:00 a.m.–2:00 p.m., Monday through Friday.

Exceptions to this general guideline will be made only by special permission arranged through the University Center, Mary Graydon Center 274. Special consideration will be given to any academic or administrative programs in the vicinity of a proposed event. If special permission is granted, a sound level agreement will be negotiated which, at a minimum, is in accordance with District of Columbia regulations (specified in DC Law 2-53, District of Columbia Noise Control

Act of 1977). Violation of the agreement will result in immediate cancellation of the event by Public Safety. The case may be referred to Student Conduct and Conflict Resolution Services.

3. Sound amplification for a university-sponsored event affecting the greater campus community will be permitted under the following conditions:

A. Outdoor events using amplification will be coordinated by the University Center, Mary Graydon Center 274. University Center and Student Activities staff will exercise professional judgment in determining the suitability of proposed entertainment for an outdoor campus site.

B. Events employing amplified sound will conclude no later than 10:00 p.m. (1:00 a.m. on Friday and Saturday nights). Amplification must be provided by the University Center or AUAV, unless an exception is granted and arrangements are coordinated through the University Center.

C. During the event, university staff will measure the sound level along the following campus boundaries: Cassell steps to the north, Fletcher Gate to the south, Hannay Gate to the east, and University Avenue (immediately behind the soccer field) to the west.

4. Amplified sound from on campus may not exceed 65 dbA at these

## university codes, policies, and guidelines

boundary points, in accordance with DC Law 2-53. During the event, university staff will also measure the sound level at 50 feet centerline from the sound source, where readings may not exceed 105 dbA or 100 dbC.

5. The Department of Public Safety will respond to complaints by contacting the person in charge of the event and assisting in measuring the sound level at the campus boundary location closest to the source of the complaint and at 50 feet centerline from the sound source. If either or both sound readings exceed the approved decibel levels, amplification must be adjusted to fall within the specified limitations.

If the Department of Public Safety receives additional complaints, the event will be cancelled and the case may be referred to Student Conduct and Conflict Resolution Services.

### COMPUTER USE AND COPYRIGHT POLICY

April 26, 2004

#### General Policy

All AU faculty, staff, and registered students are given computing and network access privileges. Each person is assigned a computer account code (user ID or user name) that provides access to university computing resources and systems for instructional, research, and administrative purposes. Access to these resources is a privilege, not a right. Resources include net-

works, laboratory systems, residence hall systems, library systems, faculty and staff office systems, and software licensed by the university or its agents for use on university systems.

Because the entire AU community relies upon these systems to use and store important and confidential data, including software and computer programs, it is morally wrong and strictly prohibited for individuals to access or attempt to access or view any account, file, and/or software for which they do not have specific authorization. Also, it is prohibited to disrupt, delay, endanger, or expose someone's work or university operations.

Prohibited actions include, but are not limited to, the following:

- providing computer access to unauthorized persons (e.g., by loaning your account to someone else or disclosing someone's password to a third party);
- disrupting access to a computer system, network, or files (e.g., by crashing a public system; releasing viruses; attempting to learn or alter someone's password; tying up computer resources, printers or operating systems; or using computer systems for illegal activities);
- accessing or changing someone's files without permission;

## university codes, policies, and guidelines

- downloading or uploading unauthorized copyrighted materials;
- using e-mail or messaging services to harass or intimidate another person (e.g., by broadcasting unsolicited messages, repeatedly sending unwanted mail, or using another individual's name or user name); and
- intentionally wasting resources.

AU computing accounts are provided to assist in university and university-related work only. No commercial activity is permitted unless approved in advance and in writing by Information Technology.

### Violations and Sanctions

Violations of this policy will be adjudicated by appropriate university processes and may result in the following sanctions:

- temporary or permanent loss of access privileges;
- university judicial sanctions as prescribed by student, faculty, or staff behavioral codes, including dismissal or termination from the university;
- remedial education;
- monetary reimbursement to the university or other appropriate sources;

- prosecution under applicable civil or criminal laws (violations of local, state and federal law may be referred to the appropriate authorities).

The university will take any action that in its sole discretion is necessary to investigate and address violations of this policy, including temporarily or permanently terminating computer use privileges pending the outcome of an investigation or a finding that this policy has been violated.

### Network Security

In order to provide secure electronic communications, the university must protect the physical and logical integrity of its networks, systems, data, and software. Some potential security threats include unauthorized intrusions, malicious misuse, and inadvertent compromise.

Each account is assigned to a single individual, who is responsible for all computer usage under that account. Any attempt to circumvent or subvert system or network security measures is prohibited. In the event of alleged or detected prohibited activities, the university will pursue the owner of the account. Individual passwords should be kept secret and changed periodically to prevent unauthorized access.

### Privacy

As a matter of course, university IT staff do not look into private, individual accounts and data. However, the university reserves the right to view or

## university codes, policies, and guidelines

scan any file or software stored on university systems or transmitted over university networks. This will be done periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of university resources. Policy violations discovered in this process will be acted upon.

Electronic mail and messages sent through computer networks, including the Internet, may not be confidential while in transit or on the destination computer system. Any data on university computing systems may be copied to backup devices periodically. IT will make reasonable efforts to maintain confidentiality, but individuals may wish to encrypt their data. If encryption software is used, the individual is responsible for remembering the encryption keys. Once data is encrypted, IT staff will be unable to help recover it should the key be forgotten or lost.

### Copyright

The university policy on Reproduction of Copyrighted Works (#6-80) defines software as a literary work. Software available on computers and networks is not to be copied except as permitted by the applicable software license. AU is a member of EDUCAUSE and adheres to the EDUCAUSE Code of Software and Intellectual Rights, as follows:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. [*Using Software: A Guide to the Ethical and Legal Use of Software for Members of the Academic Community*, EDUCOM (January 1992), p. 3.]

Users of university computer resources and systems are also prohibited from making or using illegal copies of copyrighted materials or software, storing such copies on university systems, or transmitting them over university networks. Any misappropriation of intellectual property may be grounds for disciplinary actions. Such misappropriations include plagiarism, invasion of privacy, unauthorized access, trade secret and copyright violations, violations of federal, state or local laws, and university regulations and policies that are specific to computers and networks.

AU respects the rights of copyright owners, their agents, and representatives and is committed to implementing procedures and policies to support

their rights without infringing on legal use of those materials by individuals. Legal use can include, but is not limited to, ownership, license or permission, and fair use under the U.S. copyright law.

### Notice and Take-Down Procedures

#### a. Designated Agent

In accordance with the Digital Millennium Copyright Act (DMCA), American University has designated an agent to receive notification of alleged copyright infringement occurring on university web pages or computer servers. For suspicions of copyrighted infringement on a university page or server, you may notify the university's Designated Agent for complaints under the DMCA:

Ms. Bethany Bridgham  
Senior Associate General Counsel  
Office of General Counsel  
American University  
4400 Massachusetts Ave., NW  
Washington, DC 20016  
Phone: 202-885-3285  
E-mail: [bjbesq@american.edu](mailto:bjbesq@american.edu)  
Fax: 202-885-3273

#### b. Complaint Notice Procedures for Copyright Owners

DMCA requires that all notices of alleged copyright infringement be in writing and inform the Designated Agent of the following:

- identify the work that was allegedly infringed;
  - describe the allegedly infringed work and provide sufficient information to identify the location of the infringement;
  - state that you have a good faith belief that the use of the work in the manner complained of is not authorized by the copyright owner, the owner's agent, or the law;
  - certify that the information you provided is accurate and that you attest under penalty of perjury that you are authorized to enforce the copyrights that you allege were infringed;
  - provide your contact information, which includes an address, telephone number, and e-mail address; and
  - include your physical or electronic signature.
- c. Take-down Procedures of Alleged Infringing Work*
- When properly notified of the alleged copyright infringement, the Designated Agent will send the information to university IT. IT will notify the user to take down the alleged infringing material and determine whether the alleged infringing work exists as described. If IT locates the items, it will disable access to avoid continuing the alleged infringement.

Once the user has notified IT that the infringing material has been removed from his/her computer, the user's access will be reinstated. IT will notify in writing the infringing individual and the offices of General Counsel, Campus Life, and Human Resources.

#### d. Sanctions

Individuals who have been found to infringe copyrighted materials on the university network are subject to disciplinary proceedings under the Computer Use Policy, Faculty Manual, Student Code of Conduct, and Staff Manual of Personnel Policies.

*This policy applies to use of American University computers and networks on AU property, as well as computers and networks elsewhere if American University resources are used to gain access to those computers or networks.*

### CONFIDENTIALITY OF STUDENT RECORDS

*Section .07 of this policy is under review. If changes are made, they will be reflected online at [www.american.edu/handbook/policies\\_guidelines.htm](http://www.american.edu/handbook/policies_guidelines.htm).*

#### .01 Introduction

The following explains the university's policy for complying with the Family Educational Rights and Privacy Act of 1974 ("FERPA" or "Act"). Students at American University have the following rights regarding their education records: 1) to have access to their edu-

cation records, 2) to consent to release a record to a third party, 3) to request nondisclosure of directory information, 4) to seek amendment of information in an education record which the student demonstrates is inaccurate, 5) to be notified of their privacy rights, and 6) to file complaints with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by American University to comply with the Act.

#### .02 Confidentiality of Student Education Records

For purposes of this policy, the term "student" means any individual who is attending or has attended American University and for whom the university maintains education records. The term "education records" or "student education records" means, with certain exceptions (see 90.10.04), any records 1) that are directly related to a student and 2) maintained by the university or its agents. Student education records are confidential and may only be released with consent of the student or as otherwise permitted by law. Each record-keeping office should establish and maintain procedures to handle student education records consistent with this policy.

#### .03 Location and Types of Student Education Records

The university does not maintain education records in one central office.

Education records are maintained in the various departments, schools, or colleges. A student should contact the Office of the University Registrar, or, for law students, the Washington College of Law (“WCL”) Registrar, for guidance in determining which unit(s) a student should contact about an education record.

Examples of academic and non-academic student education records include without limitation:

A. Academic Records: Permanent record of academic performance (e.g., transcript, including supporting documents) maintained by the Office of the University Registrar, the WCL Registrar, academic advisor, dean’s office, and Provost’s Office; files of academic progress maintained by the individual school/college academic office and Provost’s Office; admission files of students; Career Center files.

B. Non-Academic Records: Files related to Financial Aid, Housing and Dining Programs, International Student and Scholar Services, Student Accounts, and the Library; student discipline files; employment files of students who are employed because of their student status (e.g. work-study, graduate assistantship/fellowship).

#### **.04 Types of Information Excluded from Student Education Records**

Only information directly relevant to the educational processes of the university or which is voluntarily offered by the student and accepted from the student shall be included in student education records. Specifically excluded from such student education records are:

A. Medical and mental health information which is created, maintained, or used by a physician, psychiatrist, psychologist, or other recognized professional in connection with treatment of the student and disclosed only to individuals providing the treatment. Such records are strictly confidential and not accessible except as provided by applicable laws;

B. Sole possession records or private notes maintained by individual faculty and instructional, supervisory, or administrative personnel for their own use and which are not accessible or released to anyone except a substitute;

C. Records created and maintained by Public Safety solely for law enforcement purposes;

D. Employment records of students which are made and maintained in the normal course of business, relate exclusively to their employment, and are not available for use for any other purpose;

E. Alumni records which contain only information about former students after they are no longer students at the university.

#### **.05 Student Access to Student Education Records**

A. Each student may inspect his or her education record, subject to reasonable time, place, and manner restrictions. A student must submit a written request to review an education record. The request will be granted as soon as possible, but no later than forty-five (45) days from the date of the receipt of the request. At the time of inspection, the student must present identification and must inspect the records in the presence of a designated university official. In lieu of inspection and at the request of the student, the university may provide a copy of the requested education record. The student may be charged for the actual costs of copying the records.

B. The university reserves the right to deny requests for copies of records if there is an administrative restriction on the individual’s student account (e.g. financial obligation, disciplinary stop).

#### **.06 Student Education Records Not Accessible to the Student**

A student may not access the following education records:

A. Financial information submitted by parents;

B. Confidential letters of recommendation for which a student has waived the right of access provided that the recommendations are used only for their intended purpose (i.e. admission, employment, or consideration for any honor). However, the student may know the names of all people making recommendations; and

C. Confidential letters of recommendation placed in a record before January 1, 1975, if the letters were used only for the intended purpose.

#### **.07 Disclosures of Student Education Records**

*Section .07 of this policy is under review. If changes are made, they will be reflected online at [www.american.edu/handbook/policies\\_guidelines.htm](http://www.american.edu/handbook/policies_guidelines.htm).*

A. Verification and Release of Directory Information

1. The university may verify (as described in section .07(A)(3)) or release (as described in sections .07(A)(4) to section .07(A)(6)) directory information unless the student has filed a request for nondisclosure of directory information with the Office of the University Registrar or, for law students, the WCL Registrar (see section .07(A)(7)). Prior to verifying or releasing directory information, the university official processing the request must contact the Office of the University Registrar to ensure that the student has not requested nondisclosure of directory information.

2. Directory information includes a student's name, telephone numbers, addresses, e-mail addresses, date and place of birth, dates of attendance at the university, major field of study and class, date of graduation, degrees and honors received at the university, the most recent previous educational agency or institution attended, participation in officially recognized university activities, height and weight of members of athletic teams, photographs and similar information.

3. The university may verify directory information for persons requesting such information. In the event that the individual seeking verification provides incorrect or incomplete information, the university will not complete, correct, volunteer, or provide additional information to the inquirer.

4. The university, in connection with specific events such as commencements, dean's list announcements, scholarship presentations, athletic contests, or other university-related news stories, may release directory information to the news media or the public.

5. The university may release directory information for law enforcement purposes.

6. The university will release directory information as required by law.

7. Students who object to the verification and release of directory informa-

tion must notify in writing the Office of the University Registrar or, for law students, the WCL Registrar. Forms for this purpose are available from the Office of the University Registrar or the WCL Registrar and should be filed within thirty (30) days following enrollment at the university. The request for nondisclosure may be rescinded by written notification to the Office of the University Registrar or the WCL Registrar.

#### B. University Officials Access to Education Records

University officials are determined to have legitimate educational interest if the information requested is necessary for that official to perform a task that is related to their normally assigned job functions or related to their performance of a contract with the university. A "university official" includes faculty, staff, a member of the board of trustees, third-parties acting on behalf of the university, and individuals, including students, serving on university committees. The determination as to whether a legitimate educational interest exists will be made by the custodian of the records on a case-by-case basis.

#### C. Third-Party Access to Education Records

1. Prior Written Consent. The university may disclose student education records with the prior written consent of the student. A student may autho-

alize access to third parties to review the student's education record by completing a written and dated authorization form which specifies the information to be released, the reasons for the release, and to whom the information is to be released.

2. No Prior Written Consent Needed. The university may disclose information in the following circumstances without the prior written consent of the student:

a. To comply with a judicial order or lawfully issued subpoena. Unless otherwise directed by the order or subpoena, the university will make a reasonable effort to notify the student in writing of the order or subpoena in advance of compliance;

b. To the parents of a dependent student, as defined in the Internal Revenue Code. The parent must sign, and provide to the university, a written statement confirming that the student is a dependent; the statement must be accompanied by a copy of the parent's most current tax return which reports the student as a dependent;

c. To persons or organizations providing the student financial aid, or who determine financial decisions concerning eligibility, amount, conditions, and enforcement or terms of the financial aid;

d. To organizations conducting studies for educational agencies to 1) develop, validate, or administer predictive tests, 2) administer student aid programs; or 3) improve instruction. Disclosure under this paragraph shall only be made if the study is conducted in a manner that does not permit personal identification of students by individuals other than representatives of the organization and that personally identifiable data will be destroyed when no longer needed for the purpose for which it was collected;

e. To authorized representatives of the Comptroller General of the United States; Secretary of Education; or state and local educational authorities to audit or evaluate a federal or state supported education programs, or for the enforcement of or compliance with legal requirements of those programs. Disclosure under this paragraph shall only be made if information is protected in a manner that does not permit personal identification of students by individuals other than the specified officials and that personally identifiable data will be destroyed when no longer needed for the purpose for which it is collected.

f. To accrediting organizations for purposes related to accreditation of the university;

g. To appropriate parties in a health or safety emergency;

h. To victims of crimes of violence or non-forcible sex offenses concerning the results of disciplinary proceedings about those incidents;

i. To appropriate parties as permitted by the university's Parental Notification of Disciplinary Violations Involving the Use or Possession of Alcohol or a Controlled Substance; and

j. To appropriate parties in other circumstances as required by law. Education records will only be disclosed to third parties if they are advised not to redisclose the information to others without the prior written consent of the student or as permitted by law.

### **.08 Monitoring and Use of Student Education Records**

Each university office must maintain a list of all individuals or organizations who have obtained access to a student's record. The list must indicate the legitimate interest that each person or organization has in obtaining the information. This "record of access" is part of the student's education record. A record of access is not necessary for disclosures: 1) to the student, 2) pursuant to a written authorization from a student, 3) to university officials, 4) of directory information, and 5) in response to a subpoena or court order specifying that the existence and/or contents of such documents may not be revealed.

### **.09 Student's Right to Challenge Information in the Student Education Record**

#### **A. Informal Resolution**

If a student demonstrates that the student's education record is inaccurate, misleading or otherwise in violation of the student's privacy rights, the student may request in writing that the record be changed. The request should be made directly to the custodian of the record. Any disagreement should be resolved informally, if possible and within a reasonable time period.

#### **B. Formal Hearing**

If the request is denied, the student may file a written appeal within 30 days to the University Registrar or, for law students, the WCL Registrar. The Registrar will appoint a hearing committee to review the complaint. The committee will provide the student a full and fair opportunity to present evidence. The student may be assisted or represented by one or more individuals of the student's choice, including an attorney. After the committee completes the proceeding and makes findings, it will render a written decision and forward it to the relevant parties for implementation.

#### **C. Explanatory Statement**

Students, dissatisfied with the results of a hearing, may place an explanatory statement in the relevant education record commenting upon the informa-

tion in dispute, and/or setting forth a ny reason for disagreement with the institutional decision not to correct or amend the record. Such a statement will become part of the student education record.

### **.10 Inactivity of Student Education Records**

After five (5) years since the student has graduated or was last registered at the university, the university generally destroys student education records. Exceptions include, but are not limited to, the following:

A. Permanent records of academic performance, including supporting documents;

B. Such financial records as are necessary so long as there exists a financial obligation to the university; and

C. Disciplinary records that involve a permanent notation to the student's record.

### **.11 Compliance with Federal and Local Laws**

This policy provides a general framework for the university's compliance with FERPA. The policy does not cover all aspects and exceptions under FERPA and other laws. Unless specifically provided in the policy, the university does not intend to offer more protection than provided by FERPA. Any ambiguities in this document shall be resolved in favor of a

meaning that permits the university to comply with relevant laws and consistent with university policies.

### **.12 Policy Oversight**

The University Registrar and the WCL Registrar (for policy matters related to the Law School) are responsible for: overseeing implementation of the Confidentiality of Student Records policy, including establishing processes needed to facilitate the implementation of the policy; collaborating with Information Technology on development and implementation of technological support; interpreting the policy, resolving disputes, and responding to questions as they arise; updating the policy as needed and recommending revisions to the Provost; and overseeing the education of the community on this policy. Each Registrar will also ensure that students are notified of their FERPA rights annually by publication of such notice of rights in the Student Handbook, in catalogs, course schedules, and other appropriate venues.

*Senate action, May 2006;  
Provost approval, June 2006.  
Effective July 2006.*

### **CRIMES OF VIOLENCE OR NONFORCIBLE SEX OFFENSES: DISCLOSURE STATEMENT**

The Family Educational Rights and Privacy Act of 1974 (FERPA) permits American University to disclose the final results of university disciplinary hearings if a student has been found

responsible for violating the Student Conduct Code in cases of crimes of violence or non-forcible sex offenses. In these cases, the university will disclose the name of the student, the violation committed, and any sanction imposed by the university when, in the judgment of the dean of students, such disclosure is necessary to protect the safety and well-being of the campus community. Disclosure may include the name of any other student, such as a victim or witness, only with the written consent of the student. Contact Student Conduct and Conflict Resolution Services for further information at 202-885-3328.

## **DISABILITIES: SERVICES FOR STUDENTS**

### **Introduction**

Discrimination based on disability is prohibited by university policy and local and federal laws, including the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008 and the DC Human Rights Act (collectively “Disability Laws”). The university is committed to providing equal educational opportunities for qualified individuals with disabilities. This statement identifies university resources for students with disabilities, provides general information about the university’s procedures for requesting accommodations, and describes informal and formal means

of resolving complaints related to requested accommodations.

### **Definitions\***

A person with a disability is one who (a) has a physical or mental impairment which substantially limits one or more of such person’s major life activities, (b) has a record of such impairment, or (c) is regarded as having such impairment.

“Physical or mental impairment” means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

“Qualified person with a disability” as applied to students means a person who meets the academic and technical standards requisite to admission or participation in the university’s educational program or activity, with or without reasonable accommodation.

“Reasonable accommodation” means the provision of certain necessary and effective adjustments to the known

physical and mental limitations of an otherwise qualified individual with a disability, unless the accommodation would impose an undue burden or hardship on the university, or would produce a fundamental alteration of the university’s programs or services.

### **Disability Compliance Project Team**

The vice president of campus life, the vice president of finance and treasurer, and the provost have primary responsibility for the implementation of Section 504 and the Americans with Disabilities Act. The provost, in conjunction with the vice president of Campus Life and the vice president of finance and treasurer, appoints the Disability Compliance Project Team to recommend priorities for compliance activities and to provide consultation on policy and programming.

### **504/ADA Compliance Coordinator**

The director of Student Conduct and Conflict Resolution Services is the university’s 504/ADA compliance coordinator. The 504/ADA Compliance Coordinator provides information about services and refers complainants to the appropriate office.

### **Support Services**

The Academic Support Center (ASC) provides services for students with learning disabilities or Attention Deficit Hyperactivity Disorder (ADHD). Disability Support Services

(DSS) provides services to students with all other disabilities. These services are provided to promote full participation in academic programs and other campus activities. DSS and the ASC have the specific responsibility for reviewing professionally prepared documentation of a disability, determining effective and reasonable modification for a disability, verifying a disability for faculty and other persons, and recommending course and learning accommodations on behalf of the university. DSS and the ASC also refer to other resources, both on and off campus.

Specific information about procedures for requesting accommodations may be obtained by contacting Disability Support Services at 202-885-3315. Students with learning disabilities or ADHD may contact the Academic Support Center at 202-885-3360.

Students enrolled in or seeking admission to the Washington College of Law should also consult the Handbook for Applicants and Students with Disabilities published by the Office of Student Services of the Washington College of Law (202-274-4030).

### **Auxiliary Aids**

Students who need auxiliary aids will be permitted to use aids such as tape recorders, Braille or recorded texts, oral or manual interpreters, note takers, or other assistive or adaptive equipment. In many cases, the university’s role will be to inform students of programs or

\*Definitions are taken from the Americans with Disabilities Act of 1990 and its implementing regulation, and the ADA Amendments Act of 2008. These definitions are provided for informational purposes only and are not meant to alter existing local laws or regulations.

organizations which assist with auxiliary aids. The university's responsibility for providing auxiliary aids will be determined on a case-by-case basis. The university does not provide wheelchairs, hearing aids, personal attendants, and other kinds of personal devices or services.

### Proof of Disability

Students with disabilities are not required to notify the university or any of its offices or personnel of their disabling condition either prior to or subsequent to their admission to the university. However, if students with disabilities request support services or program modifications on the basis of being disabled, the university must receive reasonable advance notice of such needs. If needed, the university will require written verification that the student has a disability that substantially limits one or more major life activities. The verification or supporting documentation must be from a licensed physician, licensed clinical psychologist, or other appropriate professional. Students with disabilities who anticipate that they may at some time request accommodations must notify and submit verification materials as needed as early as possible in advance of when the accommodations will be needed. Students with learning disabilities or ADHD should submit these materials to the Academic Support Center, and students with all other disabilities should submit them to DSS. These offices will then verify

to other offices, as necessary, that a student is entitled to accommodations. The university reserves the right to modify accommodations.

### Confidentiality

Information and records about a student's disability and accommodations are treated as confidential information. All university employees are required to maintain the confidentiality of any disability-related information about a student. To that end, information is provided on a need-to-know basis solely to individuals who require such information as part of the accommodation process, or where permitted or required by law. To protect confidentiality, all disability-related and medical information must be filed with Disability Support Services (or, in the case of students with learning disabilities, with the Academic Support Center), and generally not with individual offices.

### Grievance Procedures

The university's Discrimination and Discriminatory Harassment Policy protects the rights of individuals with disabilities to be free from harassment and discrimination, and to be reasonably accommodated by the university. Students who feel that their rights under that policy have been violated may use these grievance procedures to file a complaint. Students may file a complaint with the university's 504/ADA Compliance Coordinator who also serves as the Director of Student

Conduct and Conflict Resolution Services. The 504/ADA Compliance Coordinator may be reached in person at Butler Pavilion 408, Washington, DC 20016-8148, by phone at 202-885-3328, or via e-mail at [conduct@american.edu](mailto:conduct@american.edu).

#### A. Purpose

The purpose of the grievance procedures is to provide corrective actions, as warranted. Actions may include reasonable accommodation or adjustments, measures to reverse the effects of discrimination, and/or measures to ensure proper ongoing accommodations. Discipline is generally not a remedy for a complaint but, where appropriate, it will be pursued against individuals who have violated university policy, including policies against discrimination. Because the purpose of this procedure is to provide corrective action, a complaint must be filed as soon as possible, but no later than one year, after the alleged discrimination, in order to give the university a meaningful opportunity to resolve the problem. A delay in filing a complaint may severely affect available remedies.

#### B. Filing a Complaint

1. A complaint must be submitted in writing and contain the name and address of the person filing the complaint ("complainant") and a description of the allegation(s) of discrimination. The complainant must set forth specific facts and circumstances and include any supporting documentation.

2. The 504/ADA Compliance Coordinator will accept the complaint, notify the subject of the complaint ("respondent"), and gather information and documentation from both parties. The respondent may submit a written statement which will become part of the record. The 504/ADA Compliance Coordinator is a neutral facilitator of this grievance process and will make no findings of fact. If appropriate, the 504/ADA Compliance Coordinator will facilitate a resolution. The 504/ADA Compliance Coordinator will advise both parties of the procedures under this process.

#### C. Resolution Procedures

##### 1. Informal Mediation and Consultation

If appropriate and voluntarily entered into by all parties, a staff member of Mediation Services may conduct a meeting with the complainant and the respondent in an effort to reach a mutually acceptable agreement. The agreement or results from the meeting will be issued in writing and forwarded to the relevant parties.

##### 2. Formal Grievance

If the complainant is not satisfied with the outcome of the informal resolution or prefers a formal procedure from the outset, the complainant may request the formal procedure. In such instances, the 504/ADA Compliance Coordinator will convene a Grievance Committee comprised of three professional staff or faculty members who

will hear and decide upon the matter. Prior to the hearing, the 504/ADA Compliance Coordinator will collect relevant information and provide copies of these materials to the complainant and respondent. Parties to a grievance will have an opportunity to state their case at the hearing; the committee will have the right to ask questions and make further inquiries, as necessary. After the committee completes the proceeding and makes findings, it will render a written decision and forward it to the relevant parties for implementation.

### 3. Advisors

At their own discretion, complainants and respondents may be advised by an American University student, faculty, or staff member. The role of advisors is limited to consultation and support. While advisors may be present at a proceeding, they may not address the Grievance Committee or question witnesses. Because the purpose of this proceeding is to provide a fair review of complaints filed by students with disabilities rather than a formal legal proceeding, participation of persons acting as legal counsel is not permitted.

### 4. Request for Accommodations

The 504/ADA Compliance Coordinator will provide complainants and respondents with reasonable accommodations to participate in an informal or formal grievance. Accommodations may include, but are not limited to, sign language interpret-

ing services or information in alternative formats. A party may contact the 504/ADA Compliance Coordinator to request an accommodation for a disability to participate in the grievance process. The 504/ADA Compliance Coordinator will interact with a party and the appropriate university disability offices to review the request. Generally, a five business day advance notice of an accommodation is required to review reasonable accommodation requests. However, a response to an immediate need for accommodation will be considered to the fullest extent possible.

### D. Appeal Procedures

The decision of the committee may be appealed on the following limited bases: (1) new information that significantly alters the findings of fact; (2) improper procedures in handling the formal grievance which are significant and resulted in an adverse finding; or (3) inappropriate remedy. Both the complainant and the respondent may appeal the decision of the committee to the appropriate vice president(s) or provost of the university who will render a final decision.

- The appeal must be submitted in writing and specify the grounds for appeal. The appeal must be delivered to the 504/ADA Compliance Coordinator within seven (7) business days after the decision of the Grievance Committee.
- The 504/ADA Compliance

Coordinator will forward the grievance file including, without limitation, the committee's report and the appellant's appeal to the reviewing vice president(s) or provost. The reviewing vice president(s) or provost may affirm or modify the decision of the committee or may remand the case to the committee for further consideration. The committee will forward its recommendations to the vice president(s) or provost for a decision. Decisions rendered by the vice president(s) or provost are final.

### E. Records

The grievance file will be maintained by Student Conduct and Conflict Resolution Services. All records are confidential, accessible only to individuals with a legitimate need to know.

### F. Retaliation

Filing an informal or formal complaint of discrimination is a protected activity under the law. Retaliation against anyone who files a complaint, who supports or assists an individual in pursuing a complaint, or who participates in the resolution of a complaint is prohibited. Any retaliatory action may be the basis of another complaint under this policy and may subject the individual engaged in retaliation to discipline under the appropriate student, staff, or faculty disciplinary policies.

### G. False or Frivolous Charges

This policy may not be used to bring

false or frivolous charges. Those bringing such charges may be subject to disciplinary action.

### H. Confidentiality

All reports or complaints of discrimination are confidential. Individuals with a legitimate need to know will be informed of the complaint in order for the university to conduct a meaningful review and for the purpose of determining whether the complaint is isolated, frequent, part of a pattern of practice, or pervasive.

### Notification Requirement

The university will issue periodic statements of the university's intent not to discriminate on the basis of disability. All university publications and advertisements will include the most current version of the Equal Opportunity Notice. Other forms of internal notification will be determined by the Disability Compliance Project Team or by the Section 504/ADA Compliance Coordinator.

### Important Telephone Numbers

Office of the Dean of Students  
Butler 408  
202-885-3300

Disability Support Services  
Mary Graydon Center 206  
202-885-3315

Academic Support Center  
Mary Graydon Center 243  
202-885-3360  
Public Safety  
Public Safety Building  
202-885-2527

504/ADA Compliance Coordinator  
Butler Pavilion 408D  
202-885-3328

Office of Student Services  
Washington College of Law  
4801 Massachusetts Avenue, NW  
Washington, DC 20016  
202-274-4030

The university reserves the right to amend this policy with or without notice.

This document is available in alternative formats upon request.

## **DISCRIMINATION AND DISCRIMINATORY HARASSMENT**

*(March 1999)*

### **I. Nondiscrimination**

American University provides equal opportunity for all qualified persons in its educational programs and activities. It also seeks to be a community in which freedom of expression and vigorous debate are valued and provided to all its members free of all forms of discrimination or harassment, including but not limited to exploitation,

coercion, and intimidation. To achieve these goals, the university has adopted a policy prohibiting discrimination and discriminatory harassment on the basis of race, color, religion, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity and expression, family responsibilities, political affiliation, source of income, matriculation, or Vietnam-era Veteran status, and any other bases under federal or local laws ("Protected Bases"). The university policy is in compliance with all state and federal non-discrimination laws. The policy of non-discrimination and equal opportunity applies to every aspect of the operations and activities of the university, including admissions and employment. This policy is also consistent with the Equal Opportunity, Affirmative Action, and Nondiscrimination policy approved by the university Board of Trustees. Nondiscrimination and equal opportunity is not only a matter of university policy but it is also a matter of law. Discrimination and discriminatory harassment based on any of the Protected Bases above is a violation of federal and/or local law. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in educational institutions. Title IX of the Education Amendments of 1972\* prohibits sex discrimination in education institutions. Title VII\* of the Civil Rights Act of 1964 and the D.C. Human

Rights Act\* prohibit discrimination in employment and in general.

\*There is a separate policy for sexual discrimination and harassment.

### **II. Discrimination and Discriminatory Harassment**

The university respects the rights of its members to hold, vigorously defend, and express their ideas and opinions in an atmosphere of mutual respect, understanding, and sensitivity. Not every act that might be offensive to an individual or a group necessarily will be considered a violation of this policy. However, the right to free expression does not excuse engaging in discrimination or discriminatory harassment. One of the most common types of discrimination and discriminatory harassment is based on race. The following definitions and examples also apply to discrimination and discriminatory harassment based on any of the other Protected Bases.

Racial discrimination occurs when one party treats an individual or group differently on the basis of race, color, or national origin without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of that individual or group from participating in or benefiting from the services, activities, or privileges afforded to members of the university community. Racial harassment occurs if a racially hostile environment has been created that is sufficiently

severe, pervasive, or persistent so as to interfere with or limit the ability of an individual or group from participating in or benefiting from the services, activities, or privileges afforded to members of the university community. Racially harassing conduct which could create a racially hostile environment includes, but is not limited to slurs, jokes, and other verbal, audio, written, computer generated, graphic or physical conduct. Individuals or groups who engage in discrimination or discriminatory harassment, as defined by this policy, will be subject to disciplinary action up to and including termination from employment or dismissal from the university. Whether a specific act violates the policy will be determined with proper regard for all of the circumstances.

### **III. Discrimination/ Discriminatory Harassment Grievance Procedures**

A. Informal Procedures/Mediation and Consultation  
American University is committed to the voluntary, expeditious, and informal settlement of discrimination disputes through discussion. Therefore, if you believe you are a victim of discrimination or discriminatory harassment, you are encouraged to use these informal procedures, which may include addressing the alleged harasser directly, whether in person, in writing, or in a facilitated meeting with an appropriate university official listed here. In any

Informal Procedures	
<i>If the alleged harasser is:</i>	
1. student or student group . . . . .	dean of students
2. faculty member . . . . .	dean of the faculty member's school/college
3. dean . . . . .	provost
4. staff member . . . . .	executive director of human resources
5. executive director of human resources . . . . .	vice president of finance and treasurer
6. other (e.g., vendor, guests) . . . . .	executive director of human resources
7. vice president or provost . . . . .	president
8. president . . . . .	chair of the board of trustees

case, you should contact the individuals or offices to report the offending conduct and to receive assistance or information on university policies. Also, if you are told of an incident involving discrimination or discriminatory harassment, you should notify the appropriate person listed. Assistance provided by the individuals may include, when appropriate, mediation between the parties and referral to other offices for complaint resolution. Informal complaints should be written and may result in any outcome to which the parties agree. Informal procedures should be carried out expeditiously and should not exceed 30 days from the initial consultation.

**B. Formal Procedures**  
If informal measures are not successful or if you prefer a formal procedure from the outset, you may file a written formal complaint with the appropriate university official or office designated here. The university retains the right to move directly to formal procedures if the circumstances are so serious that informal procedures are inappropriate. All formal complaints must be in writing and must be filed within one (1) year of discovery of the alleged harassment to the appropriate individual or office listed here.

**IV. Retaliation**  
Filing an informal or formal complaint of discrimination or discriminatory harassment is a protected activity under the law. Retaliation against any-

Formal Procedures	
<i>If the alleged harasser is:</i>	<i>Notify:</i>
1. student or student group. . . . .	dean of students*
2. faculty member . . . . .	dean of academic affairs or dean of the faculty member's school/college**
3. dean . . . . .	provost
4. staff member . . . . .	executive director of human resources
5. executive director of human resources. . . . .	vice president of finance and treasurer
6. other (e.g., vendor, guests) . . . . .	executive director of human resources
7. vice president or provost . . . . .	president
8. president . . . . .	chair of the board of trustees
*Formal complaints in which a student or student group has been accused of discrimination or discriminatory harassment will be adjudicated by Student Conduct and Conflict Resolution Services using the procedures listed in the <i>Student Handbook</i> .	
**In cases where a student's claim against a faculty member falls under the guidelines of the student academic grievance procedures, the case should be forwarded to the dean of academic affairs and the dean of the school or college responsible for the relevant course. The student academic grievance procedures will be followed as stated in Academic Regulation 50.00.20. The dean of academic affairs will act as a resource to the academic grievance committee should it wish to have assistance in addressing the discrimination or discriminatory harassment claims.	

one who files a complaint, who supports or assists an individual in pursuing a complaint, or who participates in the resolution of a complaint is prohibited. Any retaliatory action may be the basis of another complaint under this policy.

**V. False or Frivolous Charges**  
This policy shall not be used to bring false or frivolous charges against stu-

dents, faculty members, or other employees. Those bringing such charges may be subject to disciplinary action.

**VI. Confidentiality**  
All reports or complaints of discrimination or discriminatory harassment will be kept confidential, except that individuals with a legitimate need to know will be informed of the complaint in order for the university to conduct a

Records	
<i>Complaints regarding:</i>	<i>Records maintained by:</i>
1. students or student groups . . . . .	dean of students
2. faculty . . . . .	dean of academic affairs
3. deans . . . . .	provost
4. staff members . . . . .	executive director of human resources
5. executive director of human resources . . . . .	vice president of finance and treasurer
6. other (e.g., vendor, guests) . . . . .	executive director of human resources
7. vice president or provost . . . . .	president
8. president . . . . .	chair of the board of trustees

meaningful review of each complaint and for the purpose of determining whether the complaint is isolated, frequent, part of a pattern of practice, or pervasive.

VII. Records

Records of informal complaints of discrimination or discriminatory harassment are maintained as follows: After an informal intervention has concluded, the university official who handled the complaint will send all documentation concerning the complaint to the official listed here. This information will be filed under the respondent's name. Records of formal complaints will be maintained in accordance with the hearing/grievance

process under which the complaint was heard. In addition, the university official who handled the complaint in the formal process will send all documentation concerning the complaint to the official listed here. Complaints against staff or faculty which result in a personnel action will also be part of the respondent's personnel record. Complaints against students which result in a disciplinary record will be part of the respondent's disciplinary record. All records are confidential with access only to individuals with a legitimate need to know.

*The university reserves the right to amend this policy with or without notice.*

**FREEDOM OF EXPRESSION GUIDELINES**

Freedom of expression and dissent is protected by university policy for all members of the university community. American University values and defends the right of free speech and the freedom of the individual to make one's own disclosures, while at the same time recognizing that such freedom exists in the context of the law and in responsibility for one's actions. The exercise of these rights must not deny the same rights to any other individual. The university therefore both fosters and protects the rights of individuals to express dissent. Protest or demonstration shall not be discouraged so long as neither force nor the threat of force is used, and so long as the orderly processes of the university are not deliberately obstructed. Membership in the American University community carries with it, as a necessary condition, the agreement to honor and abide by this policy and by the Student Conduct Code. Specifically, expressions of dissent should not:

- A. deny or infringe upon the rights of other students, faculty, staff, or guests of the university community;
- B. disrupt or interfere with educational or other activities of the university community;

- C. create a volume of sound that prevents members of the university from conducting their normal activities;
- D. obstruct pedestrian or vehicular traffic on campus;
- E. obstruct or restrict the free movement of persons in any part of property owned or leased by the university;
- F. deny the normal use of offices or other facilities to the students, faculty, staff or guests of the university;
- G. endanger the safety of any person on the university campus;
- H. result in the defacement or destruction of university property.

*Passed by the University Senate and approved by the Office of the Provost on October 26, 1982.*

**GENERAL REGULATIONS FOR POSTING MATERIALS**

The following guidelines should be followed by those wishing to post items on campus:

- 1. All registered student organizations must have all items approved by Student Activities prior to being mass produced.
- 2. All sororities and fraternities must have all items approved by the coordinator of Greek Life.

## university codes, policies, and guidelines

3. All residence hall groups must have all times approved by the designated staff member(s) of Housing and Dining Programs.

4. All items are to be posted only on bulletin boards. Materials posted elsewhere shall be removed. No materials may be posted on trees; the exterior of buildings; on painted, wall papered, or glass surfaces; on car windshields; or on bulletin boards administered by a university department without permission from the department.

5. All posted material must specify in English the date, time, and location of the event as well the name of the AU sponsor (if applicable).

6. Posted material should not cover any publicity posted for other events. However, outdated information may be removed to make space for current information.

7. Posted materials are to be affixed with tacks or staples.

8. Posted materials may not advertise alcohol, drugs, gambling, or anything else that would be a violation of university policies, either through language or artwork.

9. The department or organization posting the material is responsible for taking down all posted materials upon completion of its event.

10. There is a separate policy for posting in the residence halls. Inquiries about posting in the residence halls should be directed to Housing and Dining Programs, Anderson Hall, at 202-885-3370.

11. Inquiries about all other campus bulletin boards and special posting arrangements should be directed to Student Activities, Mary Graydon Center 271, at 202-885-3390, or the University Center, Mary Graydon Center 274, at 202-885-3900.

12. Student organizations found in violation of these policies may be referred to Student Conduct and Conflict Resolution Services.

### *Important Note:*

*All bulletin boards in the Mary Graydon Center are cleared of all materials on the 1st and 3rd Sunday of each month.*

## **GOOD NEIGHBOR GUIDELINES**

As members of a community, we all have responsibilities to the city where we live and to our neighbors. It is important to foster good relations with one another in order to maintain and enhance the quality of life, safety, and desirability of the neighborhood we share. To help maintain good relations with your neighbors, keep the following in mind.

You are part of a community and your actions affect your neighbors. While you may view your residency as tem-

## university codes, policies, and guidelines

porary, be considerate of the fact that most of your neighbors have chosen their homes as their primary residence. As a courtesy, you should notify your neighbors if you plan to have a gathering or a party. Remember that the District and the surrounding cities have strict regulations regarding noise levels and the consumption of alcohol. It is your responsibility to be familiar with them and comply with them.

Your neighborhood may have requirements regarding the upkeep of your front and back yards. You should help foster a sense of community in your neighborhood by involving yourself in neighborhood events such as meetings, crime watch prevention groups, and opportunities for community service.

## **HAZING**

*April 2000*

Hazing is strictly prohibited at American University. It is incompatible with the university's academic mission and compromises personal liberties. Hazing can be physical or psychological in nature. It is an intentional act or method of initiation into a group, club, organization, or team that subjects another person, whether voluntarily or involuntarily, to conduct that may injure, abuse, humiliate, harass, or intimidate that person.

Examples of hazing include, but are not limited to, the following:

- imposing any requirement that compels a person to engage in conduct prohibited by university policy;
- forcing or requiring unnecessary physical activity or exercise;
- forcing or requiring extended isolation or unnecessary exposure to the elements;
- paddling or any other form of physical abuse;
- depriving others of sleep, study time, or the ability to communicate;
- requiring others to wear conspicuous, embarrassing, or uncomfortable clothing or to carry unusual items;
- forcing or requiring ingestion of alcohol or any other liquid, solid matter, or gas;
- preventing others from practicing personal hygiene;
- withholding information from others that is essential to daily functioning;
- requiring others to perform errands, provide entertainment, or engage in other degrading activities;
- transporting others without their consent;
- conducting quests or hunts as part of membership rituals, whether or

not such activities endanger participants or damage property;

- addressing, interrogating, or deceiving others in a manner that may psychologically injure, abuse, humiliate, harass, or intimidate them.

Every member of the university community is responsible for reporting actual or suspected hazing activities to the dean of students or to Public Safety as soon as possible. Appropriate university officials will investigate the report to determine whether the allegations warrant a charge of hazing. If a charge is brought, the individual, group, club, organization, or team will be subject to the disciplinary procedures outlined in the Student Conduct Code. Law enforcement agencies off campus may also be notified.

Conduct Council sanctions for hazing may include suspension or dismissal from the university. Advisors to clubs, organizations, or teams and their national or international officials may be notified in cases of alleged violations of this policy. Disciplinary action taken by a club, organization, or team or by its national or international officials will not preclude university action.

To report incidents of hazing or to receive further information, contact the Office of the Dean of Students (202-885-3300, Butler 408) or Public Safety (202-885-2527, Public Safety Building).

### **PARKING AND TRAFFIC INFORMATION**

Parking and Traffic will now fall under the purview of Public Safety and will be named as such. It will remain located in the Public Safety building and have the same office extension. The shuttle service will now fall under the purview of Facilities Management.

Public Safety is responsible for monitoring all campus parking lots and garages, issuing permits, collecting enforcement charges for parking and traffic violations, and processing appeals and refund requests. For more information, contact Public Safety at 202-885-3111 or visit [www.american.edu/finance/publicsafety/index.cfm](http://www.american.edu/finance/publicsafety/index.cfm).

Parking regulations are enforced in restricted and resident student lots seven days a week, 24 hours a day. Faculty and staff lots are enforced Monday through Friday, 8 a.m. to 5 p.m. However, Public Safety will still ticket vehicles 24 hours a day that are in violation of parking laws, such as, but not limited to, impeding the flow of traffic, parking in a handicapped space without proper tags/permit, and parking in a fire lane.

Main Office: 202-885-3111  
Hours of Operation: Monday–Friday 8 a.m.–7:30 p.m.  
Web site: [www.american.edu/finance/publicsafety/index.cfm](http://www.american.edu/finance/publicsafety/index.cfm)

Operating a motor vehicle on American University property is a

privilege, conditioned in part on compliance with rules and regulations designed to:

- promote pedestrian, cyclist, and vehicular safety;
- facilitate the safe and orderly flow of traffic;
- permit access for emergency vehicles.

All vehicles on American University's property are subject to these regulations. Vehicles with diplomatic plates are not exempt.

Parking citations can be paid in person at the Public Safety building located across from the south shuttle stop. Citations can also be paid online at [www.parkingticketpayment.com/american](http://www.parkingticketpayment.com/american) or by phone at 1-866-757-5842. To mail payments, please make checks payable to American University and send to:

American University  
Department of Public Safety  
Payment Processing Center  
PO Box 2064  
Tarrytown, NY 10591

Vehicles with three or more unpaid citations and/or \$300 or more in outstanding citations may be towed and immobilized 30 days after the third ticket is issued.

When a vehicle is immobilized (booted), all unpaid citations and fees must be paid within five (5) business days or the vehicle is subject to impounding by the District of Columbia or a university contractor. All unpaid fees must be paid before the vehicle is released. If payment is made after hours, it must be paid by credit card only in order to have the vehicle released. Public Safety will not take cash payments after hours. Once payment is made and the owner/authorized driver shows proof of payment, the vehicle will be released.

A vehicle will automatically be booted if it is found to have a fraudulent permit displayed.

#### *Special Events Parking*

American University has limited parking spaces for special events, allocated on the basis of availability at the time at which the request is made. No parking spaces are exclusively designated for the purpose of special events. Departments, staff, and or student organizations requiring special event parking arrangements are encouraged to contact the Department of Public Safety Special Events office at 202-885-3630.

#### *Off-Campus Parking Restriction*

All members of the university community, their visitors, and guests are required to park on campus or to use public transportation. This requirement is in accordance with

## university codes, policies, and guidelines

Washington, D.C., zoning order/regulation 949 and with the university's parking policy. Vehicles parked on the residential streets surrounding the Main Campus, Tenley Campus, and Washington College of Law will be issued university parking citations.

### *On-Campus Parking*

Public Safety is authorized to move, impound, or immobilize any vehicle that is illegally or improperly parked on university property. Lack of parking space is not a valid excuse for violating parking regulations and will not be considered a valid basis for appealing a citation.

The owner-of-record and/or the individual who registers a vehicle with the university is responsible for all university parking citations written against the vehicle, regardless of the identity of the driver at the time of the violation.

### *Appealing a Parking Ticket*

1. Parking tickets may be appealed within 30 calendar days of issuance.
2. An appeal form may be completed either online at [www.american.edu/finance/transportation/index.cfm](http://www.american.edu/finance/transportation/index.cfm) or in the Public Safety building.
3. The appeal form must include relevant and concise reason(s) why the ticket is invalid. Additional materials such as diagrams or photographs may be included to further support the appeal.

4. A decision will be communicated in writing within five weeks.

5. The Appeals Board consists of faculty, staff, and student representatives not affiliated with Public Safety.

6. The board meets weekly during the fall and spring semesters and biweekly during the summer (May through August).

### **Shuttle Service**

Weekday Hours of Operation:

Monday–Thursday 7 a.m.–12:30 a.m.

Weekend Hours of Operation:

Friday 7 a.m.–3:30 a.m., Saturday 8 a.m.–3:30 a.m., Sunday 8 a.m.–1 a.m.

Schedules: [www.american.edu/finance/ts/shuttle.html](http://www.american.edu/finance/ts/shuttle.html)

American University encourages the use of the city's excellent subway system, Metro. AU operates a complimentary shuttle service for its students, faculty, staff, and visitors. Service is provided between main campus and the Washington College of Law, AU's Tenley Campus, and the Tenleytown–AU Metro station. Access for students with disabilities is available.

The shuttle schedule and a campus map of shuttle stop locations are available online at [www.american.edu/finance/ts](http://www.american.edu/finance/ts). A copy of the schedule can also be obtained on the shuttle buses or by calling 202-885-3111.

## university codes, policies, and guidelines

To find out if the shuttle is operating during inclement weather, call 202-885-1100.

### **SEXUAL ASSAULT PROCEDURES FOR STUDENTS**

American University is committed to providing a living and learning environment that is free from intimidation, coercion, or exploitation. The university will not tolerate sexual misconduct. The university seeks to reduce the need for reactive intervention by educating the campus community about the nature and consequences of sexual assault and misconduct. The university has programs and services to assist sexual assault survivors, provide information about criminal prosecution, and refer cases to be adjudicated in accordance with the Student Conduct Code and other university policies, as appropriate. Sexual assault and misconduct may result in serious sanctions including, but not limited to, suspension or dismissal from the university.

The Student Conduct Code prohibits conduct of a sexual nature, including, but not limited to, sexual contact or physical exposure directed at another person without consent. "Consent" requires words or conduct indicating a freely given agreement to have sexual intercourse or to participate in sexual activities. Sexual contact will be considered "without consent" if no clear consent, verbal or nonverbal, is given; if inflicted through force, threat of force, or coercion; or if inflicted upon

a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent.

In accordance with the Violence Against Women's Act, American University's Department of Public Safety is no longer mandated to report a sexual assault to the D.C. Police. The survivor can still ask that D.C. Police be contacted but Public Safety can handle the filing of the initial report and the subsequent criminal investigation. You also have the option, in addition to filing criminal charges, to file judicial charges through Student Conduct and Conflict Resolution Services. See also Crimes of Violence or Nonforcible Sex Offenses: Disclosure Statement Policy for additional information. If you do not want to file charges of any nature, you still have the option of being transported to the Washington Hospital Center for a medical exam to collect/preserve evidence. Your examination will be performed by a Sexual Assault Nurse Examiner (SANE). Do not shower or bathe prior to this exam. Bring with you in a plastic bag any clothes or articles you were wearing when the assault occurred. A Housing and Dining Programs staff member or a staff member from Public Safety can help you arrange transportation to the hospital.

You also have several other options:

A. Receive counseling or a counseling referral from the Counseling Center.

## university codes, policies, and guidelines

B. Report the assault to campus professional staff who can help you access services. This might include reporting the incident to Housing and Dining Programs staff, the Office of the Dean of Students, or Public Safety.

C. Receive assistance from the Office of the Dean of Students regarding academic or living arrangements which may be affected by your situation.

D. Report the assault to local authorities (MPD) and request that charges be filed.

E. Call friends or family to assist you.

F. Call outside sources such as the D.C. Rape Crisis Center (202-333-RAPE).

### Resources

See [www.american.edu/sexualassault](http://www.american.edu/sexualassault) for more information.

#### *On Campus:*

Emergencies (if calling on campus) x3636

AU Sexual Assault Information Line x2000

Counseling Center x3500  
Dean of Students x3300

Housing and Dining Programs x3370

Student Conduct and Conflict Resolution Services x3328

Public Safety x2527

Student Health Center x3380

*Off Campus:*  
Emergencies (if calling off campus) 911

D.C. Rape Crisis Center Hotline 202-333-RAPE

MPD Second District Headquarters 202-282-0070

MPD Sex Offense Squad 202-727-3700

### SEXUAL DISCRIMINATION AND HARASSMENT

Consistent with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the DC Human Rights Act of 1977, this policy prohibits sex discrimination in the American University community. Such discrimination includes:

## university codes, policies, and guidelines

A. any sex discrimination in the areas of admissions, financial aid, employment, conduct of classes, and other university-related activities

B. visible disparities in the funding and treatment of student-related activities

C. sexual harassment between members of the same or opposite sex

Students should address concerns regarding Title IX to the dean of students, the university's Title IX officer for students (408 Butler Pavilion, 202-885-3300).

### Sexual Harassment

The American University community values the individual's right to live, work, and study without fear of intimidation, coercion, or exploitation. Sexual harassment creates an environment which is intolerable and incompatible with the mission and goals of the university. Sexual harassment is a form of discrimination and is illegal.

#### *What Is Sexual Harassment?*

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement

B. submission to or rejection of such conduct by an individual is used as

the basis for employment decisions or academic decisions affecting such individuals

C. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

#### *Examples of Sexual Harassment*

Sexual harassment can range from sexual humor and innuendo to physical threats. Some examples of sexual harassment include direct or subtle pressure for sexual activity, unwelcome brushes or touches, physical aggression such as pinching or patting, inappropriate sexual innuendos, sexist jokes or remarks, or obscene gestures or comments.

#### *Sexual Harassment Prevention Team*

The Sexual Harassment Project Team has been established to assist in preventing and addressing problems of sexual harassment campus wide; to provide information and education on sexual harassment and related university policies and complaint procedures to members of the campus community; and to develop and review educational or informational materials regarding sexual harassment as required. Call the Office of the Dean of Students (202-885-3300) for a list of team members, or for more information.

**Complaint Procedures**

The university will respond to all reports of sexual harassment. Three options are available:

**1. Information and Referral**

Members of the Sexual Harassment Prevention Team can provide students with information about sexual harassment and complaint procedures. Call the Office of the Dean of Students (202-885-3300) for a list of members or to receive such information.

**2. Informal Complaint**

American University is committed to the voluntary, timely, and informal resolution of sexual harassment complaints. Therefore, if you believe that you have been sexually harassed, you are encouraged to use these informal procedures, which may include addressing the alleged harasser directly, whether in person, in writing, or in a facilitated meeting with an appropriate university official. In any case, students should contact the Office of the Dean of Students (202-885-3300) for information about how to report and respond to incidents of sexual harassment and to receive assistance in resolving such incidents.

Where appropriate, students may be referred to Student Conduct and Conflict Resolution Services, to the executive director of Human Resources in situations involving a staff member, or to the dean of academic affairs in situations involving a faculty member.

**3. Formal Complaint**

If informal measures do not stop the behavior, or if you prefer a formal procedure, you may contact the Office of the Dean of Students (202-885-3300) for information about formal procedures and referral to the appropriate university official. You may also contact the relevant official directly:

A. A complaint of a student against another student is referred to Student Conduct and Conflict Resolution Services (408 Butler Pavilion, 202-885-3328). These cases are governed by the Student Conduct Code.

B. A complaint of a student against a staff member is referred to the executive director of human resources, 3201 New Mexico Avenue, Suite 350, 202-885-2607, [employeerelations@american.edu](mailto:employeerelations@american.edu).

C. A complaint of a student against a faculty member is referred to the dean of academic affairs (President's Office Building, 202-885-2125).

D. A complaint of a faculty or staff member against a student is referred to Student Conduct and Conflict Resolution Services, 202-885-3328.

**Retaliation**

Retaliation against anyone who files a sexual harassment complaint, who supports or assists an individual in pursuing a complaint, or who participates in the resolution of a complaint

is prohibited. Any retaliatory action may be the basis of a separate complaint under this policy.

**False or Frivolous Charges**

This policy cannot be used to bring false or frivolous charges against students, faculty members, or other employees. Those bringing such charges may be subject to disciplinary action.

**Confidentiality**

All reports or complaints of sexual harassment will be kept confidential, except that individuals with a legitimate need to know will be informed of the complaint in order for the university to conduct a meaningful review of each complaint and for the purpose of determining whether the complaint is isolated, frequent, part of a pattern of practice, or pervasive. All records are confidential with access only to individuals with a legitimate need to know.

**SMOKING**

*Effective Date: August 1, 1993*

*Revised 1998*

**A. General Statement**

The American University community shares a commitment to the promotion of a healthful and safe living environment on campus. The university recognizes the increasing weight of scientific evidence that smoking presents a danger not only to the smoker, but also to nearby non-smokers who are exposed to smoke. It is the

policy of the university to achieve an environment as close to smoke-free as practically possible.

**B. Applicability**

This policy applies to all students, faculty, staff, and guests of the university.

**C. General Policy****1. Smoking Policy Requirements**

a. Smoking is prohibited in all academic buildings and works areas, including:

**(1.) Academic Facilities**

Classrooms  
Laboratories  
Seminar Rooms  
Computer Rooms  
Libraries  
Auditoriums  
Galleries  
Indoor Student and Recreation Areas

**(2.) General Facilities**

Restrooms  
Conference Rooms  
Lounges  
Reception Areas  
Shops and Mechanical Areas  
Retail Stores  
Health Center

**(3.) Common and Public Areas**

Elevators  
Stairwells  
Hallways  
Lobbies

## (4.) Office and Work Areas

a. All offices and work areas, including private, semi-private, and open landscaped offices.

b. Residence Halls: Smoking is prohibited in all residence halls.

c. Food Service Areas: Smoking is prohibited in all food service areas.

d. Quadrangle and Outdoor Areas: Smoking is permitted on the grounds of the university and outside university buildings.

e. Tobacco Products Covered by Policy: Smoking cigarettes, pipes, and cigars are included where smoking is prohibited.

## 2. Employee Assistance Programs

The Faculty/Staff Assistance Program in Human Resources may offer programs to assist employees who desire to stop smoking and to help them remain non-smokers. Please call 202-885-2588 for further information. Smoking cessation programs for students may be offered through offices in the Office of Campus Life.

## 3. Enforcement

It is the responsibility of all members of the community to observe this smoking policy. Deans, managers, and supervisors are responsible for ensuring compliance by the employees through supervisory authority and grievance procedures will be followed. For

students, the smoking policy will be enforced through the university Student Conduct Code.

**WEATHER EMERGENCY****OPERATIONS****Operating Status of the University**

The operating status of the university will be determined by evaluating the condition of the campus, the condition of roads and public transportation, and the predicted weather. When a decision is announced, it will apply to all activities in all university facilities, including the Main campus, Tenley campus, law school building, and other off-campus buildings. Activities at all other locations will be governed by the operating status of that location. This policy and the decision-making process are in effect seven days a week and apply to all university activities. An announced decision will reflect one of the following choices:

- **Open**—The university is open as usual with all services normally provided.
- **Closed**—Classes on campus are canceled and administrative offices are closed. Only designated “essential” personnel are expected to work on campus. Department heads are responsible for designating essential personnel and notifying those employees prior to a weather emergency.
- **Delayed**—If conditions are unsafe in the early hours but expected to

improve through the day, the university may delay opening until 11:00 a.m. Classes and activities scheduled to start at or after 11:00 a.m. will operate as scheduled. Classes and events scheduled to start before 11:00 a.m. are canceled.

- **Staff on Liberal Leave**—If conditions are such that the campus is safe but travel is extremely difficult, the university will announce liberal leave and nonessential staff will have the discretion to decide whether or not they come to work. Days/hours not worked will be charged against vacation time. Any employee choosing to take the day off must notify his/her supervisor immediately.

**Communicating the University’s Operating Status**

The university’s operating status will be communicated to the television and radio stations listed below

## Television

Channel 4 WRC  
Channel 5 WTTG  
Channel 7 WJLA  
Channel 8 NEWS  
Channel 9 WUSA

## Radio

88.5 FM WAMU  
103.5 FM WTOP  
630 AM WMAL  
1500 AM WTWP  
107.7 FM WTWP

The university’s status will be reported using the AU Campus Connect messaging service. Individuals who have registered for Campus Connect will receive a text message or e-mail, when a weather emergency decision is made. To sign up for Campus Connect follow this link: <https://www.getrave.com/login/american>.

AU’s telephone information line is 202-885-1100. It will provide general information on the university’s operating status and detailed schedule information on essential services such as the computing center, library, shuttle service, and sports center.

Information will be available by the following times so that students and employees can make appropriate arrangements (weekend class announcements follow the same guidelines as weekdays):

- Morning closing or delayed opening—by 6:00 a.m.
- Changing a delayed opening to a closing—by 8:30 a.m.
- Closing for evening classes—by 3:00 p.m.

**Essential Services When Closed**

In the event the university is closed, certain essential services will still be provided. Adjustments to schedules and services will be announced on the telephone information line **202-885-1100**.

Department heads are responsible for making plans and establishing policies necessary to provide essential services. Voice mail messages of individual department lines should be updated to reflect the operating status of that department. The supervisor in charge of a particular unit will determine which staff are essential. The following facilities will remain open for service:

- Bender Library
- Facilities Management (Osborn)
- Anderson Computing Center
- Data Center (essential operations only)
- Public Safety (safety and emergency services only)
- Residence Halls
- Dining Services (Terrace Dining Room and Tenley Café)
- Sports Center
- Law Library
- WAMU FM

All other buildings will be closed and secured; all activities/classes will be canceled. Public Safety officers cannot provide access for employees who do not have keys to their buildings because of their additional safety responsibilities during an emergency closing.

### Leave and Compensation

Full-time staff excused due to an emergency closing or delay will be paid for the days and hours they were scheduled to work. Part-time staff will not be compensated for time lost due to a closing. Non-exempt employees classified as essential will receive an additional hour's pay for each hour worked during an emergency closing period. The effective times of emergency closing periods are as follows:

- **Closed for the entire day**—from 6:00 a.m. on the day of closing until 6:00 a.m. the following day.
- **Closed during the day**—from the announced time of closing until 6:00 a.m. the following day.
- **Delayed opening**—from 6:00 a.m. until 11:00 a.m. If a delayed opening is changed to a closing, the emergency pay period is extended to 6:00 a.m. the following day.

### Commonly Asked Questions about Weather Emergency Operations

**Q: Should I call Public Safety to find out whether the university is open, closed, or delayed?**

A: Please **do not** call Public Safety. Call the information line at 202-885-1100. Calling Public Safety ties up the phone lines and interferes with emergency calls.

**Q: How will I know if an off-campus class or activity has been canceled?**

A: Suspension of classes and activities at off-campus public locations will be governed by the situation prevailing in the particular school district or facility in which the class or activity is to be held. (For example, if Montgomery County schools are closed, university classes or activities in that county's facilities are canceled. If federal installations have excused employees, university classes or activities in those facilities are canceled.) Activities held at private institutions will be governed by whether those facilities are open.

**Q: How can I find out whether a cooperative education or internship activity has been canceled?**

A: Co-op or internship participants should follow the policy of their individual work site when the university is closed. If you are unclear about the work site policy, you should speak directly to your site supervisor for instructions. Students who have interview appointments for co-ops or internships should call the employing organization.

**Q: How is the cancellation of a weekend class handled?**

A: Decisions about the cancellation of classes on weekends (including weekend classes held on Friday) will be made following the same guidelines on campus availability. Cancellations will be announced through the media. Essential services will be provided during a weekend closing just as they are

during a weekday closing. Call 202-885-1100 for updates.

**Q: How can I find out if the shuttle service is operating?**

A: Call 202-885-1100 for detailed schedule information.

**Q: What can I do if I have a question about emergency closing relevant only to my unit?**

A. All deans, directors, and department heads should have up-to-date policies and procedures regarding closings relevant to their units. If the university is closed during the work day, unit managers have the authority to decide how to utilize their staff and are responsible for deciding how best to conduct business.

### POLICY ON REPORTING SUSPECTED MISCONDUCT (Whistleblower Policy)

American University expects its employees to perform their duties in accordance with applicable laws and regulations, university policy and procedures, and high ethical standards. The university is committed to compliance with all applicable laws and regulations and to promulgate and administer university policies and procedures that faithfully apply such laws and regulations. A culture of compliance strengthens and promotes ethical practices and respectful treatment of all members of the university community and those who conduct business with the university.

## 1. Purpose.

The purpose of this policy is to encourage and enable good-faith reports by university employees and others of observed or suspected misconduct or noncompliance with law or with university policies and procedures.

## 2. Scope.

This policy is intended to encourage and enable employees and others who have good-faith serious concerns about misconduct, including violations of law, regulations, or university policies and procedures or other conduct (“Misconduct”) to raise them with the university before seeking external resolution. This policy is not intended to supplant, but rather to complement and supplement, existing university policies. It thus does not affect any rights, responsibilities, or procedures set forth in other university policies addressing misconduct. For example, complaints or grievances such as those regarding discrimination or harassment, other personnel and employment matters, academic and disciplinary matters, academic freedom, research misconduct, and other matters as to which there are specific university policies, should ordinarily be made and addressed in accordance with the university policies applicable to such matters and applicable law.

## 3. Reporting Responsibility.

Each member of the university community shares responsibility for

stewardship of university resources and compliance with laws and policies. Therefore, university faculty, staff, and students are encouraged to report, in accordance with this policy, any misconduct by university employees, or actions of other parties that may result in financial loss or other harm to American University, of which they may become aware. For purposes of this policy, a Reporting Person is any employee or student who makes a report under this policy.

## 4. Guidance on Reporting.

An employee who has a question about the propriety of any practice under university policies or procedures should ordinarily seek guidance from his or her supervisor or a university official with compliance oversight responsibility for the particular policy or procedure. An employee also may seek guidance from the Office of Vice President for Finance and Treasurer.

## 5. Confidentiality.

A Reporting Person may request that a report made under this policy be handled as confidentially as possible under the circumstances. Although the university will endeavor to handle all such reports with discretion and due regard for privacy, other obligations and considerations may preclude the university from maintaining confidentiality in all circumstances.

## 6. Anonymous Reports.

A Reporting Person may make an

anonymous report. However, it should be understood that any investigation may be hampered or be impracticable if the Reporting Person cannot be identified and questioned about the allegations and related facts.

## 7. Persons to Whom Reports May Be Made.

A Reporting Person ordinarily should make the report to his or her immediate supervisor. If the Reporting Person believes it inappropriate to report to an immediate supervisor, the Reporting Person should raise the issue with another person with supervisory authority, such as his or her manager, department chair, dean, director, or the university office or official responsible for overseeing compliance with the policy or procedure at issue. If a Reporting Person believes further reporting is appropriate, a report under this policy may be made to the following offices.

Reports about a staff member may be filed with: Employee Relations, Human Resources Office, 4400 Massachusetts Avenue, NW, Washington, DC 20016, [employeerelations@american.edu](mailto:employeerelations@american.edu), or 202-885-2607.

Reports about a faculty member may be filed with: Dean of Academic Affairs, Office of the Provost, 4400 Massachusetts Avenue, NW, Washington, DC 20016, [academicaffairs@american.edu](mailto:academicaffairs@american.edu), or 202-885-2125.

Reports about a student may be filed with: Dean of Students, Office of Campus Life, 4400 Massachusetts Avenue, NW, Washington, DC 20016, [dos@american.edu](mailto:dos@american.edu), or 202-885-3300.

Reports involving the president, a vice president, or a trustee of the university, or any report concerning accounting practices, finances, internal controls, inappropriately managed conflicts of interest, and/or auditing may be submitted to the Chair of the Audit Committee of the American University Board of Trustees, by submitting the report, in an envelope addressed to the Chair of the Audit Committee, to the office of the Secretary of the University, 4400 Massachusetts Avenue, NW, Washington DC 20016. Reports submitted in this manner will be delivered to the Chair of the Audit Committee for evaluation. The Audit Committee of the Board of Trustees shall address all reported concerns or complaints. The Audit Committee will exercise discretion in determining whether to conduct further review, initiate an investigation or refer the matter to a university office the Committee deems appropriate to handle it, or what other steps if any are warranted.

## 8. No Retaliation.

No individual who in good faith reports a violation or suspected violation shall thereby suffer harassment, retaliation or adverse employment and/or academic or educational consequence. An employee who retaliates

against someone who has made a report in good faith under this policy is subject to disciplinary action, up to and including dismissal from the university. Individuals who believe they have suffered retaliation may report it to one of the reporting venues identified above. Reports made in bad faith or with knowledge of their falsity may subject individuals to disciplinary or other appropriate action. Making a report under this policy shall not insulate an individual from personnel or other actions that are warranted based on performance or other factors and are not caused by the making of a complaint under this policy.

9. Document Retention. The Office of Vice President for Finance and Treasurer will document the processing and, as appropriate, resolution of reports made under this policy, and shall retain such documents in a secure location.

10. Interpretation. The Office of Vice President for Finance and Treasurer is responsible for implementing and interpreting this policy.

### **C. UNIVERSITY CODES, POLICIES, AND GUIDELINES: ALCOHOL AND OTHER DRUGS**

American University is committed to maintaining a healthy and safe community through education and intervention efforts for alcohol and other drugs. AU community members

uphold university policies and abide by local, state, and federal laws pertaining to alcohol and other drugs. Individuals accept personal responsibility for the outcome of their decisions regarding alcohol and other drugs.

Policies of American University regarding alcohol and other drugs are covered in the Student Conduct Code, the Residence Hall Regulations, and the Alcohol and Drug Policies.

#### **ALCOHOL POLICY**

American University is committed to maintaining a healthy and safe academic community that reflects high standards of personal responsibility and behavior. Alcohol abuse will not be tolerated under any circumstances. This policy permits the responsible use of alcohol in moderation by persons of legal drinking age and in accord with these guidelines.

#### **Authorization Requirements**

1. The president, provost, or appropriate vice president must authorize alcohol service for all university events, whether the events are held on or off university premises. University premises are buildings and grounds owned, leased, operated, controlled, or supervised by the university.

2. The president, provost, or appropriate vice president must authorize the expenditure of university funds to purchase alcohol for approved events.

#### **General Requirements**

1. Consumption of alcohol is prohibited on university premises except as authorized by this policy.

2. Possession of alcohol is prohibited in university residence halls, Bender Arena, and at open-air events.

3. Advertising that highlights the availability of alcohol at an event is prohibited.

4. University officials reserve the right to check proof of age at university events.

5. University officials can deny admission, alcohol service, or continued attendance at a university event to anyone who, in the sole judgment of the officials, is intoxicated.

6. Food or snacks and nonalcoholic beverages must be available at university events where alcohol is served.

7. One-price, all-you-can-drink arrangements are prohibited.

8. Bring-Your-Own-Beverage (BYOB) arrangements are prohibited.

#### **Legal and Risk Management Requirements**

1. Alcohol service on university premises is limited to beer and wine.

2. Alcohol service off university premises must comply with the vendor's license.

3. The vendor's license for university dining services permits the sale and service of beer and wine in the Tavern and the first floor meeting rooms of Mary Graydon Center.

4. A District of Columbia permit is required to serve beer and wine at approved events on university premises that are not covered by the vendor's license for university dining services. A permit is also required for approved university events at which alcohol is sold or an admission fee is assessed in any form. The alcohol vendor is responsible for obtaining the permit.

5. Non-university vendors must provide a certificate of insurance with a minimum of \$1 million in liquor liability coverage. The certificate must accompany the alcohol approval form or be on file in the Office of Finance and Treasurer.

6. The Office of Finance and Treasurer must sign all contracts prior to approved university events. If alcohol will be served at an event, a copy of the signed alcohol approval form, liquor license, District of Columbia permit when applicable, and certificate of insurance when applicable must accompany the contract.

#### **Additional Information**

1. Alcohol Approval Forms are available in the offices of the provost, vice presidents, and Student Activities and University Center.

2. Questions about the Alcohol Policy should be directed to the Office of the Vice President of Campus Life (202-885-3310) or to the Office of the Provost (202-885-2127).

3. Related policies include the Advertising Policy, Posting Policy, Tavern Programming Guidelines, and the AUTO Van Request and Charter Manifesto.

4. The university reserves the right to amend this policy in accordance with the law, community standards, or the best interests of the university.

*Revised March 2000*

### **DRUG POLICY**

Possession and/or use of illicit drugs and unauthorized controlled substances are contrary to university policy and in violation of federal and District of Columbia laws. The university prohibits the possession, use, manufacture, distribution and/or sale of illegal drugs and illegal drug paraphernalia. Students at the university using or otherwise involved with drugs in violation of the Student Conduct Code and/or the university Housing Agreement are subject to university disciplinary action in addition to any action taken by local or federal law enforcement authorities. Questions regarding the Drug Policy should be directed to the Office of the Dean of Students, 202-885-3300, 408 Butler Pavilion.

The university reserves the right to amend these policies as it sees fit in accordance with the law and/or community standards.

### **UNIVERSITY SANCTIONS FOR VIOLATING ALCOHOL AND DRUG POLICIES**

Students found responsible for violating the Student Conduct Code are given sanctions which are implemented in accordance with university policies. There are no automatic sanctions for particular offenses; cases are evaluated individually and sanctions are applied consonant with the severity of the offense. However, based on the outcomes of prior conduct cases, the predictable consequences for drug and alcohol related offenses are:

#### **Alcohol Violations**

A. First time minor violations may result in sanctions, including, but not limited to, warning, censure, an alcohol education program, and community restitution hours.

B. Second time minor violations may result in sanctions including, but not limited to, censure, disciplinary probation for a specified period, an alcohol education program, and community restitution hours. (Also see Parental Notification policy).

C. Repeated violations of the alcohol policy may result in sanctions including, but not limited to, disciplinary probation for a specified period, an

alcohol evaluation, community restitution hours, removal from the residence halls, suspension, or dismissal.

#### **D. Drunk driving on campus:**

Students, faculty, or staff may be stopped by Public Safety officers for traffic violations on campus. If, during such a stop, the officer believes the person is intoxicated, the officer may conduct a field sobriety test and an arrest may be made by the officer or by an MPD officer. The case may also be referred to Student Conduct and Conflict Resolution Services for university disciplinary action. Refer to District of Columbia Crimes and Penalties—Alcohol, listed below.

### **Drug Violations**

A. First time sale, distribution, manufacture, use, or possession of illegal drugs and illegal drug paraphernalia may result in sanctions, including, but not limited to, disciplinary probation for a specified period, denial of visiting privileges in the residence halls, a drug education program, removal from the residence halls permanently or for a specified period, and suspension or dismissal from the university. (Also see Parental Notification policy).

B. Second time sale, distribution, manufacture, use, or possession of illegal drugs and illegal drug paraphernalia may result in sanctions, including, but not limited to, removal from the residence halls permanently, suspension, or dismissal from the university, and atten-

dance at a drug treatment program (depending upon the situation).

### **PARENTAL NOTIFICATION OF DISCIPLINARY VIOLATIONS INVOLVING THE USE OR POSSESSION OF ALCOHOL OR A CONTROLLED SUBSTANCE**

The central commitment of American University is to the development of thoughtful, responsible human beings in the context of a challenging yet supportive academic community. Consistent with this philosophy, the university communicates its expectations for students' behavior through a Student Conduct Code. Violations of the Code are addressed through the student conduct system.

Among the categories of misconduct subject to disciplinary action under the Code are violations of published university policies pertaining to the sale, distribution, manufacture, use, or possession of alcohol or any illegal drug, and related violations of local, state, or federal law. While universities are not required to do so, the Family Educational Rights and Privacy Act does not restrict them from communicating directly with parents or guardians of students under the age of 21 who are found responsible for violations of the Code in these categories.

Consistent with the laws of the District of Columbia, American University regards students who have reached the age of 18 as adults with commensurate

rights and responsibilities. Students are afforded the right to privacy in conduct matters, unless or until they forfeit that right through egregious or repeated violation of the university's alcohol or drug policies or of the law. Notification of parents or guardians in instances where students have been found responsible for alcohol or drug violations is carried out with consideration for the students' interests.

American University will generally notify parents or guardians of students' misconduct related to alcohol or controlled substances when:

(1) A student's violation of the university's alcohol or drug policies is judged by the dean of students or designee to be egregious, to indicate that the student's health or safety may be at risk, or that the student may have placed others at risk.

(2) A student's violation of the university's alcohol or drug policies results in a student's removal from the residence halls, or suspension, or expulsion from the university.

(3) A student is found responsible for a violation of the university's drug policies or for a second violation of the university's alcohol or drug policies, however minor, and all subsequent violations of alcohol or drug policies.

#### **MEDICAL TRANSPORTS: ALCOHOL AND OTHER DRUGS**

American University is committed to providing a safe campus environment conducive to intellectual growth and personal development. The abuse of alcohol and other drugs threatens the health and safety of the individual and disrupts the community, particularly when abuse results in a student requiring medical attention and transport to the hospital.

Students who have been transported to the hospital for these reasons will meet with a university official in the Office of the Dean of Students. The purpose of the meeting is to help the student gain insight into the experience and to become aware of possible patterns of behavior, to identify potential risks associated with alcohol and drug abuse, and to make referrals to appropriate services as necessary. The student will be required to participate in an alcohol and other drug education program. As a result of the serious threat to health and safety, the parents or guardians of the student will be notified.

First time transports are generally not treated as violations of the conduct code, unless the students involved in the incident fail to comply with the directives of university officials directing the transport or appear to have committed other acts defined as prohibited conduct. Subsequent transports may result in charges related to interfering with normal university activity.

Students' health and safety is the university's first consideration in addressing violations of alcohol and other drug policy. Students who act responsibly to protect the welfare of others by seeking immediate medical assistance for those at risk will have their actions noted to their benefit in any related conduct proceedings.

Questions regarding these procedures should be directed to the Office of the Dean of Students, 202-885-3300, 408 Butler Pavilion.

#### **HEALTH RISKS**

There are obvious risks associated with alcohol and drug abuse, but there are a number of less obvious risks as well:

- physical and mental dependence
- memory loss
- violent behavior, aggressive acts, and angry feelings
- headaches
- nausea and/or vomiting
- muscle weakness
- a drug tolerance
- liver, lung, and kidney problems
- brain damage

- hallucinations, tremors, and convulsions
- hyperactivity or sluggish behavior
- poor academic performance
- unwanted sexual activity (i.e., date rape)
- sexually transmitted diseases, including HIV/AIDS
- unwanted pregnancy
- impact on future career prospects
- adverse effects from withdrawal

Alcohol and other drug use may also lead to other health problems such as respiratory depression, cancer, Fetal Alcohol Syndrome, elevated blood pressure, and, in some cases, death. If combined with other depressants of the central nervous system, even low doses of alcohol can have dangerous effects. Table A, Controlled Substances—Uses and Effects summarizes some harmful consequences of drug use.

#### **ON-CAMPUS RESOURCES**

In case of an emergency, contact Public Safety at 202-885-3636. If you are ever in doubt about your own health and safety or somebody else's, call for help.

The Office of the Dean of Students (202-885-3300) provides general information about campus resources. It also offers programming during orientation and through various organized groups of students interested in educating the campus community about alcohol and drug use and related issues.

The Student Health Center can provide treatment and/or referral for health issues related to alcohol and other drug use. For more information, call 202-885-3380. The Counseling Center offers individual counseling for students concerned about alcohol and other drug use. For more information, call 202-885-3500. Visit the Counseling Center home page on the Web at [www.american.edu/ocl/counseling/index.cfm](http://www.american.edu/ocl/counseling/index.cfm).

Residence hall assistants and directors can discuss alcohol and other drug use with students and can advise students about referrals and how to help a friend who may have a problem. The staff also provides hall and floor programming throughout the year.

The Wellness Center provides a variety of resources relating to alcohol and other drugs. We stock a wide range of brochures and workbooks that detail the effects of alcohol and drugs, the importance of making responsible decisions, and the consequences of engaging in certain behaviors related to alcohol and other drugs.

Additionally these materials offer the opportunity to conduct a self-assessment of alcohol and drug use, including referrals to appropriate information and resources based on the outcome. The Wellness Center also has an Alcohol and Other Drug Health Educator who can provide group programs and individualized meetings about alcohol and drugs. Each year the Wellness Center sponsors National Collegiate Alcohol Awareness Week and works with student groups to develop relevant programming about responsible alcohol use. For more information, contact the Wellness Center at 202-885-3276.

The Gay, Lesbian, Bisexual, Transgender, and Ally (GLBTA) Resource Center located in 201 Mary Graydon Center, has some information on alcohol and other drug abuse in the gay, lesbian, bisexual, and transgender community. Contact the GLBTA Resource Center at 202-885-3346.

The Faculty/Staff Assistance Program, a component of Human Resources, offers an array of substance abuse prevention and intervention programs for faculty and staff who have a problem with alcohol or other drugs. Please call 202-885-2588 for further information or to request help for a colleague or friend whom you suspect may have a problem. Visit the FSAP home page on the Web at [www.american.edu/fsapintr.html](http://www.american.edu/fsapintr.html).

Bender Library publishes a Research Guide Series on Alcohol and Other Drugs. This bibliography is helpful to students conducting research about substance abuse. Print and electronic resources are included. Stop by the Reference Desk in the library for a copy, or visit the home page on the Web at [www.library.american.edu](http://www.library.american.edu).

#### OFF-CAMPUS RESOURCES

While AU strives to help members of the campus community learn about alcohol and other drugs, we realize that sometimes students may wish to seek off-campus help. Following is a list of contacts and resources:

Alcoholics Anonymous (AA)  
4530 Connecticut Avenue, NW,  
Suite 111  
Washington, DC 20008  
202-966-9115  
[www.aa-dc.org](http://www.aa-dc.org)

Narcotics Anonymous  
PO Box 9863  
Washington, DC 20016  
Hotline: 202-399-5316  
[www.wsoinc.com/](http://www.wsoinc.com/)

Whitman-Walker Clinic  
Alcohol and Substance Abuse Service  
1407 S Street, NW  
Washington, DC 20009  
202-797-3550

National Drug and Alcohol Treatment  
Routing Service  
1-800-662-HELP

National Clearinghouse for Alcohol  
and Drug Information  
301-468-2600  
[www.health.org/resref.htm/](http://www.health.org/resref.htm/)

U.S. Department of Justice  
Drug Enforcement Administration  
[www.usdoj.gov/dea/](http://www.usdoj.gov/dea/)

#### COOPERATION WITH LAW ENFORCEMENT AUTHORITIES

The university cooperates fully with law enforcement authorities. Violations of the Student Conduct Code or Residence Hall Regulations which are also violations of federal or local law may be referred to external enforcement. In such situations, cases may proceed concurrently at the university and in the criminal justice system.

#### LOCAL AND FEDERAL LAWS PERTAINING TO ALCOHOL AND DRUGS

Following is a brief summary of District of Columbia and federal laws pertaining to alcohol and drugs. This is not an exhaustive list and is subject to change. The law constantly evolves and is subject to different interpretations.

#### I. District of Columbia Crimes and Penalties—Alcohol *Persons Under 21—Possession and Consumption*

Crime 1: No person under 21 years of age may consume, purchase, attempt to purchase, or otherwise possess alcohol. Penalties: considered a misdemeanor and fined not more than \$300; failure

to pay the fine will result in a jail term of not more than 30 days.

Crime 2: No person may falsely represent his/her age or possess or present fraudulent identification for the purpose of procuring alcohol. Penalties: considered a misdemeanor and fined not more than \$300; failure to pay the fine will result in a jail term of not more than 30 days. The court can also impose additional civil fines. These penalties are in addition to the penalties for crimes 1 and 2 listed immediately below.

Penalties for crimes 1 and 2: First violation, driving privileges suspended for 90 days; second violation, driving privileges suspended for 180 days; third violation and each subsequent violation, driving privileges suspended for one year.

Crime 3: No person may purchase alcohol for the purpose of delivering it to another person who is under 21 years of age.

Crime 4: No person who is not an ABC license holder may make available alcohol to any person under 21 years of age, except when necessary for the person under 21 years of age to perform lawful employment responsibilities (e.g. waiters and waitresses).

Penalties for crimes 3 and 4: Upon conviction for the first violation, be

fined not more than \$1,000, or imprisoned up to 180 days, or both; upon conviction for the second violation committed within 2 years from the date of any such previous offense, be fined not more than \$2,500, or imprisoned up to 180 days, or both; upon conviction for the third or any subsequent violation committed within 2 years from the date of any such previous violation, be fined not more than \$5,000, or imprisoned up to one year, or both. A person alleged to have committed crimes 3 and 4 may be issued a citation.

#### *Drivers Under the Influence of Alcohol or Drugs*

Crime 5: No individual shall, when the individual's blood contains .08% or more, by weight, of alcohol (or when .38 micrograms or more of alcohol are contained in 1 milliliter of his breath, consisting of substantially alveolar air), or defendant's urine contains .10% or more, by weight of alcohol, or under the influence of intoxicating liquor or any drug or any combination thereof, operate or be in physical control of a vehicle in the District. No individual under 21 years of age shall, when the individual's blood, breath, or urine contains any measurable amount of alcohol, operate or be in physical control of any vehicle in the District.

Penalties for crime 5: First violation, unless the individual has been convicted for a violation of crime 6 below,

a maximum fine of \$300 and a maximum jail term of 90 days; second violation, or for the first offense following a previous conviction for crime 6 below, within a 15-year period, an individual shall be fined an amount not less \$1,000 and not more than \$5,000 and sentenced for a period of imprisonment of not less than 5 days, which must be imposed and not suspended, and not more than one year, or required to perform at least 30 days of community service. Upon conviction for the third or any subsequent violation, or for the second offense following a previous conviction for crime 6 below, within a 15-year period, an individual shall be fined an amount not less than \$2,000 and not more than \$10,000 and either sentenced for a period of imprisonment of not less than 10 days, which must be imposed and not suspended, and not more than one year, or required to perform at least 60 days of community service.

Crime 6: No individual shall, while the individual's ability to operate a vehicle is impaired by the consumption of intoxicating liquor, operate or be in physical control of any vehicle in the District.

Penalties for crime 6: First violation, unless the individual has a previous conviction of crime 5, a minimum fine of \$200 but not more than \$300 and a maximum jail term of 30 days; second violation, or upon the first conviction

following a previous conviction for crime 5, within a 15-year period, a minimum fine of \$300 but not more than \$500 and either sentenced for a period of imprisonment of not less than 5 days, which must be imposed and not suspended, and not more than one year or required to perform at least 30 days of community service; third violation or any subsequent offense, or for the second offense following a previous conviction of crime 5, within a 15-year period, a minimum fine of \$1,000 but not more than \$5,000 and either sentenced for a period of imprisonment of not less than 10 days, which must be imposed and not suspended, and not more than one year or required to perform at least 60 days of community service.

## **II. District of Columbia Crimes and Penalties—Drugs**

It is unlawful for any person to knowingly or intentionally to manufacture, distribute, or possess, with intent to manufacture or distribute, a controlled substance or drug paraphernalia. A conviction under local laws may result in imprisonment, a fine or both. The length of prison term and the amount of the fine depend upon the particular type of controlled substances involved. Maximum penalties include 30-year jail terms and/or \$500,000 fines. Subsequent convictions and violations involving distribution to minors carry increased penalties, up to twice the usual sanctions.

It is unlawful for any person knowingly or intentionally to possess a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his or her professional practice. Any person who violates this subsection is guilty of a misdemeanor and upon conviction may be imprisoned for not more than 180 days, fined not more than \$1,000, or both.

### III. Federal Drug Crimes and Penalties

Federal laws prohibit the manufacture, distribution, or dispensing, or possession with intent to manufacture, distribute, or dispense, a controlled substance. The following summarizes selected provisions of federal laws which provide criminal and civil penalties for unlawful possession or distribution of drugs. See Federal Trafficking Penalties charts in this section for a summary of trafficking penalties under federal law for various types of drugs.

#### A. Federal Penalties and Sanctions for Illegal Possession of Controlled Substances

21 U.S.C. 844(a) Simple possession:  
1st conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.  
After one prior drug conviction: At least 15 days in prison, not to exceed 2

years; and fined at least \$2,500 but not more than \$250,000, or both.  
After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

a. 1st conviction and the amount of crack possessed exceeds 5 grams.

b. 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

c. 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7) Criminal forfeiture: Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack, above.)

21 U.S.C. 881(a)(4) Criminal forfeiture: Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a Civil penalty for possession of small amount of certain controlled substances: Civil fine of up to \$10,000.

21 U.S.C. 862 Denial of benefits: Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses for possession of controlled substances. Increased penalties apply if convicted for drug trafficking.

Note: These are only federal penalties and sanctions. Additional local penalties and sanctions may apply.

B. Federal Trafficking Penalties  
Updated information about federal drug trafficking penalties for most drugs can be found at the following Web site: [www.usdoj.gov/dea/agency/penalties.htm/](http://www.usdoj.gov/dea/agency/penalties.htm/).

Information about federal drug trafficking penalties for marijuana, hashish, and hash oil can also be found at the same Web site.

## university codes, policies, and guidelines

**Table A** Controlled Substances—Uses & Effects

Drugs CSA Schedules	Trade or Other Names	Medical Uses	Dependence		Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
			Physical	Psychological						
<b>NARCOTICS</b>										
Opium	II III V	Dover's Powder, Paregoric Parepectolin								
Morphine	II III	Morphine, MS-Contin, Roxanol, Roxanol-SR								
Codeine	II III V	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fioirinal w/Codeine								
Heroin	I	Diacetylmorphine, Horse, Smack								
Hydromorphone	II	Dilaudid								
Meperidine (Pethidine)	II	Demerol, Mepergan								
Methadone	II	Dolophine, Methadone, Methadose								
Other Narcotics	I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin								
<b>DEPRESSANTS</b>										
Chloral Hydrate	IV	Nactec								
Barbiturates	II III IV	Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tuninal, Phenobarbital								
Benzodiazepines	IV	Ativan, Dalmane, Diazepam, Xanax, Serax, Valium, Tranxexa, Verstran, Versed, Halcion, Paxipam, Restoril								
Methaqualone	I	Quaalude								
Glutethimide	III	Doriden								
Other Depressants	III IV	Equanil, Miltown, Noludar, Palacidyl, Vairnid								
<b>STIMULANTS</b>										
Cocaine	II	Coke, Flake, Snow, Crack								
Amphetamines	II	Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol								
Phenmetrazine	II	Preludin								
Methylphenidate	II	Ritalin								
Other Stimulants	III IV	Adipex, Cylert, Didrex, Lonamin, Mallet, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2								
<b>HALLUCINOGENS</b>										
LSD	I	Acid, Microdot								
Mescaline and Peyote	I	Mexc, Buttons, Cactus								
Amphetamine Variants	I	2, 5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB								
Phencyclidine	II	PCP, Angel Dust, Hog								
Phencyclidine Analogues	I	PCE, PCPy, TCP								
Other Hallucinogens	I	Bufofenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn								
<b>CANNABIS</b>										
Marijuana	I	Pot, Acapulco, Gold, Grass Reefer								
Tetrahydrocannabinol	I II	THC, Marinol								
Hashish	I	Hash								
Hashish Oil	I	Hash Oil								

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## university codes, policies, and guidelines

Drugs	CSA Schedules	Trade or Other Names	Medical Uses	Dependence		Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
				Physical	Psychological						
<b>NARCOTICS</b>											
Opium	II III V	Dover's Powder, Paregoric Parepectolin									
Morphine	II III	Morphine, MS-Contin, Roxanol, Roxanol-SR									
Codeine	II III V	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fioirinal w/Codeine									
Heroin	I	Diacetylmorphine, Horse, Smack									
Hydromorphone	II	Dilaudid									
Meperidine (Pethidine)	II	Demerol, Mepergan									
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Other Narcotics	I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin									
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Cocaine	II	Coke, Flake, Snow, Crack									
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Other Stimulants	III IV	Adipex, Cylert, Didrex, Lonamin, Mallet, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2									
<b>HALLUCINOGENS</b>											
LSD	I	Acid, Microdot									
Mescaline and Peyote	I	Mexc, Buttons, Cactus									
Amphetamine Variants	I	2, 5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB									
Phencyclidine	II	PCP, Angel Dust, Hog									
Phencyclidine Analogues	I	PCE, PCPy, TCP									
Other Hallucinogens	I	Bufofenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn									
<b>CANNABIS</b>											
Marijuana	I	Pot, Acapulco, Gold, Grass Reefer									
Tetrahydrocannabinol	I II	THC, Marinol									
Hashish	I	Hash									
Hashish Oil	I	Hash Oil									

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Federal Trafficking Penalties

CSA	2nd O ense	1st O ense	Quantity	Drug	Quantity	1st O ense	2nd O ense
I and II	<ul style="list-style-type: none"> <li>• Not less than 10 years, Not more than life.</li> <li>• If death or serious injury, not less than life.</li> <li>• Fine of not more than \$4 million individual, \$10 million other than individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 5 years, Not more than 40 years.</li> <li>• If death or serious injury, not less than 20 years, or more than life.</li> <li>• Fine of not more than \$2 million individual, \$5 million other than individual.</li> </ul>	10-99 gm pure or 100-999 gm mixture	Methamphetamine	100 gm or more pure or 1 kg or more mixture	<ul style="list-style-type: none"> <li>• Not less than 10 years, Not more than life.</li> <li>• If death or serious injury, not less than 20 years, or more than life.</li> <li>• Fine of not more than \$4 million individual, \$10 million other than individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, Not more than life.</li> <li>• If death or serious injury, not less than life.</li> <li>• Fine of not more than \$8 million individual, \$20 million other than individual.</li> </ul>
			100-999 gm mixture	Heroin	1 kg or more mixture		
			500-4,999 gm mixture	Cocaine	5 kg or more mixture		
			5-49 gm mixture	Cocaine Base	50 kg or more mixture		
			10-99gm pure or 100-999 gm mixture	PCP	100 gm or more pure or 1 kg or more mixture		
			1-9gm mixture	LSD	10 gm or more mixture		
40-399 gm mixture	Fentanyl	400 gm or more mixture					
10-99 gm mixture	Fentanyl Analogue	100 gm or more mixture					
	<b>Drug</b>	<b>Quantity</b>	<b>1st O ense</b>	<b>2nd O ense</b>			
	Others <small>(Law does not include marijuana, hashish or hash oil.)</small>	Any	<ul style="list-style-type: none"> <li>• Not more than 20 years.</li> <li>• If death or serious injury, not less than 20 years, not more than life.</li> <li>• Fine \$1 million individual, \$5 million not individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years.</li> <li>• If death or serious injury, life.</li> <li>• Fine \$2 million individual, \$10 million not individual.</li> </ul>			
III	All (includes anabolic steroids as of 2-27-91.)	Any	<ul style="list-style-type: none"> <li>• Not more than 5 years.</li> <li>• Fine not more than \$250,000 individual, \$1 million not individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years.</li> <li>• If death or serious injury, life.</li> <li>• Fine \$2 million individual, \$10 million not individual.</li> </ul>			
IV	All	Any	<ul style="list-style-type: none"> <li>• Not more than 3 years.</li> <li>• Fine not more than \$250,000 individual, \$1 million not individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years.</li> <li>• If death or serious injury, life.</li> <li>• Fine \$2 million individual, \$10 million not individual.</li> </ul>			
V	All	Any	<ul style="list-style-type: none"> <li>• Not more than 1 year.</li> <li>• Fine not more than \$100,000 individual, \$250,000 not individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years.</li> <li>• If death or serious injury, life.</li> <li>• Fine \$2 million individual, \$10 million not individual.</li> </ul>			

Description	Quantity	1st O ense	2nd O ense
Marijuana	1,000 kg or more mixture or 1,000 or more plants.	<ul style="list-style-type: none"> <li>• Not less than 10 years, Not more than life.</li> <li>• If death or serious injury, Not less than 20 years, Not more than life.</li> <li>• Fine not more than \$4 million individual, \$10 million other than individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, Not more than life.</li> <li>• If death or serious injury, Not more than life.</li> <li>• Fine not more than \$8 million individual, \$20 million other than individual.</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100-999 plants.	<ul style="list-style-type: none"> <li>• Not less than 5 years, Not more than 40 years.</li> <li>• If death or serious injury, Not less than 20 years, Not more than life.</li> <li>• Fine not more than \$2 million individual, \$5 million other than individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, Not more than life.</li> <li>• If death or serious injury, Not more than life.</li> <li>• Fine not more than \$4 million individual, \$10 million other than individual.</li> </ul>
Marijuana	50 to 99 kg mixture; or 50-99 plants.	<ul style="list-style-type: none"> <li>• Not less than 20 years.</li> <li>• If death or serious injury, Not less than 20 years, Not more than life.</li> <li>• Fine \$1 million individual, \$5 million other than individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years.</li> <li>• If death or serious injury, Not more than life.</li> <li>• Fine \$2 million individual, \$10 million other than individual.</li> </ul>
Marijuana	Less than 50 kg mixture	• Not more than 5 years.	• Not more than 10 years.
Hashish	10 kg or more	<ul style="list-style-type: none"> <li>• Fine not more than \$250,000, \$1 million other than individual.</li> </ul>	<ul style="list-style-type: none"> <li>• Fine \$500,00 individual, \$2 million other than individual.</li> </ul>
Hashish Oil	1 kg or more		



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