# University Graduate Announcements

2016-2017 Academic Year



THE
CATHOLIC UNIVERSITY
of AMERICA

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## AN INTRODUCTION TO THE CATHOLIC UNIVERSITY OF AMERICA

# **Campus Overview**

The Catholic University of America was incorporated under the laws of the District of Columbia in 1887. Its original incorporation was supplemented and amended by an <u>Act of Congress in 1928</u>. The campus is located in the northeast quadrant of Washington with a main entrance at Michigan Avenue and Fourth Street, N.E. University offices are open from 9 a.m. to 5 p.m. daily, except on holidays as noted in the <u>Standard University Academic Calendar</u>. The University's main telephone number is 202-319-5000, and the University website is <u>www.cua.edu</u>.

These Announcements provide basic information about the graduate programs and academic policies of The Catholic University of America. Additional information is published in the <u>Student Handbook</u>. It is the responsibility of each student to be aware of all rules, regulations, policies, and procedures contained in these <u>Graduate Announcements</u> and in the <u>Student Handbook</u>.

The University reserves the right to establish and revise requirements for graduation and degrees, curricula, schedules, tuition and other fees, and all regulations affecting students, whether incoming or previously enrolled. Inquiries and applications for admission for graduate study should be directed to the Office of University Admissions, The Catholic University of America, Washington, DC 20064. The office phone number is 202-319-5057, and the website is <u>admissions.cua.edu</u>.

The Catholic University of America is committed to the belief that "with respect to the fundamental rights of the person, every type of discrimination, whether social or cultural, whether based on sex, race, color, social condition, language, or religion, is to be overcome and eradicated as contrary to God's intent" (Vatican Council II, <u>Gaudium et Spes</u>, No. 29). Accordingly, it is the policy of the University to comply fully with provisions of federal and local laws and regulations where applicable, which prohibit discrimination on the basis of criteria specified in those laws and regulations in educational programs and activities, including admission thereto, and in employment. The Catholic University of America admits students of any race, color, national or ethnic origin, sex, age, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate against students or applicants for admission, or employees or applicants for employment on the basis of race, color, national or ethnic origin, or on the basis of sex, age, or disability, in the administration of its educational or admissions policies or in any aspect of its operations.

# Statement of Aims and Goals of The Catholic University of America

## Aims of the University

The Catholic University of America is a community of scholars, both faculty and students, set apart to discover, preserve and impart the truth in all its forms, with particular reference to the needs and opportunities of the nation. As a University, it is essentially a free and autonomous center of study and an agency serving the needs of human society. It welcomes the collaboration of all scholars of good will who, through the process of study and reflection, contribute to these aims in an atmosphere of academic competence where freedom is fostered and where the only constraint upon truth is truth itself.

As a Catholic university, it desires to cultivate and impart an understanding of the Christian faith within the context of all forms of human inquiry and values. It seeks to ensure, in an institutional manner, the proper intellectual and academic witness to Christian inspiration in individuals and in the community, and to provide a place for continuing reflection, in the light of Christian faith, upon the growing treasure of human knowledge.

As a member of the American academic community, it accepts the standards and procedures of American institutions and seeks to achieve distinction within the academic world.

Faithful to the Christian message as it comes through the Church and faithful to its own national traditions, The Catholic University of America has unique responsibilities to be of service to Christian thought and education in the Catholic community as well as to serve the nation and the world.

## **Goals of the University**

The Catholic University of America was founded in the name of the Catholic Church in the United States by Pope Leo XIII and the bishops of this country as a national institution of learning. Given its origins and the historic role of its ecclesiastical faculties, this University has a responsibility to the Church in the United States that is special to it: It is called to be an intellectual center of the highest quality, where the relation between revealed truth and human truth can be examined in depth and with authority. It seeks, moreover, to do this in the light of the American experience. It is for this reason that, from its inception, The Catholic University of America has enjoyed a unique relationship with the Holy See and the entire Catholic community.

Established as a center for graduate study, The Catholic University of America has evolved into a modern American university, committed not only to graduate but also to undergraduate and professional education and to the cultivation of the arts. At every level, The Catholic University of America is dedicated to the advancement of learning and particularly to the development of knowledge in the light of Christian revelation,

convinced that faith is consistent with reason and that theology and other religious studies themselves profit from the broader context of critical inquiry, experimentation, and reflection.

The Catholic University of America aims at achieving and maintaining in higher education a leading place among Catholic and other privately endowed, research-oriented institutions of comparable size, purpose, and tradition. In particular, it seeks to maintain a position of special excellence in the fields of theology, philosophy, and canon law.

The Catholic University of America gives primacy to scholarship and scientific research and to the training of future scholars through its graduate programs, not only in order to advance scientific work but also because it recognizes that undergraduate and professional education of high quality also demands the presence of a faculty that combines teaching and professional activity with fundamental scholarship.

The Catholic University of America seeks the advancement of knowledge within a context of liberal studies, a context that reflects both its concern for the whole person and the distinctive wisdom to which it is heir as a Catholic institution. This dimension of learning is reflected particularly in its undergraduate programs where religious studies and philosophy are regarded as integral to curricula that include requirements in the arts and humanities, language and literature, and the natural and social sciences. Through its professional programs, The Catholic University of America seeks to educate men and women who can represent their respective professions with distinction and who are formed by the learning and values inherent in its academic and Catholic traditions.

In selecting disciplines or fields of specialization to be supported at an advanced level of study and research, The Catholic University of America accords priority to religious and philosophical studies and to those programs that advance the Catholic tradition of humanistic learning and that serve the contemporary and future needs of society and the Church. In supporting particular programs The Catholic University of America takes into account the present and potential quality of programs, making an effort to maintain present academic strengths, especially when these are not represented elsewhere.

The Catholic University of America recognizes that its distinctive character ultimately depends on the intellectual and moral quality of its members. To create an environment that is intellectually stimulating and characterized by the generosity and mutual support required for collegial life and personal growth, The Catholic University of America seeks men and women who are not only professionally competent but who also can contribute to its Catholic, moral, and cultural milieu. The Catholic University of America seeks to preserve its tradition of collegial governance, fostering a climate within which all members of The Catholic University of America community have sufficient opportunities to influence deliberation and choice.

Though a research and teaching institution, The Catholic University of America recognizes that it is part of a larger community to which it has certain obligations consistent with its character. Its presence in the nation's

capital and its unique relationship with the Catholic Church in America provides it with opportunities for influencing the resolution of the crucial issues of our time. In providing information and criteria by which public policy is shaped and measured, the University seeks to be of special service to the nation. Similarly, it seeks to be of service to the Church, not only through the preparation of clergy and other leaders for specific roles in the Church, but also through factual investigations and discussions of principles that influence policy. Thus, in dialogue and cooperation with contemporary society, The Catholic University of America sees itself as faithful to the challenge proposed by the Second Vatican Council for institutions of higher learning, namely, to put forth every effort so that "the Christian mind may achieve...a public, persistent, and universal presence in the whole enterprise of advancing higher culture" (*Gravissimum educationis*, n. 10).

# A Brief History of The Catholic University of America

Established as a papally chartered graduate and research center, The Catholic University of America officially opened as an institution of higher education on Nov. 13, 1889.

The first discussion about a national Catholic university came up at a meeting of U.S. bishops — the Second Plenary Council of Baltimore in 1866. On Jan. 26, 1885, a committee appointed by the Third Plenary Council of Baltimore chose the name The Catholic University of America.

New York and Philadelphia were considered as possible sites for the new university, but the nation's capital, with its national symbolism and importance as a political center, ultimately was selected. Land was purchased adjacent to the grounds of the Soldiers' Home (known today as the <u>Armed Forces Retirement Home</u>), which had been built for Civil War veterans. On April 10, 1887, Pope Leo XIII sent a letter to <u>Cardinal James Gibbons</u>, archbishop of Baltimore, giving his formal approval for the founding of The Catholic University of America, and in 1887, the University was incorporated in the District of Columbia on 66 acres of land.

On May 24, 1888, the cornerstone for <u>Caldwell Hall</u> was laid with President Grover Cleveland as well as members of Congress and the U.S. Cabinet in attendance, and on March 7, 1889, Pope Leo XIII formally established The Catholic University of America with his apostolic letter <u>Magni Nobis Gaudii</u>.

<u>Bishop John Joseph Keane</u> of Richmond, Va., was appointed rector of the fledgling institution, and when The Catholic University of America first opened for classes in November 1889, the curriculum consisted of lectures in mental and moral philosophy, English literature, the sacred scriptures, and the various branches of theology. At the end of the second term, lectures on canon law were added.

At the time of the founding of The Catholic University of America, the modern American university was still in its infancy. The Johns Hopkins University in 1876 had been the first in the country to dedicate itself not only to the preservation of learning and teaching, as American institutions had been doing since the establishment of Harvard College on an English model in 1636, but also to the advancement of knowledge through research in

the manner of the Prussian universities of the 19<sup>th</sup> century. Very soon, the conduct of research and the training of graduate students to carry it out became the hallmarks of university status. By developing in this pattern, The Catholic University of America became the principal channel through which the modern university movement entered the American Catholic community. In 1900, The Catholic University of America was among the 14 institutions offering instruction for the doctorate that formed the Association of American Universities, a group of leading research institutions. In 1904, undergraduate programs were added to the offerings of the University.

# The Catholic University of America Today

Today The Catholic University of America — committed to being a comprehensive Catholic and American institution of higher learning — has approximately 6,838 students — about 3,694 undergraduates and 3,144 graduate students — enrolled in 12 schools of architecture and planning, arts and sciences, business and economics, canon law, engineering, law, professional studies, music, nursing, philosophy, social service, and theology and religious studies. All of the schools offer graduate degrees and/or professional degrees. Students choose from among 72 bachelor's programs, 103 master's programs, and 66 doctoral programs.

The Catholic University of America continues to be the flagship Catholic educational institution in the United States and to maintain its unique status as the bishops' university. When The Catholic University of America was established, its governance was delegated by the bishops to a board of trustees. An act of Congress in 1928 amended the original certificate of incorporation to allow, among other things, an increase in the membership of the board. Lay membership, however, was minimal until 1968. Under bylaws that it adopted in that year, the board, which now has 49 members, has an equal numbers of clerical and lay members. The Archbishop of Washington serves *ex officio* as the chancellor of The Catholic University of America, and in this capacity, is the liaison between the institution and the United States Conference of Catholic Bishops, as well as between the institution and the Holy See.

Since its founding, the University has been led by 15 presidents, earlier known as rectors. The current president, <u>John Garvey</u>, has been at the helm of the University since July 1, 2010.

The Catholic University of America is one of only three universities in the United States to have hosted the Pope on its campus, and it is the only one to have done so three times — Pope St. John Paul II in 1979, Pope Benedict XVI in 2008, and Pope Francis in 2015. Pope John Paul II and Pope Benedict XVI both used the occasion of their visit to address educational leaders gathered from around the United States. Pope Francis visited the University before the celebration of the canonization Mass of Fr. Junipero Serra on the east portico of the Basilica of the National Shrine of the Immaculate Conception, overlooking the University Mall.

An official statement of the aims of the University that the trustees promulgated in 1970 transmits consistently the goals of the founders of a century ago. The first rector, Most Reverend John Joseph

Keane, gave succinct form to these goals when he portrayed the institution that he was chosen to head as "a living embodiment and illustration of the harmony between reason and revelation, between science and religion, between the genius of America and the church of Christ." His words have been a guide for over 125 years and will be a continuing challenge as long as the University endures.

# Schools of The Catholic University of America

## **School of Architecture and Planning**

Programs lead to the degrees of Master of Architecture, Master of City and Regional Planning, Master of Science in Facilities Management, and Master of Science in Sustainable Design.

## **School of Arts and Sciences**

Programs lead to the degrees of Master of Arts, Master of Fine Arts, Master of Science, and Doctor of Philosophy, as well as certificates in Biology, Early Christian Studies, Education, Greek, Greek and Latin, Latin, Library and Information Science, Medieval and Byzantine Studies, and Sociology. The departments of the school offering graduate degrees are Anthropology, Biology, Chemistry (chemical education), Drama, Education, English, Greek and Latin, History, Library and Information Science, Modern Languages (Hispanic Literatures and Cultures), Physics, Politics, Psychology, Semitic and Egyptian Languages and Literatures, and Sociology. Interdisciplinary programs are available in Early Christian Studies and Medieval and Byzantine Studies.

## The Time and Steph Busch School of Business and Economics

Programs lead to the degrees of Master of Science in Business Analysis, Master of Science in Accounting, Master of Arts in Integral Economic Development Management, Master of Arts in Integral Economic Development Policy, and Master of Arts in International Political Economics.

## **School of Canon Law**

Programs lead to the pontifical degrees of Licentiate in Canon Law (J.C.L.) and Doctor of Canon Law (J.C.D.). A joint degree program, J.D./J.C.L., is also conducted in conjunction with the Columbus School of Law.

# **School of Engineering**

Programs lead to the degrees of Master of Biomedical Engineering, Master of Civil Engineering, Master of Electrical Engineering, Master of Mechanical Engineering and Computer Science, Master of Science in Engineering Management, and Doctor of Philosophy.

## **Columbus School of Law**

The Columbus School of Law offers the Master of Laws (LL.M.) and the Juris Doctor (J.D.) degree, with a broad curriculum that prepares graduates for a range of professional career opportunities. The school also has joint degree programs with the School of Arts and Sciences (Departments of History, Library and Information Science, Politics, and Psychology), Philosophy, Social Service, and Canon Law. Concentrated certificate programs are available in communications law, securities law, law and public policy, and international law. Through a number of clinical programs, students can gain professional service and skills experience.

## **Benjamin T. Rome School of Music**

Programs lead to the degrees of Master of Arts, Master of Music, Master of Music in Sacred Music, Doctor of Philosophy (Musicology), Doctor of Musical Arts, and Doctor of Musical Arts in Sacred Music. Also available are a joint degree program in music librarianship (Master of Arts in Musicology and the Master of Science in Library Science), a Graduate Artist Diploma (offered in cello, piano, violin, voice, and orchestral conducting), a minor in Latin American music within most graduate degree programs, and a non-degree Music Teacher Certification Program.

## **School of Nursing**

Programs lead to the degrees of Master of Science in Nursing, Doctor of Nursing Practice and Doctor of Philosophy degrees. The Master of Science in Nursing program prepares the student for advanced practice nursing roles in adult/geriatric, family, pediatric (pediatric primary care, pediatric acute care and a combined pediatric primary care/acute care tracks are offered), and community/public health nursing. The Doctor of Nursing Practice program prepares the student for roles involving the development and modification of health care systems and health care services as well as the direct care component of the advanced practice role. The Doctor of Philosophy (Nursing) program prepares clinical nurse researchers who can teach, administer, and contribute to policy formulation in the private and community health care sectors. The focus on the Doctor of Philosophy program is on clinical issues and applications.

## **School of Philosophy**

Programs lead to the degrees of Master of Arts and Doctor of Philosophy, to the pontifical degrees Bachelor (Ph.B.), Licentiate (Ph.L.), and Doctor of Philosophy, and to the Certificate in Pre-Theology Studies. The school also offers a joint M.A./J.D. degree program with the Columbus School of Law.

## **Metropolitan School of Professional Studies**

The Metropolitan School of Professional Studies extends the resources and expertise of the University to the Washington area community by offering master's degree programs for adult students. Reflecting the tradition and educational values of The Catholic University of America, degree programs are based on a strong core component of study in the humanities, social sciences, and natural sciences. Individual programs are designed with a maximum of flexibility to meet the special needs of adult students, while classes are offered evenings and online to accommodate nontraditional schedules. Programs at the Metropolitan School of Professional Studies lead to the degrees of Master of Arts in Human Resource Management and the Master of Science in Management.

## **National Catholic School of Social Service**

Programs lead to the degrees of Master of Social Work and Doctor of Philosophy. The Master of Social Work program prepares students for advanced entry into the social work profession with theoretical knowledge, practice skills, research utilization, and professional values. M.S.W. candidates choose from three (3) concentrations: clinical, social change, and combined (clinical and macro practice), as well a clinical health specialization. The program leading to the Doctor of Philosophy degree is comprised of a foundational curriculum common to all students, a choice of electives to meet individualized specializations, and the dissertation as the capstone. The Ph.D. prepares graduates for active scholarship, research, and leadership positions in social work.

## **School of Theology and Religious Studies**

Academic and ministerial programs lead to the degrees Master of Arts, Master of Catechetics, Master of Divinity, Doctor of Ministry, and Doctor of Philosophy, and to the pontifical degrees of Bachelor (S.T.B.), Licentiate (S.T.L.), and Doctor of Sacred Theology (S.T.D.). Academic areas of study include Biblical Studies, Church History, Hispanic/Latino Studies, Historical Theology, Liturgical Studies/Sacramental Theology, Moral Theology/Ethics, Pastoral Studies, Religion and Culture, Catechetics, Spirituality, Systematic Theology, and joint degree programs in Catholic Education Leadership, and Religious Studies and Library Science. Ministerial field training and seminars are provided in the Pastoral Formation Program. Theological College, under the direction of the Sulpician Fathers, provides spiritual formation for diocesan seminarians and the opportunity for personal integration that are necessary for ordination to the priesthood in the Roman

Catholic Church. The school also provides the academic formation for a number of other seminaries and houses of formation in the Washington, DC metropolitan area.

## **Academic Resources**

## **University Libraries**

The libraries of The Catholic University of America provide resources and services integral to the intellectual endeavors of the University's students, faculty, and staff.

Collections in the humanities, social sciences, theology and religious studies, and philosophy are located in the John K. Mullen of Denver Memorial Library, along with the Department of Rare Books and Special Collections, the Oliveira Lima Library, and the Semitics Library/Institute of Christian Oriental Research. Separate campus libraries have specialized collections in architecture, biology, canon law, humanities (drama and theater, English, media studies, and modern languages), music, nursing, philosophy, physics, and religious studies. Records of the University as well as manuscripts and artifacts that document the heritage of American Catholicism are organized, preserved, and made accessible through the American Catholic History Research Center and University Archives, located in Aquinas Hall. The Mullen Library and campus library collections total more than 1.3 million volumes of journals, books, dissertations and other research materials.

Graduate students have access to ALADIN as a benefit of CUA's membership in the <u>Washington Research Library Consortium</u>. ALADIN includes the online library catalogs for CUA and other consortium members, as well as electronic journals, full-text and article citation databases, image collections, and Internet resources. Students with borrowing privileges may access ALADIN from off campus. Additional databases on CD-ROM may be searched at workstations in Mullen Library.

For materials not available at CUA, eligible students may borrow directly from the Washington Research Library Consortium or request books, articles and other items through the Consortium Loan Service. Many articles can be delivered electronically to the student's myALADIN account. PC workstations for ALADIN access are available in all libraries. Students also may connect to the Internet through the wireless network in Mullen Library and may borrow laptops and wireless network cards.

Assistance with research is available at reference desks in Mullen Library and the campus libraries, by email, instant messaging, and over the phone. Reference and Instructional Services sponsors instruction in library research and the use of electronic resources, with hands-on sessions held in Mullen Library's computer-equipped classroom.

Students also have convenient access to the library resources of the Washington metropolitan area. These include the <u>Library of Congress</u> and many specialized public and private collections such as <u>The Dumbarton</u>

<u>Oaks Library</u>, the <u>Folger Shakespeare Library</u>, the <u>National Archives</u>, the <u>National Library of Medicine</u>, and the <u>libraries of the Washington Theological Consortium</u>.

# **CUA Technology Services**

CUA Technology Services provides computing and network facilities to students and faculty for their educational and research activities, supports the University's information systems, manages the campus network and provides information resources and telecommunication services. The center provides leadership on the ethical use of computing. Numerous public lab areas and classrooms are equipped with desktop computers. All residence hall rooms have network connections via a gigabit ethernet campus backbone.

Technology Services also supports Internet tools such as Web browsers, Telnet, FTP and electronic mail. Numerous Web tools are also available for instructional and research purposes. Popular software programs for Microsoft Windows and Apple Macintosh are supported in the public computing areas.

The campus network consists of Sun Microsystems servers and Intel servers running Solaris, VMS, Windows NT and Linux operating systems, numerous workstations and more than 1,500 networked Windows-based Intel powered and Macintosh desktop computers, with direct access to the Internet and <a href="Washington Research Library Consortium">Washington Research Library Consortium</a>. The central systems are accessible via direct connections on campus and remotely via the Web.

Technology Services issues a VMS and an NT account to all faculty, staff and students. It also provides students, faculty, and staff with an extensive computer education and training program. The CUA Computing Web site provides details about computing at CUA, including information about training, computing resources available, a knowledge bank, a computing guide and activities underway.

The CUA <u>Computing Information Center</u>, located within Technology Services, provides service and support to the campus community. It provides answers to technology questions and fields telephone calls regarding assistance needed on campus. The information center has become a very effective clearinghouse for receiving, tracking, and resolving problems and issues with technology on campus.

A general computing area in <u>Leahy Hall</u>, with both MS Windows and Macintosh machines, is open 24 hours a day during the semesters. Other computer-equipped classrooms and computing areas are open and monitored by Technology Services, and available for use by any CUA student, faculty member, or staff.

## **Consortium of Universities of the Washington Metropolitan Area**

Cooperation among the institutions of higher education in the metropolitan area is provided by the Consortium of Universities of the Washington Metropolitan Area. The consortium consists of 14 universities: American University, The Catholic University of America, Corcoran College of Art and Design, Gallaudet University, George Mason University, The George Washington University, Georgetown University, Howard University, Marymount University, National Defense Intelligence College, National Defense University, Trinity Washington University, University of the District of Columbia, and University of Maryland at College Park.

Students following an approved program leading to a degree, who need a course which is not offered at The Catholic University of America for the degree, may select the particular courses which best meet their needs from the combined offerings of all the institutions. Students provisionally admitted to a degree program and non-degree students are not eligible. Students in certain degree programs are excluded, and some courses are not open for participation. Students may not enroll in off-campus courses offered by participating institutions. Courses taken through the Consortium may not be used to replace a grade of F earned in another course.

In order to register for a course through the consortium, a student must be currently registered at Catholic University. Students may take a maximum of one (1) course per semester through the consortium. Students may take consortium courses for credit only and must have the approval of their adviser, chair, school dean, and consortium coordinator. As other universities in the consortium may have different academic calendars and grading deadlines, students are strongly advised against cross- registration through the consortium during their final semester prior to graduation as doing so could result in delayed graduation.

The student registers and pays tuition at the home institution where the record of academic achievement is maintained in accordance with its policies. However, special fees for specific courses are paid by the student directly to the institution offering the course.

Students from other Consortium institutions are not eligible to enroll through the Consortium in the following courses at CUA:

- Courses offered in the School of Canon Law
- Courses offered in the Columbus School of Law
- Courses offered in the Metropolitan School of Professional Studies
- Online courses offered in the School of Nursing
- Online and off-campus courses offered in the National Catholic School of Social Service
- Off-campus courses held at Fr. Belvoir in the School of Engineering
- Courses in applied music (subject code MUPI)

- Courses offered through the Center for Intelligent Transportation & Sustainable Infrastructure (subject code CENT)
- Internship course
- Directed readings/research courses
- Thesis/dissertation guidance courses
- Comprehensive examination courses
- Courses taught abroad

Other courses not open to students through the Consortium are noted in the class schedule in Cardinal Station.

## **Oak Ridge Associated Universities**

Since 1946, students and faculty of The Catholic University of America have benefited from its membership in Oak Ridge Associated Universities, ORAU. ORAU is a consortium of 96 colleges and universities and a contractor for the U.S. Department of Energy located in Oak Ridge, Tennessee. ORAU works with its member institutions to help their students and faculty gain access to federal research facilities throughout the country; to keep its members informed about opportunities for fellowship, scholarship, and research appointments; and to organize research alliances among its members.

Through the Oak Ridge Institute for Science and Education, ORISE, the DOE facility that ORAU operates, undergraduates, graduates, postgraduates, and faculty enjoy access to a multitude of opportunities for study and research. Students can participate in programs covering a wide variety of disciplines including business, earth sciences, epidemiology, engineering, physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry and mathematics. Appointment and program length range from one (1) month to four (4) years. Many of these programs are especially designed to increase the numbers of underrepresented minority students pursuing degrees in science- and engineering-related disciplines. A comprehensive listing of these programs and other opportunities, their disciplines, and details on locations and benefits can be found in the ORISE Catalog of Education and Training Programs, which is available at <a href="https://www.orau.gov/orise/educ.htm">www.orau.gov/orise/educ.htm</a>.

ORAU's Office of Partnership Development seeks opportunities for partnerships and alliances among ORAU's members, private industry, and major federal facilities. Activities include faculty development programs, such as the Ralph E. Powe Junior Faculty Enhancement Awards, the Visiting Industrial Scholars Program, Consortium research funding initiatives, faculty research and support programs, as well as services to chief research officers.

For more information about ORAU and its programs, contact the <u>Office of the Associate Provost for Sponsored Research and Director of Technology Transfer</u>, ORAU Councilor for The Catholic University of America, or visit the ORAU Home Page at <u>www.orau.org</u>.

## UNIVERSITY ADMISSION TO GRADUATE STUDIES POLICY

#### I. Introduction

The Catholic University of America admits qualified students regardless of race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, political affiliation, status as a veteran, or any other basis protected by applicable Federal and District of Columbia laws, and does not discriminate against students or applicants for admission on any such basis in the administration of its educational or admissions policies or in any aspect of its operations.

The University has an obligation to ensure that students admitted into its academic programs are fully prepared and qualified to engage with a reasonable expectation of success. This is especially true of students whose first language is not English and students who have been educated abroad.

The Office of Admissions and the various academic units of the University involved in admissions decisions will comply with the University policy regarding minimum English proficiency using the standards and procedures outlined in this policy. Individual schools or departments may prescribe additional requirements that can be found in the appropriate section of the Announcements.

#### II. Admission to Graduate Studies

The application for admission may be submitted online at <a href="https://applyonline.cua.edu/login.cfm">https://applyonline.cua.edu/login.cfm</a>. Application materials may be requested at <a href="https://applyonline.cua.edu/login.cfm">https://applyonline.cua.edu/login.cfm</a> or by contacting the <a href="Office of Admissions">Office of Admissions</a> at tel. (800) 673-2772 or tel. (202) 319-5057. The academic deans of the various schools make decisions on graduate applications based on the recommendations of the admissions committees. Admission is granted only for the semester to which one applies. Those failing to register for the semester for which they have received acceptance must reapply for admission, unless permission for a one- or two-semester deferral is obtained from the dean of their school and notification is sent to the Office of Admissions. Deferral of admission does not guarantee deferral of scholarship.

Admission to study does not imply admission to candidacy for a degree, which is granted only after completion of required courses or examinations. Admitted students are required to submit a nonrefundable enrollment deposit to hold his or her place in the class. The deposit is credited toward tuition and fees upon matriculation.

By provision of the <u>Academic Senate</u>, no member of a Faculty in the ranks of Assistant Professor, Associate Professor, or Ordinary Professor, and no Officer of Administration (as specified by name in the Announcements of the University) will be admitted to a graduate degree program. Interpretation of this rule and authorization of exceptions to it are within the jurisdiction of the <u>Graduate Board</u>.

If at any point during the admission or attendance period, materials are found to be altered or falsified, the Office of Admissions reserves the right to expel an applicant or student.

## **III.** Application Requirements

The following materials should be submitted directly to the <u>Office of Admissions</u>, The Catholic University of America, 620 Michigan Ave., N.E., Washington, D.C. 20064 unless submitted electronically.

## A. Completed Application Form and Nonrefundable Application Fee

The application fee typically is waived only in the following cases:

- 1. Current Catholic University undergraduates (while maintaining continuous enrollment)
- 2. Current Catholic University graduate students applying for an advanced graduate degree (while maintaining continuous enrollment)

#### B. Official Transcripts of All Undergraduate Coursework and Postsecondary Studies

Applicants for graduate study are expected to have earned, or to be near completion of, a bachelor's degree from an accredited institution. Their records should indicate that they are prepared to pursue advanced study and research in the field or fields in which they intend to specialize. Applicants who have received a bachelor's degree from a non-accredited institution or who have completed an educational program equivalent to a bachelor's degree may be admitted if their undergraduate scholastic records indicate superior ability in the field in which they intend to specialize.

In order to expedite the processing and evaluation of admissions, unofficial transcripts may be submitted. However, final, official transcripts and documentation of degree conferral are expected to be submitted as soon as possible. Official transcripts and documentation of degree conferral must be sent directly from the Registrar of the school(s) previously attended and should show degree(s) earned, courses completed toward the degree, grade earned in each course, and the basis of grading in effect at the institution. Where available from the school(s) issuing the transcript(s), all transcripts should be sent electronically to the Office of Admissions.

Except for an applicant in their final year of study, an applicant with unofficial documents will be provisionally admitted if they meet all other admission requirements. An applicant who is in the final year of studies may be admitted fully; however, documentation of the degree conferral will be required in order to complete the registration for courses. This documentation should be official and submitted directly by the institution granting the degree. Any student who fails to submit the required documentation will be blocked from registering until such documentation is received.

#### C. Official Letters of Recommendation

Letters should be requested from officials or faculty members of institutions previously attended who are acquainted with the applicants' ability for graduate study. Employment supervisors may serve as recommenders when appropriate. Most schools require three letters; please refer to the school requirements for details.

#### D. Standardized Examinations

Most schools require the submission of standardized test reports such as the <u>Graduate Record Examination</u> (GRE) or <u>Miller Analogies Test</u> (MAT). Submission of the Test of English as a Foreign Language (TOEFL) may also be required in some circumstances. Please refer to the appropriate school and department (where applicable) for details.

Official score reports, no more than five (5) years old, must be submitted directly to The Catholic University of America by the testing service; student copies or photocopies will not be considered official.

- For information about the GRE, please visit the <u>GRE-ETS website</u> or contact GRE-ETS, P.O. Box 6000, Princeton, NJ 08541-6000. CUA's test code is 5104
- For information about the MAT, please visit the <u>Pearson Assessment website</u> or contact Pearson MAT Customer Relations, 19500 Bulvedere Road, San Antonio, TX 78259. CUA's test code is 1042.
- For information about the TOEFL, please visit the <u>TOEFL-ETS website</u> or contact TOEFL Services-ETS, P.O. Box 6151, Princeton, NJ 08541-6151. CUA's test code is 5104.

#### E. Statement of Purpose

Certain schools have specific guidelines for the preparation of the statement. If not specified, applicants should address the following in a statement of approximately 500-750 words:

- 1. State your purpose for undertaking graduate study in your chosen field. Include your academic objective, research interests, and career plans. Also discuss your related qualifications, including collegiate, professional and community activities, and any other substantial accomplishments not already mentioned on the application form.
- 2. How would you describe your ability and commitment to undertake graduate education at this time?
- 3. What are your proposed career goals?
- 4. What influenced your decision to apply to The Catholic University of America?

#### F. Additional Requirements

Specific schools may have other requirements such as an early application deadline, the submission of additional materials such as writing sample, portfolio, audition, or interview. Please review the appropriate school entry for details. International applicants and those who have studied outside the U.S. should carefully consult section IV of this policy.

#### IV. International Student Admission

#### A. Application Method

Because of the delays that often occur in obtaining and evaluating credentials, prospective international students should submit complete applications for admission well in advance of the beginning of the semester for which they are applying.

Applications should be submitted to the Office of Admissions no later than July 1 for the fall semester (classes beginning in August) and November 1 for the spring semester (classes beginning in January).

#### B. Required Credentials for International Candidates

International applications are considered complete when the Office of Graduate Admissions has received the following:

- 1. The completed application form and nonrefundable application fee.
- A certified, translated copy of transcripts of all previous education equivalent to secondary and
  postsecondary education in the United States. All transcripts issued from outside the United States
  must be certified by a recognized evaluator of international educational records (such as WES or
  AACRAO), even if in the English language.
- 3. Credential Evaluation of any non-U.S. degrees.
  - a. Applicants for graduate programs who hold undergraduate degrees from foreign institutions of higher education must provide, as part of the application process, a degree equivalency evaluation from a reputable credentials evaluation service recognized by the University. This ensures that applications are given full consideration by University officials who may not be familiar with the education program of that specific institution.
  - b. Recommended agencies that can provide this service can be found at the following website: <a href="http://admissions.cua.edu/international">http://admissions.cua.edu/international</a>.
- 4. Evidence of sufficient proficiency in the English language to participate in the academic program.

- a. All students, regardless of U.S. immigration status, from countries and areas where English is not the common, spoken language must demonstrate a practical understanding of spoken and written English to benefit from instruction, study and examinations in that language.
- b. For graduate programs, the mechanisms for establishing sufficient English language proficiency and the standards used are established and administered by the University admissions office in partnership with the Vice Provost and Dean of Graduate Studies and the appropriate deans.
- c. The University typically does not require individuals who have received a bachelors or graduate degree from an accredited U.S. institution of higher education to demonstrate English proficiency. Students who do not demonstrate a sufficient level of competency in the English language may be advised to continue their language study before reapplying for admission. At the discretion of the Office of Admissions and the appropriate dean, students with a borderline level of proficiency may be conditionally admitted to an academic program provided that the appropriate dean's office and Admissions has agreed upon an initial plan to improve the student's language competencies. The student's ability to continue in the academic program is contingent upon the successful fulfillment of the terms of the initial academic plan. Proficiency minimums required for application to The Catholic University of America are set forth below.

## **University English Language Proficiency Minimums**

Source of Evaluation	Acceptable Standard	
	Paper:	550
TOEFL (Test of English as a	Computer:	213
Foreign Language)	Internet:	80
		(20 in each category)
<u>IELTS</u>	6.5	
ELS (English Language Service)	Completion of level 112	
Catholic University Intensive English Program	Completion of level 100 course and cumulative GPA of 3.0 plus "adequate" evaluation by the Director of Program	

d. Notwithstanding the above, note that English proficiency requirements for satisfactory participation in a particular program can vary considerably from one course of study to the next, and individual programs may in some instances impose higher proficiency minimums. Those programs where the minimum is higher are set forth at http://admissions.cua.edu/international/.

#### C. Conditional Admission of Students with Borderline English Proficiency

A student who cannot document that he or she meets the standards indicated above may be admitted conditionally to an academic program if the Request for a Waiver Form is initiated in the Dean's Office and approved by all relevant administrative offices.

#### D. Additional Requirements for Issuance of Immigration Documents for F-1 or J-1 status

International students who need to have immigration documents issued by the University on their behalf must be able to document their financial ability to cover the costs of their studies in the U.S. These costs include tuition, living expenses, health insurance, fees, and other costs associated with living and studying in the U.S.

#### V. Provisional Admission

Provisional admission may be granted to an applicant who is missing one or more required documents, such as official GRE scores, but who is otherwise deemed suitable for admission. Such applicants may be requested to secure a notarized statement concerning their academic career from an authoritative source.

Provisional admission is normally granted for one (1) semester, and provisionally admitted students must complete the requirements of their admission before being admitted as regular students. If the provisions of admission are not completed within one (1) semester, the University reserves the right to withdraw students from future semesters.

#### VI. Conditional Admission

Conditional admission may be granted to an applicant with strong academic credentials but who is in need of strengthening a specific body of knowledge through prerequisites which do not apply toward the completion of their degree. Conditional admission may also be granted to an applicant whose record may indicate academic deficiencies or concerns, but may show promise of success in others areas of evaluation. Conditionally admitted students must successfully complete the requirements of their admission normally within one semester before being changed to regular student status. If the conditions of admission are not completed within one semester, then the University reserves the right reserves the right to withdraw the student from future semesters.

#### VII. Students with Disabilities

Disability services, designed to support and encourage the integration of students with disabilities into the mainstream of the University community are provided through the <u>Office of Disability Support Services (DSS)</u>. To be eligible for services at the University, students must register with DSS and submit documentation of

disability. Recently admitted students are encouraged to contact DSS beginning June 1 to begin the registration process. For more information on services or documentation requirements and registration procedures, please contact the Office of Disability Support Services at tel. (202) 319-5211, TTY tel. (202) 299-2899, or e-mail cua-disabilityservices@cua.edu.

## **VIII.** Admission of Non-Degree Students

An applicant who does not wish to pursue a degree program at The Catholic University of America but who wishes to follow courses independently or in a program required for a certificate, either for credit or as an auditor, may apply for admission as a non-degree seeking student. Standard tuition and fees apply to students who take courses as non-degree or audit status. The application must be accompanied by the specified application fee and supported by official transcripts of all previous postsecondary education. In lieu of a transcript, a properly qualified student who is working toward a degree at another institution may submit written authorization for temporary enrollment at this University from the dean of that institution.

In the case of an applicant who has received a bachelor's degree from a non-accredited school or who is deficient in preparation, admission as a non-degree seeking student may be granted. After three (3) courses are completed with a grade of B or better, students may apply for degree seeking status. By law, a student visa can be issued to an international applicant only for the purpose of enrolling in a full course of study that will lead to the attainment of a specified educational or vocational objective, as defined in <u>The Code of Federal Regulations</u> at <u>22 CFR Part 62</u> and <u>8 CFR Part 214</u>. The application of an international student as a non-degree student will be evaluated according to these criteria.

Admission as a non-degree student is limited to a single semester or summer session, unless renewed by the dean of the school for registration in subsequent consecutive semesters or summer sessions. No fee is charged for such renewal. A non-degree student who does not enroll in consecutive terms or who enrolls in a different school must submit a new application for admission, which must be accompanied by the application fee.

A non-degree student who wishes to be considered for admission to a degree program must submit the application and supporting documents ordinarily required for admission to the degree program. Since the mere accumulation of courses will not satisfy degree requirements, one should consult the appropriate dean or department chair (where applicable) before enrolling. A non-degree student may take up to a maximum number of nine (9) graduate credits.

#### IX. Readmission

A student who has withdrawn from the University, or who is presumed to have withdrawn because of failure to maintain continuous enrollment, must apply for readmission. An application for readmission is subject to

the same scrutiny as is an application for original admission. The student may be required to adhere to degree requirements adopted since original matriculation or to special requirements imposed as a condition of readmission, such as repetition of certain examinations or courses. A student who has been withdrawn for more than ten years may not be eligible for readmission.

A student who is readmitted, upon registration, will incur a re-admission fee on their student account.

The University complies with requirements regarding readmission of veterans as set forth in <u>Executive Order</u> <u>13607</u>, <u>Establishing Principles of Excellence for Educational Institutions Serving Service Members</u>, <u>Veterans</u>, <u>Spouses</u>, <u>and Other Family Members</u>.

## UNIVERSITY REGISTRATION, ENROLLMENT, AND RESIDENCY POLICIES

# **Registration**

#### I. Introduction

A student may register only after receipt of official notification of admission from the dean of the school to which application was made.

The registration period is announced each year in the relevant Academic Calendar (defined below). No student will be permitted to register later than the last day of the registration period, or register or add courses after the date published in the relevant Academic Calendar, absent approval from the <u>Provost</u> or his/her designee.

Students will incur a late registration fee if their initial registration for a semester is on or after the first day of a semester, and a late enrollment fee if their initial registration is after the final drop/add deadline of the semester. These fees are listed on the Office of Enrollment Services website, and are the responsibility of the student.

#### II. Definitions

Academic Calendar: The official University calendars setting forth the specific dates and deadlines for semesters and terms, enrollment periods, examination periods, holidays, periods that classes are not in session, and commencement. Academic Calendar means the <u>Standard University Academic Calendar</u>, the <u>Columbus School of Law Academic Calendar</u> and the <u>Online Programs Academic Calendar</u>. Add/drop periods are listed in each respective calendar.

#### III. New Students

A student who has been admitted for graduate study is expected to consult with the school dean, department chair (where applicable), or an assigned adviser in planning their upcoming program of study for the semester. Students who have been admitted should use their previously issued login ID and password to register via Cardinal Station.

## IV. Continuing Students

Prior to the end of each semester, the University provides a registration period for all currently enrolled students. Each continuing student must register for the following semester at the designated times and according to the procedures set by the student's particular school and the <u>University registrar</u>.

Continuous enrollment is required of all students unless an authorized academic leave or term withdrawal has been granted. Failure to maintain continuous enrollment, to obtain an academic leave, or to obtain a term withdrawal, is considered to be evidence that the student has withdrawn permanently from The Catholic University of America. A student who has withdrawn from the University, or who is presumed to have withdrawn because of failure to maintain continuous enrollment, must apply for readmission to continue graduate studies.

## V. Consortium Registration

Application forms and instructions for registration in a course offered by a member institution of the Consortium of Universities of the Washington Metropolitan Area may be obtained in the Office of Enrollment Services. A student may take a consortium course only for credit and must have the approval of the adviser, chair, school dean, and consortium coordinator. Regulations and registration procedures are published on the Office of Enrollment Services website.

## VI. Auditing

A student who has been admitted to the University and who wishes to attend a course without satisfying its formal requirements may, after registering for the course and securing the permission of their school dean, have the grading basis changed to audit. Students must also complete the <u>Registration Status Change Form</u> with both their school dean's office and the Office of Enrollment Services. Students remain responsible for paying the applicable tuition and fees for the course.

Credit will not be granted for auditing a course. Audit or "not for academic credit" classes cannot be counted for enrollment certification, for fulfillment of degree requirements, for financial aid purposes, or for loan deferment purposes, regardless of billing or registration status.

Auditors are required to attend a minimum of one-half (1/2) of the class sessions. If this requirement is not met, the Office of Enrollment Services may, solely upon notice of the instructor of insufficient attendance, delete the course from the student's record.

# VII. Postdoctoral Auditing Privilege

The privilege of enrollment as an auditor without charge for tuition may be extended under certain circumstances, with the approval of the school dean, to persons who hold doctorates earned through graduate study (not including doctorates which are first professional degrees). However, a <u>nominal fee</u> is payable at the beginning of each semester or summer session. Complete instructions for applying for the postdoctoral auditing privilege can be found on the <u>Office of Enrollment Services website</u>.

#### VIII. Course Number

Courses numbered from 100 to 499 carry undergraduate credit only. Courses numbered 500 and above are open to graduate and qualified undergraduate students. Thesis research is designated 696 for the master's degree; dissertation research is designated 996 for the doctoral degree. Generally, Law School courses are available only to University law students and follow a different numbering system

Further details can be found under the department (where applicable) and school listing of classes.

# **Enrollment**

### I. Introduction

The University definition of full-time enrollment for master's, licentiate, and doctoral students is determined on a semester basis as provided below. The University registrar will certify those students as full-time who meet the criteria listed below. Failure to maintain continuous enrollment can significantly affect a student's academic progress, financial obligations and, in the case of international students, their immigration status.

#### II. Definition of Full-Time Enrollment

#### A. Master's and Licentiate Studies

To be certified as a full-time master's student, one (1) of the following criteria must be met:

- 1. Enrollment in a minimum of eight (8) semester credit hours.
- 2. Enrollment in a minimum of six (6) semester credit hours and hold a half-time appointment as a teaching or research assistant (ten [10] hours per week).
- 3. Enrollment in a minimum of three (3) semester credit hours and hold a full-time appointment as a teaching or research assistant (nineteen [19] hours per week).
- 4. Enrollment for the comprehensive examination.
- 5. Enrollment for master's thesis research.
- 6. Enrollment in a distance learning course for pastoral supervision.
- 7. For the School of Music, enrollment for master's graduate recital and at least one (1) credit of private instruction.

#### B. Doctoral Studies

To be certified as a full-time doctoral student, one (1) of the following criteria must be met:

- 1. Enrollment in a minimum of eight (8) semester credit hours.
- 2. Enrollment in a minimum of six (6) semester credit hours and hold a half-time appointment as a teaching or research assistant (ten [10] hours per week).
- 3. Enrollment in a minimum of three (3) semester credit hours and hold a full-time appointment as a teaching or research assistant (nineteen [19] hours per week).
- 4. Enrollment for the doctoral comprehensive examination.
- 5. Following admission to candidacy, enrollment:
  - a. For doctoral dissertation research;
  - b. For the School of Music, enrollment for the final D.M.A. recital or, for the D.M.A. in Composition, the final recital, research document, and dissertation composition;
  - c. For required internship.

The time limits of candidacy are set forth in listed in these Announcements under the heading "Admission to Candidacy."

#### C. Certification of Full-Time Enrollment Status

Certification for full-time study is the responsibility of the <u>University registrar</u>. The school or department must notify the University registrar by memorandum or e-mail of teaching or research assistantships, and of the number of hours per week the student is employed in that position.

## III. Part-Time Study

All students who do not satisfy the criteria for full-time study are part-time students and, except as noted below, must pay tuition in the amount charged per semester credit hour.

A graduate student who is pursuing a program of ministerial studies in any neighboring institution (religious house of studies, theologate, and the like) will not be permitted to register for more than six (6) credit hours of graduate study per semester.

#### IV. Graduate Students Not Considered Full-Time

Graduate students on academic leave cannot be certified as full or part time. The period of academic leave is not counted as part of the time allowed for the completion of residence or other degree requirements. Any incomplete ("I") grades that are outstanding must be changed in accordance with the policy on incomplete grades by the date published in the <u>Standard University Academic Calendar</u>.

## V. Enrollment of Undergraduates for Graduate Study

A student may begin graduate work while fulfilling the requirements for an undergraduate degree if, in the opinion of the school dean, the student's academic performance and promise justify such action.

Similarly, undergraduates may be permitted to undertake graduate studies as students in joint degree programs, for example, B.A./M.A. in the same field. In such cases, the student will be enrolled as an undergraduate until the undergraduate program is completed. Graduate courses earning undergraduate and graduate credit must be pre-approved by the chair of the department (where applicable) and both the undergraduate and graduate deans of the school.

When the student takes graduate courses during his or her undergraduate studies, these credits will be applied towards the master's degree after the bachelor degree has been conferred. Furthermore, credits earned in graduate level courses in excess of those required for the undergraduate degree may be applied toward an advanced degree after the bachelor degree has been conferred.

Undergraduate students enrolled in graduate level courses will be graded according to the graduate grading scale.

## VI. Joint Advanced Degrees

Joint advanced degree programs are available through cooperative arrangements among several schools and departments that have received the approval of the <u>Graduate Board</u> and the <u>Academic Senate</u>. Students admitted to these programs pursue simultaneously two (2) master's degrees, or a master's/licentiate degree and the J.D. degree, with approval of the deans of the schools concerned.

Apart from these joint programs, no student is allowed to pursue two (2) advanced degrees simultaneously on the basis of work done in the same academic period.

Work done for one master's degree may not be counted toward obtaining a second master's degree, except in an approved joint degree program, or in special circumstances with the permission of the dean of the second degree program.

#### VII. Continuous Enrollment

Continuous enrollment is required of all students enrolled in programs leading to degrees unless an authorized academic leave or term withdrawal has been granted. Failure to maintain continuous enrollment, to obtain an academic leave, or to obtain a term withdrawal, is considered to be evidence that the student has withdrawn permanently from The Catholic University of America. A student who has withdrawn from the

University, or who is presumed to have withdrawn because of failure to maintain continuous enrollment, must apply for readmission to continue graduate studies.

PLEASE NOTE: As required by Federal law and United States Department of Education guidelines, The Catholic University of America must notify the <u>National Student Clearinghouse</u> of all students who fail to maintain continuous enrollment. Recipients of Federal student loans will then enter their loan grace period, and is they have previously used up their loan grace period, will immediately enter into loan repayment.

# **Change of Registration**

## I. Change of Course

A change of course may entail adding a course, exchanging one course for another, or withdrawing from a course. These changes can normally be made without specific permission needed, as long as the student is following procedures and programs specified by their school and department (where applicable).

If a student wishes to change a course taken for credit into an audited course, they must make that change no later than the midterm date. A course for audit, however, may be changed to a course for credit during the Registration Drop/Add Period. Once approved, a student may not change back to auditing the course. See the Standard University Academic Calendar for exact dates.

#### II. Withdrawal from a Course

To withdraw from a course, a student must follow the instructions found on Cardinal Station.

- 1. During the Registration Drop/Add Period Students enrolled in a class who wish to withdraw from that class can do so during the Drop/Add Period without the dropped course appearing on their academic record.
- 2. After the Registration Drop/Add Period but before the Registration Withdrawal Deadline Students enrolled in a class who wish to withdraw from that class will receive a "W" on their transcript.
- 3. After the Registration Withdrawal Deadline Students who withdraw from semester classes receive an administrative "F" (which appears as an "F\*" on the transcript).

If a student does not attend or stops attending a course for which the student is registered, the student will be assigned the failing grade of "F". Receiving a "W", "F" or "F\*" on your transcript will negatively impact eligibility for scholarships and make it more difficult to maintain Satisfactory Academic Progress.

## III. Change of School

Transfer from one school to another will be permitted on the written approval of the deans of the schools and the chairs of the departments concerned (where applicable).

# **Change of Enrollment**

## I. Interruption of Studies

#### A. Academic Leave

Because The Catholic University of America is a term-based credit-hour institution, it cannot offer a federally approved Leave of Absence (LOA) option. However, students may request to be place on academic leave for a future semester.

A student in good standing who must interrupt his/her studies for adequate reason, such as prolonged ill health or military service, may be granted an academic leave for a stated period, usually not to exceed two (2) semesters or one (1) year.

To request an academic leave, a student must first discuss the issues surrounding academic leave with their adviser, department chair (where applicable), and school dean. Following these discussions, the student must make a formal online application prior to the first day of the semester in which the leave would be taken. Final approval of the request for an academic leave is made by the Vice Provost and Dean of Graduate Studies.

An academic leave, if granted, will be effective as of the last day of the semester in which the student was most recently enrolled. The period of academic leave is not counted as part of the time allowed for the completion of residence or other degree requirements. Any incomplete ("I") grades that are outstanding must be changed in accordance with the policy on incomplete grades by the date published in the <u>Standard University Academic Calendar</u>, whether a student is registered for the current semester or not.

Students on academic leave are expected to return to the University when their stated duration of leave has expired, unless they have applied for and have been given an extension. Students who do not return from an academic leave when scheduled will be subject to permanent withdrawal during the semester in which they failed to return. If the student thereby withdrawn desires to return to graduate studies at The Catholic University of America, he/she must apply for readmission and satisfy current degree requirements to be reinstated.

#### B. Term Withdrawal

Students who wish to temporarily leave the University during a semester in which they are enrolled in classes will receive a term withdrawal for that term.

#### 1. Term Withdrawal during Registration Drop/Add Period

Students enrolled in classes who subsequently drop all their classes within the Registration Drop/Add Period will be considered to be on a term withdrawal, effective as of the date they notify the University or, if they do not notify the University, on the date they drop the last class in which they are enrolled.

If the separation from the University is intended to be for the duration of the current semester only, no further action is required, and the student will be eligible to enroll for the next semester. If the separation is expected to go beyond the start of the next semester, they must apply for an academic leave.

### 2. Term Withdrawal after End of Registration Drop/Add Period

Students who are currently enrolled in classes and who decide to withdraw from all their classes after the last day of the Registration Drop/Add Period will be considered to be on a term withdrawal, effective as of the date they notify the University or the date they withdraw from the last class in which they are enrolled if they do not notify the University. They will receive a grade of "W" in every class in which they were enrolled, and are subject to the tuition refund schedule policy.

Students are encouraged to discuss issues surrounding a Term Withdrawal with their adviser, department chair (where applicable), and school dean prior to submitting a Term Withdrawal application. The formal application for a term withdrawal is submitted online to the Office of the Vice Provost and Dean of Graduate Studies, who gives final approval to the request.

PLEASE NOTE: As required by Federal law and United States Department of Education guidelines, The Catholic University of America must notify the <u>National Student Clearinghouse</u> of all students who fail to maintain continuous enrollment. Recipients of Federal student loans will then enter their loan grace period, and is they have previously used up their loan grace period, will immediately enter into loan repayment.

# II. Permanent Withdrawal from the University

Graduate students who no longer wish to continue their studies at The Catholic University of America must submit an application for permanent withdrawal. This application is submitted online to the Office of the Vice Provost and Dean of Graduate Studies.

Permission for permanent withdrawal from the University is not required. However, it is suggested that the student contact their adviser, school dean and department chair (where applicable) to determine if there are additional requirements for withdrawal, such as a letter of resignation and/or an exit interview.

Students who make the decision to leave before finishing the semester in which they are enrolled will be withdrawn as of the date they submit the application for permanent withdrawal. For those students who inform the University of their intent to withdraw for a future semester, the withdrawal date will be the last day of the semester in which they are currently enrolled.

Students who withdraw from the University during a semester in which they are enrolled are subject to the <u>tuition refund schedule policy</u>, regardless of the reasons for their withdrawal. Exceptions to the refund schedule will be considered by the Withdrawal Committee. Students who withdraw during a semester will receive a "W" grade in each class in which they were registered.

Students who do not enroll in the University for a given semester and do not inform the University of their intention to leave on a temporary or permanent basis will be administratively withdrawn from the University as of the last date to enroll in any class offered for that semester.

If a student who has withdrawn from the University subsequently decides to return to The Catholic University of America, he/she must submit an application for re-admission to the Office of Admissions. If a student who has withdrawn from the University without receiving a degree applies for re-admission to a degree program, no credits earned by the student more than seven (7) years before the time of re-admittance will be applied toward a degree unless they have been evaluated and approved by the school to which the student is applying.

#### Checklist for Permanent Withdrawal from The Catholic University of America

Graduate students who wish to withdraw from the University must:

- Complete the application for permanent withdrawal, found at go.cua.edu/gradstudies/;
- Use <u>Cardinal Station</u> to drop or withdraw from all courses;
- Report to the Office of Student Financial Assistance if they have been awarded student loans;

- Report to the Office of Enrollment Services, especially if they expect a refund and wish to request immediate payment.
- Report to the <u>Department of Public Safety</u> to surrender CUA photo ID card;
- Insure that all borrowed library holdings are returned to the <u>Mullen Library</u>, and all fines have been resolved;

Students who fail to withdraw officially are assigned a grade of failure in each course.

# Residence

### I. Residence

The term "residence" denotes enrollment leading to a graduate degree that is done under the direction of the faculty of a school. Such residence, as is usually the case in the United States, entails enrollment for specified course hours and credits for which corresponding tuition and fees are charged. The minimum period of residence for the master's degree is one (1) year in full-time enrollment or the equivalent; the minimum period of residence for the doctorate is three (3) years of full-time enrollment (including time spent on the master's degree and in dissertation guidance) or the equivalent. A school or department (where applicable) may, with the approval of the <u>Graduate Board</u> and the <u>Academic Senate</u>, require longer periods of residence than those stated here. Students are advised to consult their school and department (where applicable) for special regulations.

The normal maximum course load for a full-time graduate student during the period of required residence is nine (9) semester hours per semester or the equivalent. With the permission of the department chair (where applicable) and the school dean, a student may be permitted to register for a maximum of fifteen (15) semester hours.

Teaching or research assistants must be full-time students and may not enroll in more than nine (9) semester hours, depending upon the number of hours of teaching or research per week required by their appointments.

### II. Extended Residence

Students who have completed both the minimum residence requirements and all academic requirements for a degree with the exception of the dissertation and defense must continue in extended residence each semester until all the requirements for the degree are fulfilled. Extended residence is a form of continuous enrollment that requires registration for research or dissertation guidance, for which tuition is charged at the rate of one (1) credit hour per semester, unless a student is granted an academic leave. Students in

extended residence have full privileges of consultation with their professors and use of University facilities; they also may take courses upon payment of the usual tuition charge.

Students registering in extended residence will be required to observe the deadlines for registration as found in the <u>Standard University Academic Calendar</u>.

# **DISTANCE EDUCATION POLICY**

#### I. Introduction

The University recognizes the value of Distance Education as a means of furthering its educational mission and reaching a diverse population of learners with a wide range of needs. Currently, its Distance Education offerings consist of graduate programs and classes offered during the spring, fall, and summer terms, and undergraduate classes offered during the summer.

To maintain the highest quality of Distance Education consistent with that mission and with institutional and accreditation standards, all Distance Education programs and classes offered by the University must be reviewed and approved by the Office of the Provost, and must meet the requirements set forth in this policy. All programs, moreover, must comply with any relevant accreditation standards specific to their academic disciplines regarding Distance Education. In the event of a conflict, such accreditation policies supersede this policy. Additional information about Distance Education is set forth on the University's <u>Instructional Learning</u> website.

#### II. Definitions

#### A. Distance Education

"Distance education" means education that uses one or more of the technologies listed in paragraphs 1 through 4 of this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

- 1. The internet;
- 2. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- 3. Audio conferencing; or
- 4. Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs 1 through 3 of this definition.

#### B. State Authorization

"State Authorization" means adherence to state requirements to offer Distance Education in a specific state. If an institution of higher education offers postsecondary education through Distance Education to students in a state in which it is not physically located or in which it is otherwise subject to state jurisdiction as determined by that state, then the institution must meet any state requirements for it to legally offer Distance

Education in that state. Generally, state Distance Education regulations apply only to degree programs that are fully online. However, some states regulate non-credit courses and certificate programs. There are two types of state authorization which may have to be obtained: 1) "institutional authorization" for all educational activities undertaken by the institution in state; and 2) "licensure authorization" for any professional programs that need approval from a state licensing board.

## **III.** Distance Education Requirements

### A. Academic Quality

All Distance Education programs or classes must provide academic rigor, quality, and assessment of student learning objectives consistent with face-to-face programs or classes offered by the University. Accordingly, instructors must hold Distance Education students to academic standards consistent with those to which students participating in face-to-face instruction are held, and provide syllabi containing rubrics for assessing student learning expectations.

To maintain consistent academic quality across the institution, course syllabi, scheduled learning outcomes and evaluations of course effectiveness for Distance Education classes will be evaluated by the University according to standards consistent with face-to-face classes.

As noted above, undergraduate Distance Education classes are only offered during the summer. In addition, in order to achieve the appropriate number of instructor-student contact hours and provide ample time for instructor feedback and assessment, undergraduate Distance Education classes that are fully online and that carry 3 credits must run a minimum of eight weeks.

#### B. Requirements for Instructors

#### 1. Permission and Certification

All Distance Education instructors must have permission from their academic units to teach an online class. Once permission is granted, instructors must achieve certification in methods of distance learning. This requirement can be achieved either through the <u>Methods in Distance Education</u> certification course offered by Technology Services at The Catholic University of America, through an organization or entity approved in advance by the Provost's office, or upon determination by the instructor's dean that previous teaching experience is sufficient to ensure instructional quality. If the instructor achieves certification from an outside organization or entity or on the basis of previous experience, the instructor may be required to demonstrate to the Office of the Provost that core competencies have been achieved.

### 2. Hiring Instructors

University schools, departments, or units proposing to hire instructors to teach Distance Education courses who are not current University employees must seek advance approval from the Office of the Provost. No offer to hire an instructor may be extended until such approval is obtained. In addition, instructors who reside outside the D.C.-Maryland-Virginia area may not be hired without prior review by the Office of Human Resources, who will determine whether payroll tax withholding and business registration requirements have been met.

### C. Method of Delivery

Distance Education programs or classes may not be offered in states where the University has not obtained State Authorization (defined above) to provide such programs or classes.

All Distance Education programs or classes other than those offered through a University-approved, contracted vendor who provides identity verification and disability support must use the <u>Blackboard Learning Management System (LMS)</u> to deliver content. Other external websites and tools may be employed for a given class at the instructor's discretion, but the foundation of the class must be accessible (or linked) through the <u>Blackboard LMS</u>. Regardless of the modality used, a reasonable effort must be made to assure that all class content be accessible to persons with disabilities. Contact the <u>Office of Disability Support Services</u> (tel. 202-319-5211) for technological accessibility questions.

All Distance Education instructors must comply with federal law and the University's <u>Copyright Policy</u> in the preparation and delivery of Distance Education course material. Instructors and staff must take the same care with Distance Education students' education records as they do with students in face-to-face settings. See the <u>Student Records Policy</u> for guidance.

#### D. Student Identity Verification

The University must authenticate the identity of all online students. At a minimum, all Distance Education students must be required to use a unique user name and password, obtained through the University, in order to access Distance Education class materials. User names and passwords are obtained through the normal course of the registration process. Sharing user names and passwords is a violation of this policy and the <a href="Information Security and Assurance Policy">Information Security and Assurance Policy</a>, and also may constitute a violation of the <a href="Student Academic Dishonesty Policy">Student Academic Dishonesty Policy</a>.

Instructors must verify the identity of all students prior to beginning any on-campus examination(s) or participating in any face-to-face class activities, and may require that students present formal identification such as a photo ID issued by federal, state or local government.

## IV. Institutional Support

To promote consistency in academic and learning objectives and support, Distance Education students are eligible for University resources appropriate to the type of delivery, including but not limited to services provided by the following offices:

- Advising: Students may visit campus to receive face-to-face advising. Students who cannot come to
  campus can receive advising over the telephone or via e-mail. In such instances, students should
  contact their specific University school or the Office of Student Services to obtain their advisor's
  contact information.
- **Center for Academic Success**: Students may receive support from the <u>Center for Academic Success</u> in person, by email, or by phone (tel. 202-319-5655).
- **Disability Accommodations**: Students who need special services pertaining to a disability must be registered with the <u>Office of Disability Support Services</u> (tel. 202-319-5211).
- **Library Resources**: The University Library has a wide array of support systems, including an online chat with the librarian, subject matter librarians, and online tutorials. For further information, visit the Mullen Library.
- **Technology Assistance**: For technological assistance other than a disability accommodation, contact the <u>Office of Technology Services</u>.

# V. Student Requirements

Distance Education students will be held to the same academic standards as students participating in face-to-face instruction, and are subject to the <u>Student Academic Dishonesty Policy</u> and other <u>Student Conduct Policies</u>.

Distance Education students also must be aware of other relevant policies and academic regulations, including those pertaining to admission, registration, enrollment, refund of student charges and transfer of credit. All University policies are published at <a href="http://policies.cua.edu/default.cfm">http://policies.cua.edu/default.cfm</a>.

Note that individual schools may limit the extent to which students enrolled in face-to-face instruction at the University are permitted to take Distance Education classes in furtherance of their degree.

#### VI. Middle States Policies and Guidelines

Further information on policies and best practices can be found on the MSCHE website.

## UNIVERSITY ACADEMIC REGULATIONS FOR GRADUATE STUDIES

# General Regulations for Masters, Licentiate, and Doctoral Degree Programs

### I. Introduction

Graduate programs at The Catholic University of America have as their objectives the discovery, understanding and dissemination of knowledge. These programs are designed to prepare students as research scholars, teachers, and professional practitioners of an applied discipline. All graduate curricula are organized to lead students to an in-depth understanding of the principles, problems, and historical development of the specialized disciplines with which they are concerned.

The <u>President</u> and the <u>Academic Senate</u> share the immediate responsibility for the academic governing of the University. Under the supervision of the President, the <u>Provost</u> and the Vice Provost and Dean of Graduate Studies, jurisdiction in the graduate programs of the University is exercised by the respective deans and faculties. Reviews of the various graduate programs begin at the level of the department or, in the schools that do not have a departmental structure, of the school. Policies developed by departments in the <u>School of Arts and Sciences</u> are reviewed by its Academic Council, in the <u>School of Engineering</u> by its Executive Committee, and in the <u>School of Theology and Religious Studies</u> by its Executive Council. All school policies are in turn reviewed by the <u>Graduate Board</u>, established by the Academic Senate "to exercise general supervision over matters relating to graduate study." The chair of the Graduate Board is the Vice Provost and Dean of Graduate Studies, and the members are appointed by the Academic Senate.

In addition to these general requirements, each school and department may, with the permission of the Graduate Board, define specific requirements applicable to its programs. Students are advised to consult pertinent sections of these Announcements and the school dean or department chair (where applicable).

The University offers a wide range of master's, licentiate, and doctoral degree programs, as listed at the <u>Graduate Admissions</u> site. This policy pertains to the various requirements related towards the successful completion of these degree programs.

### II. Definition

Courses carrying graduate credit will normally be scheduled for three (3) credit hours per semester. The semester is considered to be comprised of fifteen (15) weeks which includes one (1) week for examinations.

The Catholic University of America follows the definition of the credit hour as found in <u>The Code of Federal</u> <u>Regulations 34 CFR §600.2</u>, which states the following:

"A **credit hour** is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than either:

- 1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time ...; or
- 2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

#### III. Admission

A student who intends to work toward the master's degree is expected to have earned the bachelor's degree from an accredited institution of higher learning or have achieved its equivalent in satisfactory course work. The master's degree is conferred upon students who have satisfactorily completed at least one (1) year of graduate study and have met the other conditions prescribed for the degree as described by the program.

A student who intends to work toward the doctoral degree is expected to have earned the master's degree or have achieved its equivalent in satisfactory course work. The doctoral degree is conferred upon students who have satisfactorily completed at least three (3) years of graduate study and have met the other conditions prescribed for the degree.

Admission to a master's program or the awarding of the master's degree does not constitute admission to the corresponding doctoral program. Admission to the doctoral degree is granted only to students who give evidence of superior academic ability and of high attainment in the special field in which the major work will be done.

#### IV. Coursework

The program of studies to be pursued by the candidate for the master's degree shall include a minimum of thirty (30) credit hours of graduate work, of which six (6) hours may be in thesis research guidance. At least twelve (12) to eighteen (18) credit hours usually are taken in one department of study. The thirty (30) credit hours earned in satisfying the master's degree requirement may be applied to the doctoral degree if admission to the higher degree is approved.

The program of studies to be pursued by the candidate for the doctoral degree must include a minimum of fifty-three (53) credit hours of graduate course work, of which at least thirty-five (35) credit hours

must be in the major subject. The remainder must be completed in a program that has been approved by the school dean and the department chair (where applicable). Individual schools or departments may prescribe additional requirements, and the student should consult the appropriate school for information on coursework and requirements specific to the degree program of interest.

Courses carrying graduate degree credit normally will be scheduled for three credit hours per semester. Continuing education courses are not acceptable in meeting requirements for graduate degree programs. Courses given during the summer semester and compressed format courses also consist of three credit hours or its equivalent as determined by the dean of the school sponsoring the course.

### V. Transfer of Credit

Up to six (6) credit hours of graduate work earned at another accredited institution, in which a student received grades of B or above, may be applied toward course requirements for the master's degree, upon recommendation of the appropriate school or department (where applicable) and with the approval of the school dean. For programs requiring forty (40) semester hours of more, up to 9 credits may be transferred with the approval of the school dean. In order to qualify for transfer, the credits must have been earned within five (5) years of the request for transfer. This policy conforms to the guidelines as articulated by the Council of Graduate Schools.

Up to twenty-four (24) credit hours of graduate work earned at another accredited institution in which the student received a grade of B or above may be applied toward course requirements for the doctoral degree, upon recommendation of the appropriate school or department (where applicable) and with the approval of the school dean. Credits must have been earned within ten (10) years of the request for transfer and approved before permission is given to take the doctoral comprehensive examination.

To address the unique nature of its academic programs, each school within the University may establish, with written approval of the Provost, a different set of limits on the number of transferrable credits. Consequently, prospective and current students should refer to the individual school's policy for specific guidance relating to transfer credits.

For a complete explanation of the University Academic Transfer of Credit policy, students should consult the <u>University Policies</u> website, as well as the website of their school and department (where applicable).

# VI. Language Requirements

Language requirements are determined by the various schools and departments (where applicable). Students should consult the school or the chair of the department (where applicable) for information on

the language requirements applicable to their degree program. All language requirements must be satisfied before a student will be permitted to take the comprehensive examination.

Although additional requirements may be specified by individual departments or schools, the generally accepted methods of satisfying modern language requirements are the following:

- 1. Present a minimum score of 450 on the *Graduate School Foreign Language Test*. Information is also available at the Counseling Center, 127 O'Boyle Hall, (202) 319-5765.
- 2. Pass the noncredit intensive language course offered by the <u>Department of Modern Languages and</u> <u>Literatures</u>.
- 3. A student whose native language is not English, but a language recognized as a medium for scholarly work relevant to the student's career, shall be considered to have fulfilled the language requirement without examination. Satisfying the language requirement through this method is permissible provided the student's adviser states, in writing, to the school dean that the language is a language of scholarship for the student's discipline.

Any registered student is eligible for language examinations.

In some cases, it may be possible to substitute a research skill or computer proficiency for the language requirement. The student should consult the individual program for information. Research skill or computer courses will not be counted as part of the 30 credits required for the M.A. degree.

# **Grades and Academic Standing**

# I. The Grading System and Definitions

Grade	<u>Meaning</u>	<u>Equivalent</u>
Α	Excellent	4.00
A-		3.70
B+		3.30
В	Satisfactory	3.00
B-		2.70
С	Passing but Marginal	2.00
F	Failure	0.00
Р	Pass	
ı	Incomplete	
W	Withdrawal	
F*	Administrative Failure	0.00

Reports of grades assigned are made available by the University registrar at the end of each term. Students will be able to access their grades through <u>Cardinal Station</u>.

A grade of "F\*" should be awarded to students who did not officially withdraw from the course, but who failed to attend and participate in course activities through the end of the period. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. This allows the University to differentiate between an "F" grade awarded to students who complete the course but fail to achieve course objectives, and those students that receive an "F" grade because they have stopped attending or never attended a class. The official definition of "F\*" to be used on transcripts and wherever else published would be "Administrative Failure," awarded to a student who did not officially withdraw from the course, but who failed to participate in course activities through the end of the period.

By resolution of the <u>Academic Senate</u>, grade point averages are calculated for all graduate students having entered the University in the 1996 fall semester or after. Only grades earned in courses at and above the 500 level will be calculated.

For satisfactory progress toward a graduate degree, each student should consult school or department regulations, which may specify a maximum number of "C" grades, depending on the nature of the courses, permitted in a degree program.

Any student who has enrolled in a graduate course through the <u>Consortium of Universities of the Washington Metropolitan Area</u> and has earned a non-failing grade below a "C" will have that grade translated into a "C" on their Catholic University academic transcript. Any student who has earned a grade of "C+" in any Consortium of Universities of the Washington Metropolitan Area will have that grade translated into a "B-" on their Catholic University academic transcript. Failing grades earned through the Consortium course will remain a failing grade on their Catholic University academic transcript.

At the end of each semester, the chair of each department (where applicable) may submit to the school dean a report stating the names of students who, in the judgment of the department, should not continue studies for advanced degrees. Such students are so notified by the school dean and advised or directed to discontinue graduate work. The admission to graduate studies or to candidacy for the doctorate may be withdrawn by the school dean.

# II. Incomplete Grades

A provisional grade of "I" (Incomplete) may be given only to a student who has not completed the requirements of a course for legitimate reasons, provided that work thus far completed in the course is of passing quality. The grade of "I" may not be given to a student who has simply failed to meet the academic

requirements of the course on time. Grades of "I" must be submitted to the respective school dean for approval and entry in <u>Cardinal Station</u>.

Incomplete grades must be removed by the mid-semester date of the succeeding term as specified in the <u>Standard University Academic Calendar</u>, whether or not the student is registered. If the incomplete grade is not removed by the mid-semester date, the incomplete will be recorded as a grade of "F" (failure). Under extraordinary circumstances, but before the mid-semester date following the reported incomplete grade, a student may petition the instructor of the course and the school dean in which the student is enrolled for an extension of the period normally allowed for removal of the incomplete grade.

# III. Academic Integrity

All coursework is subject to the <u>Student Academic Dishonesty Policy</u>. Students are expected to read and comply with the standards on academic integrity set forth in the above referenced policy.

# IV. Change of Grade

A grade assigned for work in a course is not subject to change except (a) in the case of a specific error, which may be corrected upon the request of the teacher of the course, in writing, to the school dean not later than one (1) month after the beginning of the succeeding semester, or (b) in the case of a successful challenge to a failing grade of "F", after action in accordance with established procedures outlined in the University policy entitled "Appeal of Failing Grades." A successfully challenged grade of "F" is changed to pass ("P"), and credit is given for the work in question; no other grade may be assigned. All changes in transcript information must be requested and approved by the end of the semester following registration and grading of a particular course.

# V. Good Standing

A student is considered to be in good standing (a) who has not become subject to dismissal for academic reasons, (b) whose record of conduct is satisfactory, and (c) who has met all financial obligations to the University or made satisfactory arrangements for their discharge with the Office of Enrollment Services.

## VI. Dismissal

Graduate students who are not making adequate progress towards the academic standards imposed by individual schools or departments (where applicable) will be warned by the school dean or department chair (where applicable) in writing of the possibility of dismissal. Students will be given a clear statement about what must be done within a specified time period to alleviate the problem. If the student does not meet the requirements within the time frame specified, he/she is subject to dismissal from the degree program.

Graduate students who incur two (2) or more failing grades in formal course work, engage in academic or research misconduct, or violate the <u>Student Academic Dishonesty Policy</u>, are also subject to dismissal.

The University reserves the right to have appropriate academic officials review records at any time for the purpose of determining whether a student meets the standards necessary for graduation. If, in the opinion of the University, this review reveals serious shortcomings, the student may be dismissed.

Dismissal is made by the school dean upon recommendation of the faculty or department (where applicable.) The student will be notified in writing of the grounds for dismissal and the date when the dismissal will be effective. This will normally be the end of the semester in which the student is enrolled, but the circumstances of the dismissal will be important in determining this date.

The student has the right to appeal the dismissal decision. The appeal must be submitted in writing to the Vice Provost and Dean of Graduate Studies within fifteen (15) business days of the dismissal notification from the school dean. The Vice Provost and Dean of Graduate Studies will make the determination on the school dean's decision within seven (7) business days of receipt of the appeal. That decision will be communicated in writing to the student and the school dean. All dismissal and appeal decisions are kept on file in the Office of the Vice Provost and Dean of Graduate Studies.

# **Master's and Licentiate Degrees**

#### I. Thesis

The candidate for a master's degree with a thesis requirement must submit the thesis topic to the chair of the department (where applicable) and the school dean for their approval. The student must register for a total of six (6) credit hours of research guidance. Information on requirements for the preparation and submission of the thesis are available in the individual departments and schools, and formatting requirements for the final deposit, explained in the <u>Master's/Licentiate Degree Handbook</u>, are available from the Office of the Vice Provost and Dean of Graduate Studies.

The master's thesis should give evidence of training in research by means of a contribution to knowledge involving a modest problem of investigation. It must prove the candidate's familiarity with the basic methods and techniques of research and also the ability to apply them.

After the thesis has been approved and signed by the director and the reader, one (1) unbound copy must be deposited, by appointment, with the University no later than the date designated in the <u>Standard University Academic Calendar</u>, and in accordance with the <u>Master's/Licentiate Degree Handbook</u>. A fee is charged to cover the cost of the binding of the typescript. A check or money order for the fee must accompany the

thesis when it is presented. The amount for such fees and expenses can be found at the <u>Office of Enrollment Services website</u>. On deposit of the approved thesis, the six (6) credit hours of guidance will be posted to the student's academic record.

A graduate who wishes to publish the thesis must include in the publication a statement of acknowledgement that the thesis was written in partial fulfillment of the requirements for a master's degree from The Catholic University of America. For further copyright information, please see the section entitled "The Copyright" in the <u>Master's/Licentiate Degree Handbook</u>.

Candidates for the master's degree in certain fields such as music, drama, and architecture may satisfy the thesis requirement by a production of a creative type. Students should consult school and departmental regulations for these requirements.

# II. Option of Degree without Thesis

The master's degree without thesis is available in many departments and schools. The student should consult the listings of the department or school concerning such an option. Such degrees require at least thirty (30) credit hours of graduate work, of which no less than six (6) will be in courses that require significant written reports of a research or professional nature.

Students admitted by their schools to proceed directly to the doctorate may be awarded a master's degree. This decision is tracked with the <u>Master's Degree Audit Form</u>, available on the website of the Office of the Vice Provost and Dean of Graduate Studies, and is submitted by the student to the school dean's office for approval. The <u>Master's Degree Audit Form</u> indicates that:

- A. School foreign language requirements have been fulfilled, and the means by which those requirements were fulfilled,
- B. A minimum number of credits for degree have been completed,
- C. Two (2) research papers have been completed, and
- D. The comprehensive examination for the doctorate has been passed.

The transcripts of students in all master's programs carry the appropriate notation of "thesis" or "no thesis."

# III. Comprehensive Examination

A student in most master's programs must pass a written comprehensive examination in the major field. This examination is taken either after the student has completed his or her course work, or in the semester

during which the student is completing course work. Language/research tool requirements as specified for the program of studies must be completed prior to the examination.

Candidates for the comprehensive examination are required to register for this examination. A review of completed and pending degree requirements is conducted in the department (where applicable) and the school at the beginning of the semester in order to secure the school dean's permission to take the examination.

The comprehensive examination is marked pass or fail. The transcript will note if the student has passed the examination with distinction. A student who did not pass may retake the entire examination or the failed portion once, according to school (or department, where applicable) policy. A student who incurs two (2) failures in the comprehensive examination is no longer considered eligible to receive the master's degree. The second failure is recorded on the student's permanent record.

# IV. Completion of Requirements

Students who do not complete all the requirements for a master's degree within three (3) years or six (6) summer sessions from the date of completion of course work must submit a request in writing for an extension of time to the dean of their school. An extension of time will normally be granted for one (1) year or one (1) summer session.

Students in the master's program who wish to pursue a doctorate normally are required to submit an application for admission to the Ph.D. program. The <u>application</u> is submitted to the <u>Office of Admissions</u>.

Some doctoral programs, however, may allow students who complete the master's degree within the same program to be admitted to the doctoral program without a formal application through the Office of Admissions. Prospective doctoral students should contact their school dean or department chair (where applicable) for specific school or program admission requirements.

# **Doctoral Degree**

# I. Comprehensive Examination

After fulfilling the language and course requirements, the student must pass a written comprehensive examination. At the discretion of the department (where applicable) or school, the comprehensive examination may also include a written or oral examination in a minor subject. After successfully passing the comprehensive examination, the student may be considered for admission to candidacy for a doctoral degree.

Students should register for the comprehensive examination before the start of classes and must be registered before the conclusion of the registration drop/add period for the semester in which they plan to take the examination. Upon approval of the student's credentials by the school dean and, where appropriate, the department chair, the student will be granted written permission by the school dean to take the comprehensive examination. The student may not sit for the examination until he or she has received this permission.

The comprehensive examination is marked pass or fail. If the student fails the examination, he or she may retake the examination only once. Depending on school and department (where applicable) policy, the student must retake either the entire examination or just the failed portion. A student who fails the comprehensive examination twice may not be considered for admission to candidacy for the doctoral degree. A second failing grade is noted on the student's permanent records.

# II. Admission to Candidacy

Admission to a doctoral program does not automatically include admission to candidacy for the doctoral degree. For admission to candidacy, the faculty of the school and department (where applicable) must evaluate the progress of the student and determine that the student has completed all course and other requirements, has passed the comprehensive examination, and is otherwise qualified to fulfill the requirements of the doctoral dissertation or its equivalent. Schools and departments (where applicable) may follow different procedures for formal admission to candidacy. The student should consult with the school dean or department chair (where applicable) for information on these procedures.

The student's school or department (where applicable) may record the actual date of the successful vote for candidacy. However, candidacy for the doctoral degree begins formally and administratively on the first day of the semester following successful completion of the comprehensive examination. The student has five (5) years (i.e., ten [10] semesters) from this date of formal, administrative admission to candidacy to complete, defend and deposit the dissertation. Individual schools and departments may, at their discretion, set different time limits for completion, as long as these do not exceed the five (5) year (ten [10] semester) limit. If more than five (5) years, or the time set by the schools or departments, elapse between formal admission to candidacy and oral defense of the dissertation, the doctoral candidate may be required to retake the comprehensive examination or fulfill additional requirements as determined by the school and department.

#### III. Dissertation

After the student has been admitted to candidacy, the department chair (where applicable), school dean, and the Vice Provost and Dean of Graduate Studies must approve the dissertation topic and dissertation

committee. The Vice Provost and Dean of Graduate Studies, acting on behalf of the <u>Academic Senate</u>, will seek the assistance of a faculty reviewer in evaluating the topic and committee.

The student may not proceed beyond the preliminary stage in the investigation of the topic until both the topic and the dissertation committee have been granted final approval by the Vice Provost and Dean of Graduate Studies. If human subjects are involved in the research, the dissertation proposal must be submitted for certification to the <u>Committee for the Protection of Human Research Subjects</u> prior to final approval by the Vice Provost and Dean of Graduate Studies. Certification by this committee indicates that the proposed research involving human subject participation is compliant with federal guidelines according to <u>The Code of Federal Regulations 45 CFR 46</u>. The Committee for the Protection of Human Research Subjects will send the student and the Vice Provost and Dean of Graduate Studies written notification of its approval of the proposal's research methods.

The department chair (where applicable), the school dean and the Vice Provost and Dean of Graduate Studies must also approve any subsequent changes either to the title of the dissertation or to the composition of the dissertation committee. <u>Forms</u> for these changes are available <u>online</u>.

Dissertation proposals must be submitted for school and department (where applicable) approval no later than two (2) years after formal admission to candidacy. School deans may extend the deadline for cause, but only if the request for extension is submitted to the school dean within six (6) weeks before the end of the two (2) year allowed period.

The dissertation proposal should contain the following elements:

- 1. A brief statement of the problem to be studied and the background or antecedents of the problem which have led the student to propose a study of this particular topic;
- 2. A specific statement of the purpose or purposes of the proposed study;
- 3. A description of the methodology to be used. If the study involves the testing of a hypothesis, the hypothesis should be spelled out clearly. The student should describe the techniques, statistical measures, sampling methods and any other essential methodologies he or she will be using in the research;
- 4. An explanation of the specific or unique contribution which this study will make to the field of knowledge under consideration;
- 5. A brief selected bibliography of the most important primary and secondary sources relevant to the study.

The doctoral candidate submits the proposal for dissertation topic and committee request on the <u>Doctoral</u> <u>Dissertation Topic and Committee Request for Approval</u> form. Instructions for submitting the form are listed on the back of the form.

As stated above, the student has five (5) years from the date of formal admission to candidacy to complete, defend, and deposit the dissertation, unless the school and/or department (where applicable) have set a different, earlier deadline. If the student is unable to complete the dissertation within this time period, the school dean and department chair (where applicable) will inform the candidate that he or she must submit a request for a reasonable extension. If the student fails to request an extension, the dissertation topic will be withdrawn and the doctoral candidate will be subject to dismissal from the program.

The completed dissertation in definitive form must be submitted for approval to the student's dissertation committee no later than the date specified by the school and department (where applicable) for each graduation date. The school and department (where applicable) establishes the procedures for submission of the dissertation to the dissertation committee.

### IV. Criteria for Dissertations

Dissertations will be judged according to the following criteria:

- 1. The dissertation should constitute a contribution to knowledge. Such contributions may include:
  - a. The discovery of new facts;
  - b. The establishment of new relations among facts already known;
  - c. The solution to a problem or problems hitherto unresolved;
  - d. The formulation of a new or improved method or technique;
  - e. The construction of a theory involving new principles; or
  - f. A critical study correcting errors or establishing negatives.
- 2. The following are not considered to be contributions to the body of knowledge:
  - a. Mere compilations or a digest of that which is already known about a given subject;
  - b. Translations of foreign language works without commentary or critical analysis;
  - c. Bibliographies or other mere instruments of research, however needed or useful they may be; or
  - d. Essay-type works not based on detailed factual investigation.
- 3. The dissertation should demonstrate the candidate's familiarity with the most recent and best research methods in the subject and the ability to apply them. The dissertation should demonstrate academic maturity in discovering and formulating the broader and more generic aspects of the data collected.
- 4. The dissertation should demonstrate knowledge of the contributions of previous investigators working on both the subject area of the dissertation and on closely or organically related subjects.
- 5. The dissertation should give evidence of the candidate's ability to interpret the gathered data both independently and constructively, and to recognize their bearing upon related data and problems.
- 6. The dissertation should give evidence of balanced, objective and critical judgment.
- 7. The dissertation should give evidence of the candidate's ability to organize material around the major unifying idea or ideas and to present data in an orderly sequence.

- 8. The dissertation should be written in clear and direct language, proving the candidate's mastery of style and expression. The official language of the dissertation is English. However, languages other than English as well as specialized notations such as mathematical, scientific, and musical may be used when they are essential to the subject of the dissertation. Under no circumstances can a language other than English be used strictly for the convenience of the student. When other languages or symbolic notations are used, the abstract, the section(s) explaining the central subject and background of the dissertation, and section(s) that summarize the conclusion and significance of the dissertation findings must be in English.
- 9. The dissertation must follow the approved format, which conforms to the norms of *The Chicago Manual of Style* (University of Chicago Press), with whatever adaptations are appropriate for the candidate's discipline (e.g. the *MLA Style Manual and Guide to Scholarly Publishing* of the Modern Language Association of America).

### 10. The dissertation should include:

- a. A precise definition of the proposed contribution to knowledge and a summary of the work of previous investigators of the problem. An exposition of the methods and/or techniques used by the candidate should precede the presentation of data;
- b. The presentation of the additional data assembled by the candidate and the exposition of the candidate's contribution to knowledge;
- c. A brief summary stating the major results achieved or the contributions made by the dissertation;
- d. A bibliography and an index, whenever called for by the nature of the dissertation.

## V. Oral Examination

Upon completion of the dissertation, but prior to final approval, the candidate must defend the dissertation in an oral examination in the presence of an oral examination board appointed by the school dean with the approval of the Vice Provost and Dean of Graduate Studies.

At least three (3) weeks prior to the proposed examination date, the dean of the candidate's school must submit to the Vice Provost and Dean of Graduate Studies an *Oral Examination Request for Approval*. The examination may not be scheduled until all members of the dissertation committee have informed the school dean, in writing, that the dissertation is ready for defense. At least one (1) week before the examination date, the school dean's office shall publish a leaflet publicly announcing the defense and containing a summary of the dissertation and biographical information on the candidate.

The oral examination board shall include, in addition to the candidate's dissertation committee, two (2) faculty members from outside the major department or school, one (1) serving as chairperson and the other as secretary during the examination. The faculty member serving as chairperson has the rank of ordinary professor or its equivalent while the faculty member serving as secretary has at least the rank of associate

professor or its equivalent. School deans and department chairs (where applicable) with the rank of associate professor are also eligible to serve as chairpersons of oral examinations.

All members of the oral examination board must be physically present for the examination. In extraordinary cases, if a member of the oral examination board who is not the chairperson or the secretary cannot be present, the school dean in which the candidate is a student may petition the Vice Provost and Dean of Graduate Studies for permission for the examiner to participate via video conferencing or some other electronic means.

Examinations must be conducted in English except in cases where the topic of the dissertation would warrant an examination in a language other than English. In these cases, every member of the oral examination board including the chairperson and secretary must be fluent in the language used in the examination.

The duration of the oral examination shall not exceed two (2) hours. Oral examinations will generally not be scheduled during the summer session. However, when extraordinary circumstances require that the examination can only convene during the summer session, permission can be granted by the Vice Provost and Dean of Graduate Studies.

No one may be admitted to the oral examination conducted in the presence of the oral examination board without the permission of the school dean. However, before the start of the oral examination, the school dean may allow a presentation of the candidate's research methodology and findings, to which the school dean may extend an open invitation to the public. The scheduling of this public presentation remains at the discretion of the school dean.

At the conclusion of the oral examination, two (2) votes are taken. The first vote is a preliminary vote, with only the dissertation committee members voting, while the faculty members serving as the oral examination board chairperson and secretary do not vote. During the second vote, each member of the oral examination board has one (1) vote. In order to pass, the candidate cannot receive more than one (1) "no" vote from the members of the oral examination board. If merited, a notation of "with distinction" will be recorded. The oral examination board is not permitted to pass the candidate conditionally. After successful completion of the final oral examination, the candidate may proceed with arrangements for deposit and publication of the dissertation.

If a candidate fails in the first oral examination, he or she must obtain permission from the school to retake the examination. A candidate will not be permitted to retake the final oral examination until at least one (1) semester, or an equivalent period of time, has elapsed from the date of failure. If the candidate fails a second time in the oral examination, he or she ceases to be a candidate for the doctoral degree.

## VI. Deposit and Publication of the Dissertation

Following the successful defense and final approval of the dissertation by the dissertation committee, the candidate must arrange for the deposit and publication of the dissertation.

The depositing of the dissertation with the Vice Provost and Dean of Graduate Studies must occur by the dates published in the <u>Standard University Academic Calendar</u>. If the dissertation cannot be deposited by this deadline, an extension for another semester must be requested by the candidate. An extension of one (1) additional semester can be granted by the dean of the candidate's school or by the designate of the dean. Failure to meet the deadline for deposition will result in the invalidation of the oral dissertation examination and would require retaking the examination.

The candidate must arrange for the electronic deposit of the approved dissertation and the granting of written permission for publication. *The Doctoral Dissertation Handbook*, available from the Office of the Vice Provost and Dean of Graduate Studies, provides detailed information on formatting and printing the manuscript; preparing the abstract; registering the copyright; and arranging for the deposit, publishing and binding of the dissertation. All candidates preparing to write a dissertation must obtain a copy of this publication. The Office of the Vice Provost and Dean of Graduate Studies will review the manuscript with the candidate for formatting errors.

If the graduate wishes to publish or republish the dissertation, he or she must include in the publication a statement of acknowledgement that the dissertation was written in partial fulfillment of the requirements for a doctoral degree from The Catholic University of America.

## VII. The Copyright

Copyright ownership of a thesis or dissertation prepared by a student toward degree requirements shall remain with the student. While the student retains full copyright ownership on all written work submitted for credit or degree requirements, by submitting the work for credit or degree requirements the student shall be deemed automatically to have granted a nonexclusive, worldwide, royalty-free license to the University (1) to make available to the University community through electronic or other means the entire thesis or dissertation; (2) to make available to the broader public a limited number of copies of such thesis or dissertation; and (3) electronic means without limitation on quantity of access or copying.

As the copyright owner, the student can choose to restrict public access to their thesis or dissertation for a determined period of time, or grant to The Catholic University of America a local distribution license only, as set forth in <u>The Doctoral Dissertation Handbook</u> and the <u>ETD@CUA Submission Copyright Statement</u>, both of which are provided during the doctoral dissertation deposit process. Such restrictions must be indicated in writing at the time of submission.

As nonexclusive, worldwide, royalty-free license holders, the University, its constituent schools, and departments (where applicable) cannot restrict access to student work that has been submitted for degree requirements and deposited with the <u>John K. Mullen of Denver Library</u> for cataloging, binding, and shelving.

Even if the student has decided to place restrictions on the distribution of their thesis or dissertation, the University must retain a non-exclusive right to all research reported in manuscripts funded in whole or part by the <u>National Institutes of Health</u> (NIH) or other government bodies, so as to ensure compliance with public access initiatives required by law.

## VIII. Completion of Requirements and Requests for Extensions

As stated above, the student has five (5) years from the date of formal admission to candidacy to complete, defend, and deposit the dissertation, unless the department and/or school have set a different, earlier deadline.

If the dissertation cannot be completed within this five (5) year time period, the student may petition in writing to the dean of the school for an extension. The school dean or the dean's designee (usually the associate or assistant dean for graduate programs of the school) can authorize an extension. If the student fails to receive an extension, the dissertation topic may be withdrawn. In this case, the doctoral candidate will be subject to dismissal from the program. Another student may then submit the topic for approval. If the dissertation still cannot be completed by the end of the period provided by the extension, the student may submit a request for a final extension.

In certain cases such as a medical condition or other changes in circumstances that prevent the student from continuing his or her studies, the student may request an academic leave. If the school dean or the dean's designee endorses the academic leave request and it is approved by the Vice Provost and Dean of Graduate Studies, this suspends the time period allowed for the completion of the dissertation. When the student is ready to resume study and research on the dissertation, he or she must notify the school dean of this intent. Only after the dean (or the dean's designate) has approved this request, can the student register and resume his or her studies.

# **Commencement and Diploma**

#### I. Commencement

Each candidate who has fulfilled all degree requirements and has been recommended to the <u>Academic Senate</u> by the faculty is required to attend the commencement exercises, unless excused by the provost of the University. A student so excused must notify the school dean and University registrar that he or she will not be in attendance. Arrangements must be made with the University registrar for forwarding the diploma.

The list of candidates for degrees approved by the Academic Senate and deposited in the Office of the Registrar is the official record of students who have graduated from the University.

## II. Diploma

At the commencement exercises, the University awards a diploma to each student upon whom a degree is conferred, provided a diploma application has been filed. The diploma is awarded under the student's name of record. Subsequent requests for issuance of replacement diplomas will be honored only upon submission by the student of a notarized statement that the original has been lost, stolen or destroyed and upon payment of the required fee. A graduating student who has an outstanding bill with any department of the University will not receive a diploma until such balance is paid in full.

# **Records and Transcripts**

#### I. Introduction

The Catholic University of America intends to maintain full compliance with the provisions of the <u>Family Educational Rights and Privacy Act of 1974</u> (also known as the Buckley Amendment), 20 U.S.C. 1232 et seq. (1975) which guarantees the confidentiality of student records and gives to the individual student the right to examine official records maintained for him or her. The University student records policy is available at policies.cua.edu/StudentLife/studentrecords.cfm.

# II. Directory Information

The following data is considered to be directory information and may be given to an inquirer, either in person, by mail or by telephone, and may be otherwise made public: name of student, address (both local, including e-mail address and permanent), dates of registered attendance, enrollment status (e.g. full-time or part-time), school or division of enrollment, major field of study, nature and dates of degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

The policy that such information will be made generally available will be communicated to presently enrolled students through the publication of these guidelines. An individual student currently enrolled may request that such directory information not be disclosed by completing the nondisclosure form which is attached to the schedule of classes (form available in both paper and online schedule) and giving the form to the registrar prior to the last day to register or add courses for credit.

By default, only a student's campus e-mail address will be displayed on the University web page. If a student wishes to release more, less or different information, he/she may do so by logging into <a href="https://example.cua.edu">https://example.cua.edu</a> and changing the displayed information, or specifying that no information be displayed.

A student who alleges that the University has failed to comply with the requirements of Section 438 of the Act has the right to file a complaint with the <u>Family Policy Compliance Office of the Department of Education</u>.

### III. Name of Record

A student's name of record includes the first name, middle initial or full middle name, and the family name. Nicknames may not be used. The University will change the name of a currently enrolled student on its official records upon receipt of a request in writing accompanied by evidence of the legal basis for the change. A record of the previous name will be maintained, but all official documents will be released under the new name.

The University is under no obligation to record a change of name for students who are not currently enrolled, including those who have graduated, and normally will not do so without a court order.

## IV. Transcripts

Transcripts of records issued by the registrar are photocopies of the complete, unabridged academic record of the student at this University. Requests for the issuance of transcripts must be accompanied by:

- 1. The complete name used by the student while in attendance;
- 2. The dates of attendance;
- 3. The name of the school in which the student was registered; and
- 4. The complete mailing address, including the name of the office or the title of the person to which the transcript is to be sent.

Fees are not charged for issuance of transcripts.

A transcript or grades will not be released to or for a student whose account with the University is not settled in full.

### FINANCIAL CONSIDERATIONS FOR GRADUATE STUDIES

The tuition charges and fees linked below are those in effect for the academic year 2016-2017. No student is considered registered until his or her balance is paid in full, is current with the payment plan payments, or has applied for and accepted financial aid to cover the balance. The University reserves the right to require all charges to be prepaid in full if the account has a history of delinquency.

Prior to the beginning of each semester, students whose educational expenses will be assumed by a religious community, diocese, or military or government agency must complete and return the form provided to the Office of Student Accounts. After doing so, students will be considered registered and the responsible organizations will be billed. However, all students remain ultimately responsible for the payment of their tuition and fees.

# I. Application Fees

(Please note that these fees do not bill or credit to the student account)

All <u>Graduate</u> Programs (except the Columbus School of Law): \$60
Columbus School of Law <u>Student Application</u>: \$70
Columbus School of Law <u>Visiting Law Student Application</u>: \$30

## II. Enrollment and Registration Deposits

(Please note that these fees do not bill to the student account and are non-refundable)

All <u>Graduate</u> Programs (except the Columbus School of Law): \$300
Columbus School of Law \$600
Columbus School of Law, deferred admissions: \$500

- III. Tuition Fall 2016 and Spring 2017 Academic Year
- IV. Board
- V. Mandatory Program Fees
- VI. Miscellaneous Fees
- VII. Late Fees

## VIII. Payment Plan

The Catholic University of America is pleased to offer students the flexibility of a monthly payment option through <u>Tuition Management Systems</u> (<u>TMS</u>), a division of <u>First Marblehead</u>.

The optional monthly payment plan allows students to pay their balance to the University in monthly payments spread throughout the term instead of in full at the start of each semester. The opportunity to make smaller payments on a monthly basis allows many students and families to minimize the amount they need to borrow in student loans.

Students may select from the several payment plan options including an eight (8) or ten (10) month plan for the academic year (which covers both the Fall and Spring terms), a four (4) or five (5) month semester-only plan for the Fall or Spring semester, and a three (3) month plan for the Summer term.

The payment plan is interest-free; the only cost to participate is an enrollment fee paid to TMS. The enrollment fee is \$40 per semester.

# **Refund Policy**

#### I. Introduction

The <u>Office of Enrollment Services</u> shall refund to all students amounts received in excess of the amounts due. Excess payments made by third parties or outside organizations shall be refunded in accordance with the direction of that organization. This policy applies to all University students and their accounts with the University, including withdrawing from individual classes.

### II. Timeliness of Refunds

The Office of Enrollment Services shall make every effort to issue timely refunds of overpayments of students' accounts including loan proceeds in excess of amounts due the University. In no cases shall refunds be issued later than the time period required by law and regulations. The Office of Enrollment Services shall publish a schedule of refunds for each semester and notify students of that schedule.

# III. Refunds of Third Party Payments

Refunds of payments from third parties shall not be issued until the Office of Enrollment Services has verified that the payments have cleared the University's bank.

### IV. Notices to Students

The Office of Enrollment Services shall notify students when paper loan checks are received and need to be signed as well as when refunds are available to the student. Official notification shall be by electronic mail or paper. Students are expected to check their University mail and to notify the University of any changes to their addresses by updating their electronic record.

## V. Impact of Payment Plans on Refunds

In calculating the amount to be refunded to students, the outstanding balance of budgeted payment plans shall not be used as that amount is subject to revision by the student. The Director of Enrollment Services shall have the discretion, based on payment history of a particular student, to authorize a refund in anticipation of payment plan payments.

### VI. Refunds of Parent Loans

Refunds of amounts in excess of amounts due the University which occur as a result of parent loans shall be issued to the parent unless written authorization is received by the Office of Enrollment Services directing that the refund is to be issued to the student.

# VII. Refund Methods

Refunds of payment by credit card shall only be issued by credit on the same credit card used for the original payment. All other refunds shall be issued by University check. No cash refunds will be provided.

# VIII. Claiming Refunds

Students picking up refunds from the <u>University Cashier</u> shall be required to provide photo ID and to sign for the refund. No refunds will be issued to anyone other than the student.

### IX. Unclaimed Refunds

Refund checks which are not picked up from the <u>University Cashier</u> within ten (10) business days of the notice shall be mailed to the billing address of the student. Returned refund checks shall be subject to the District of Columbia's escheat (unclaimed property) law and turned over to the District of Columbia as required. Any student whose refund has been turned over to the District of Columbia shall be directed to the District's escheat recovery process.

## X. Use of Refunds to Pay Prior Period Charges

At times, students will receive refunds in the current period and will wish to apply these funds to balances from prior semesters. Refunds which result from Federal loan proceeds cannot be applied to prior periods. Therefore, the student must deposit the refund check into their own account and make separate payment to the University. For further, more detailed information, please visit the Enrollment Services website.

# **Financial Support Opportunities**

The Catholic University of America offers a wide variety of scholarships, grants, loans, and work-study appointments to new and continuing students at the graduate level. Federal funds are, by statute, awarded solely on the basis of financial need as determined by a federally approved needs analysis system. These funds are available to as many qualifying students as funding will allow.

## I. Application Procedure

Prospective applicants should request information and forms from the <u>Office of Student Financial Assistance</u>. Applicants for the Columbus School of Law, School of Nursing, and the National Catholic School of Social Service should contact the school dean's office for information on funds administered by those schools. Those interested in graduate assistantships should write directly to the school or department (where applicable.)

A completed application for admission must be on file by February 1 to be considered for The Knights of Columbus, The Board of Trustees, and the St. Vincent Pallotti scholarships. We recommend that students applying for the other merit-based scholarships also submit their applications by February 1. Admission is required before financial aid is granted. Those graduate applicants who wish to be considered for federal aid must file the Free Application for Federal Student Aid (FAFSA.)

To be considered for graduate scholarships, applicants must submit scores on the General Aptitude Test of the Graduate Record Examination, even if the scores were not required in connection with the application for admission. Graduate scholarships are usually awarded for September entrance and for up to five (5) years, with reapplication required annually.

Applicants for graduate assistantships who are international students, not permanent residents of the United States, or who are members of religious institutes and orders with a vow of poverty, are not required to submit either the FAFSA or the CUA application.

### II. International Students

Government-funded scholarships, fellowships, and other forms of financial support are restricted to United States citizens or resident aliens. Graduate students who are not citizens are eligible for very limited University-funded aid. All international students must be prepared to meet the costs of education and living expenses in this country with personal or family funds or with funds from other institutions.

For additional information concerning financial aid, the applicant should contact the <u>Institute of International Education</u>, the American consulate in the applicant's country, or the government of that country.

## III. Federal Programs

Due to limited grants and scholarships, many students rely on loans to cover at least some portion of educational costs. Educational loans are available to graduate students. Many Catholic University aid recipients use some type of educational loan(s). Using student loans to finance a portion of your education is an investment in your future, provided that you understand and plan for these loans. When considering education loan options, it is very important that you obtain the best possible loans available to you in terms of interest rates and repayment options.

When considering financing options for a graduate school education, two (2) goals should be to make manageable monthly payments and to minimize the total cost of education. In order to meet both of these goals, we suggest the following:

- Reduce your need to borrow by paying as much as you can directly to Catholic University or through the Monthly Payment Plan offered by <u>Tuition Management Systems</u> (TMS) in coordination with the Office of Enrollment Services.
- Investigate the terms of available loan programs if you decide to borrow.
- Combine loans and payment plan options to meet the amount that needs to be financed.

A student loan is a serious obligation, which must be repaid with interest. Educational loans carry specified interest rates and repayment schedules. You will be informed of these at the time the loan is made, and you must adhere to the schedule to avoid defaulting on the loan. Some educational loans defer repayment until you graduate or are no longer enrolled. In most cases, federal student loans are the most favorable type of educational loans for students and parents. Before applying for any loan, you should review the general loan information for the various educational loan programs you are considering before applying for a loan.

The information contained in this section is subject to change or modification as state and federal regulations and/or institutional policies are revised.

The <u>Office of Student Financial Assistance</u> at The Catholic University of America is available to assist degree seeking graduate students in obtaining loan financing by certifying loan eligibility for federal and commercial loan programs. Federal student loans include the Federal Direct Stafford (Subsidized and Unsubsidized) Loan, Federal PLUS Loan for Graduate Students and the Federal Perkins Loan. For further information about any federal program, visit the <u>Office of Student Financial Assistance website</u>.

To apply for any federal loan, you must submit the <u>Free Application for Federal Student Aid</u> (FAFSA) for the applicable school year. In addition, you must be admitted as a degree-seeking student and be enrolled at least half-time.

A student who is a member of a religious order that directs his or her course of study and who also takes a vow of poverty is eligible for unsubsidized federal loans or commercial loans. Subsidized federal funding is not available to a student that meets both of the above criteria.

#### A. Federal Direct Loan

Federal Direct Loans are low-interest loans from the <u>U.S. Department of Education</u> and are administered by The Catholic University of America. It is the U.S. Department of Education's major form of self-help aid and is available through the <u>William D. Ford Federal Direct Loan Program</u>. There are two (2) types of Federal Direct Loans: subsidized and unsubsidized. The primary difference between the two loans is the point at which interest begins to accrue:

- **Subsidized Loan Interest** is paid by the federal government while the student is enrolled. Interest begins to accrue and the student's six (6) month grace period begins when the student borrower graduates, ceases to be enrolled, or drops below half-time enrollment.
- **Unsubsidized Loan Interest** begins to accrue at the time of disbursement. Borrowers can pay the accumulating interest while in school or may capitalize the interest.

Financial aid packages may include a combination of subsidized and unsubsidized loans. All Federal Direct Student Loans are disbursed in two (2) equal portions, half in the fall and half in the spring. A student must be enrolled at least half time while meeting all basic eligibility requirements (including Satisfactory Academic Progress) in order to receive a Federal Direct Student Loan. You will begin to repay your loan at the end of a six (6) month grace period that begins once you graduate, leave school or drop below half-time enrollment.

#### B. Federal Direct Graduate PLUS Loans

<u>Federal Direct Graduate PLUS Loans</u> are available to graduate students if they are credit-worthy applicants. A graduate student may borrow up to the total Estimated Cost of Attendance (COA) less financial aid

resources received. The student can borrow to help pay for educational expenses at Catholic University, as long as they are enrolled at least half time in a degree program while meeting all basic eligibility requirements (including Satisfactory Academic Progress). A student does not have to show financial need to borrow a Federal Graduate PLUS Loan. However the Federal PLUS Loan is a credit-based loan, so the U.S. Department of Education will perform a credit check on the applicant.

Please note that each new loan you receive requires a separate payment each month. The interest rate is fixed at 7.9%. Repayment begins sixty (60) days after the full disbursement of the loan, and any changes to the loan must be executed by the University's Office of Student Financial Assistance within fourteen (14) days of disbursement of the loan. Student must be U.S. citizens or permanent residents to apply for the loan.

#### C. Federal Perkins Loan

The <u>Federal Perkins Loan</u> is offered to students who have **exceptional** financial need. Students will be considered for this loan upon filing the <u>Free Application for Federal Student Aid (FAFSA)</u>; there is no need to file a separate application. Students can/must reapply each year by completing the FAFSA for the upcoming school year. Funding is extremely limited and available funds are allocated on a first-come, first-served basis.

There are no insurance premiums or origination fees charged for this loan. Interest does not accrue while you are enrolled at least half-time. You have a nine (9) month grace period, which begins when you graduate or cease to be enrolled at least half time. At the end of the grace period, you begin repayment to Catholic University. The fixed interest rate of 5% begins when you go into repayment and your monthly payments are calculated for full repayment within ten (10) years (120 months) or \$40 monthly, whichever is greater. Federal Perkins Loans at Catholic University are administered through the Office of Student Financial Assistance and serviced by UAS (University Accounting Services, LLC). Repayment begins nine (9) months after graduation, upon termination of your student status, or after you are enrolled on a less than half-time basis. Your loan cannot be disbursed to your student account until you have signed the Federal Perkins MPN, a legal and binding contract of your promise to repay the Perkins loan, according to the loan amount, interest and repayment terms. Once a Federal Perkins Loan MPN is completed and the loan is disbursed to you by The Catholic University of America, you do not have to sign the Federal Perkins Loan MPN again, as it is valid for ten (10) years.

Breaks in enrollment, such as an academic leave, will cause your Federal Perkins Loan to go into the grace period status. It is your responsibility to file an in-school deferment with the Office of Enrollment Services when you re-enroll or your loan may go into repayment.

### D. Federal Work-Study

<u>Federal work-study positions</u> are offered on a funds available basis to eligible students. No separate application is required to receive a work-study position; all that is required is a completed FAFSA. Eligible students will be notified of the work-study award in his/her Aid Notification Letter. Eligibility is determined based on your Expected Family Contribution (EFC), your enrollment status, and your remaining need after all other sources of aid has been considered.

Graduate Assistantships funded by the Federal Work-Study Program are offered on a funds available basis to eligible students.

#### E. Traineeships

Agencies of the federal government may provide traineeships for graduate study in the Schools of Nursing and the National Catholic School of Social Service. Interested students should write directly to the dean of the appropriate school.

#### F. Veterans Benefits

Often overlooked are many benefits available to veterans and to children of deceased veterans or those disabled in military service. In addition to the benefits offered directly by the Veterans Administration, others are available through their various service organizations, such as the American Legion, Veterans of Foreign Wars, and Catholic War Veterans, and directly through the branches of the armed services. Any possible claim resulting from the current or past military service of the student or a member of his or her family should be investigated.

## IV. University Programs and Scholarships

#### A. Tuition Charges and Support for Graduate Students

Scholarship and stipend support is determined by the applicant's or student's school or department (where applicable) on a case-by-case basis. These awards are based on undergraduate academic performance and standardized test scores. Generally, full tuition awards may be offered to applicants in one of the University's full-time doctoral programs who have an exceptionally strong undergraduate academic record and have earned a cumulative verbal and quantitative GRE score of 315 or above. Half tuition awards may be offered to applicants in the University's full-time masters, licentiate, or doctoral programs who have a strong undergraduate academic record and have earned a cumulative verbal and quantitative GRE score of 300 or above. The final determination for offering these full and half tuition awards is made by the school or department (where applicable), and may include other criteria than those listed here.

Teaching and research fellowships/assistantships may also be available to students who want to apprentice or gain professional experience in their academic fields. Most of these pay stipends. Interested students should contact their prospective school dean or department chair (where applicable) regarding the availability and eligibility requirements for these teaching and research fellowships or assistantships.

#### B. Tuition Support for University Staff

Upon meeting the eligibility requirements, employees are able to receive tuition assistance for courses taken at The Catholic University of America. If employment with the University terminates prior to the completion of the semester for which an employee is receiving tuition assistance, the employee forgoes the benefit for that semester. Fees and other expenses are not covered by the tuition assistance benefit, and tuition assistance benefits may not be combined with University scholarships or funds, including living stipends intended to support graduate students. Please contact the Office of Human Resources for further details.

#### C. Tuition Discount Groups

All graduate students will be charged the standard tuition rate each year unless the student in question is part of a special tuition group. These discounts cannot be combined with other discounts or with any University funding. The groups being charged a discounted tuition rate include the following:

#### Catholic School Teachers

Discounts for Catholic school educators are available to any administrator, teacher, guidance counselor, special educator, or librarian who is currently employed in a Catholic preschool, elementary school, or secondary school, and who intends to continue working in a Catholic school setting. They may be used by doctoral or master's students in any school of the University except the Columbus School of Law. Eligible students must provide a letter from his or her principal or equivalent school administrator on school letterhead at the beginning of each academic year, which states that the student is an employee in good standing at his or her respective school.

### **Diocesan Priests and Religious Orders**

Religious orders and dioceses who wish to send students to CUA at a discounted tuition rate must contact the Office of the Provost to arrange an agreement on a case-by-case basis. The number of students eligible for discounted tuition rates from each diocese or order and details of the requirements for said students will be determined individually between the Provost and a representative of the diocese or order (normally a bishop or other individual in a leadership position).

#### **Seminarians**

Seminarians may receive a discounted tuition rate equivalent to 50% of the regular fall tuition rate for the duration of their enrollment in seminary coursework. The student must be a seminarian in good standing in a seminary or house of studies/formation which has a tuition agreement with the Office of the Provost. Should a student receiving the seminarian tuition rate leave his house of studies/formation, voluntarily or otherwise, the discount will be immediately removed and the student will be responsible for any tuition charges remaining on his account.

#### Other Groups

This list may not include every special tuition rate offered by the University. Some programs may offer additional discounts to specific groups of students or students enrolled in a particular program who meet determined eligibility requirements. Contact your school or department (where applicable) for details on any special tuition rates for which you may be eligible.

### D. Scholarship Opportunities

The Catholic University of America does offer some scholarship opportunities to incoming and returning graduate students, often based on superior undergraduate academic performance and standardized test scores.

For further scholarship opportunities, please contact the Office of the Vice Provost and Dean of Graduate Studies, or visit the Graduate Studies website at <a href="mailto:graduatestudies.cua.edu/currentstudents/fundingresearch.cfm">graduatestudies.cua.edu/currentstudents/fundingresearch.cfm</a>.

### UNIVERSITY GOVERNANCE AND STUDENT CONDUCT POLICIES

# **Academic Dishonesty**

(Applicable Policies: <a href="http://policies.cua.edu/academicundergrad/integrityfull.cfm">http://policies.cua.edu/academicundergrad/integrityfull.cfm</a> and <a href="http://policies.cua.edu/academicundergrad/integrityprocedures.cfm">http://policies.cua.edu/academicundergrad/integrityprocedures.cfm</a>)

#### I. Introduction

Academic honesty is one of the foundations of the educational mission and Catholic commitment of this University. Academic dishonesty, including such practices as cheating, plagiarism and fabrication, undermines the learning experience, and, as it involves fraud and deceit, is corrosive of the intellectual principles and is inconsistent with the ethical standards of this University. Academic dishonesty damages the sense of trust and community among students, faculty, and administrators.

This policy sets forth the standards of honesty which student members of our academic community are expected to follow. The faculty is also bound to adhere to the strictest standards of academic honesty. All members of the academic community have an obligation to familiarize themselves with these standards and to conduct themselves in accordance with both their letter and their spirit. Individual schools in the University have committed themselves to implementing these standards and to educating faculty, staff, and students on the importance of academic honesty and on the application of these standards in a variety of academic settings.

Accompanying this policy are procedures that set forth a system for enforcement of these standards, including the application of sanctions where violations have been found. Sanctions are necessary to demonstrate that the University treats violations of academic honesty seriously and will act aggressively, when necessary, to deter wrongdoing. The effectiveness of the enforcement scheme depends in large measure on the conscientious cooperation of members of faculty in the implementation of the standards. Faculty members are therefore charged with the responsibility of seeking to assure student compliance with the requirements and initiating enforcement proceedings where appropriate.

#### II. General Provisions

Individual schools (or departments) are initially responsible for handling individual cases of alleged academic dishonesty. A school (or department) may follow more elaborate procedures if it has its own established procedures for handling suspected cases of academic dishonesty or if required by its professional accrediting agency and particularly if required by the rules and practice of the particular professional discipline involved.

- II. This policy supersedes all earlier and other statements on academic dishonesty published or appearing anywhere before its approval.
- III. This policy applies to all academic conduct in the broadest sense, including submitted drafts and final coursework, research, comprehensive examinations and the preparation of theses or dissertations.
- IV. Sanctions for violations of this policy, which may include the revocation of a previously awarded degree, certificate or award, may be applied whenever a determination is made that a violation has taken place.
- V. Confidentiality shall be observed in all proceedings under this policy, to the extent possible, except where otherwise specifically provided.
- VI. The faculty member is the individual who has initial responsibility for initiating the procedures provided in this policy. The term "faculty member" includes any individual or committee with responsibility for a class, project or activity, for example, a professor of a course, director of composition in the School of Arts and Sciences, a dissertation committee or the dean of a school. Other University employees, such as graduate assistants, are expected to bring any suspected cases of academic dishonesty to the attention of the responsible faculty member who will proceed in accordance with the procedures stated in this policy. The faculty member's dean shall maintain the case file containing the relevant documents.
- VII. The Office of Enrollment Services will maintain a register, which will include a listing of incidents of academic dishonesty that have been reported by the school deans' designees in accordance with this policy and after all appeals and/or periods of appeal are over. The Register will be confidential and information contained therein will be made available only as authorized by this policy. Within five (5) years of a student's departure from the University, the entries in the Register shall be transferred to University Archives.
- VIII. If information is received by a member of the University community alleging that a graduate of the University engaged in academic dishonesty at the time he or she was a registered student but the alleged dishonesty was discovered after graduation, the information shall be brought to the attention of the school dean where the graduate was matriculated, who shall determine the procedures to follow and the appropriate sanction.

# III. Categories of Academic Dishonesty

The following are the major categories of academic dishonesty:

A. Plagiarism is the act of presenting the work or methodology of another as if it were one's own. It includes quoting, paraphrasing, summarizing or utilizing the published work of others without proper acknowledgment, and, where appropriate, quotation marks. Most frequently, it involves the unacknowledged use of published books or articles in periodicals, magazines, newspapers and electronic media. However, any unacknowledged use of another's words, ideas or electronic processes constitutes plagiarism, including the use of papers written by other students, oral

presentations, interviews, radio or TV broadcasts, any published or unpublished materials (including Web-based materials, letters, pamphlets, leaflets, notes or other electronic or print documents), and any unauthorized or inadequately credited use of foreign language, scientific and/or mathematical calculation and/or modeling programs or online services.

- B. Improper use of one's own work is the unauthorized act of submitting work for a course that includes work done for previous courses and/or projects as though the work in question were newly done for the present course/project.
- C. Fabrication is the act of artificially contriving or making up material, data or other information and submitting this as fact.
- D. Cheating is the act of deceiving, which includes such acts as receiving or communicating or receiving information from another during an examination, looking at another's examination (during the exam), using notes when prohibited during examinations, using electronic equipment to receive or communicate information during examinations, using any unauthorized electronic equipment during examinations, obtaining information about the questions or answers for an examination prior to the administering of the examination or whatever else is deemed contrary to the rules of fairness, including special rules designated by the professor in the course.
- E. Attempts to engage in any of the conduct described above or the facilitation of any of this conduct by another individual will be treated as conduct constituting academic dishonesty for purposes of this policy.
- F. The preceding forms of academic dishonesty are stated in general terms. The individual schools (or departments) may deem it appropriate to supplement the present statement of policy with specific interpretations that relate its terms and provisions to the individual programs of the schools (or departments). In addition, the individual schools (or departments) are responsible for implementing programs to educate faculty, staff and students in the requirements of this policy and to answer any questions that may arise regarding specific interpretations of this policy.

### **IV.** Enforcement Procedures

- A. When a faculty member suspects that an incident of academic dishonesty has occurred, he or she should communicate in writing and promptly arrange a conference with the student to discuss the matter. The faculty member may consult with the dean of the school and/or the chair of the department (where applicable) on the issues involved, but will not discuss prior infractions of the student. At the conference, the faculty member will inform the student of the faculty member's concerns, and the student will be given the opportunity to present the student's version of the facts. No counsel (e.g., parents/guardians, lawyers) will be present at this conference.
- B. Once an allegation of suspected academic dishonesty has been communicated to the student, the student may not withdraw from the course or academic project in question.
- C. After their conference, or if the student does not respond in a timely fashion to the offer to confer with the faculty member, the faculty member may conduct further investigation

- regarding the matter as the instructor deems appropriate. On the basis of the facts, the faculty member will decide whether an act of academic dishonesty has taken place.
- D. If the faculty member decides that an act of academic dishonesty has taken place and imposes a sanction, the faculty member will make a written record of the disposition of the matter, including the facts on which the decision is based. The faculty member will retain a copy for his or her file, and communicate the decision to the student. The faculty member will also report this decision to the designee of the dean of the school where the academic dishonesty occurred and to the chair of the department (in departmentalized schools). The dean's designee will report the decision to the dean of the school in which the student is matriculated (if different from that where the dishonesty took place) and to the Office of Enrollment Services to be recorded in the Register after all appeals and/or periods of appeal are over.
- E. Upon receiving the faculty member's decision, the school dean, in certain circumstances, may decide to increase the sanction. A decision to suspend or expel a student from the University may only be made by the school dean where the student is matriculated. This decision may be based on the existence of prior entries in the Register and/or other aggravating circumstances. The school dean shall prepare a written decision, which states the dean's conclusions and the facts upon which the decision was based. The student shall be informed in writing in a timely fashion of the decision. A copy of the school dean's written decision shall also be sent, as appropriate, to the faculty member, the chair of the department, and the dean of the school where the violation took place (if not the school of the student in question), and to the Office of the Provost to be recorded in the Register after all appeals and/or periods of appeal are over.
- F. The case file concerning academic dishonesty shall be maintained by the dean in the school where the alleged academic dishonesty occurred and shall consist of any of the following documents that pertain to the matter: any and all documents containing the alleged academic dishonesty, other relevant documents submitted, correspondence, formal notes and narratives of the professor, department chair (where applicable), and/or school dean. The case file shall be maintained until the student's departure from the University, at which time the file shall be transferred to the University Archives.
- G. If information is received by a member of the University community alleging that a graduate of the University engaged in academic dishonesty at the time he or she was a registered student but the alleged dishonesty was discovered after graduation, the information shall be brought to the attention of the dean of the school where the graduate was matriculated, who shall determine the procedures to follow and the appropriate sanction.

### V. Sanctions

The availability and the imposition of meaningful sanctions communicate a message to the community that the University treats the standards of honesty set forth in this policy with the greatest seriousness and that infractions of these requirements will be pursued and punished.

The presumed sanction for undergraduate students for academic dishonesty will be failure for the course. There may be circumstances, however, where, perhaps because of an undergraduate student's past record, a more serious sanction, such as suspension or expulsion, would be appropriate.

In the context of graduate studies, the expectations for academic honesty are greater, and therefore the presumed sanction for dishonesty is likely to be more severe, e.g., expulsion.

When a graduate of the University is found to have engaged in academic dishonesty, revocation of a degree, certificate, or other recognition previously awarded may be considered as a possible sanction.

In the more unusual cases, mitigating circumstances may exist that would warrant a lesser sanction than the presumed sanction.

### VI. Appeals

#### A. Requests for Review

- 1. A student may appeal a determination that he or she committed an act of academic dishonesty by filing a request for a review of that finding. No appeal is permissible against the sanction only.
- 2. The request for review shall be filed within fifteen (15) business days of the written notification to the student of the sanction. The request for review shall be submitted in writing to the dean of the school where the incident of alleged academic dishonesty took place, and must specify with particularity the basis of the student's appeal.
- 3. If the student does not request a review within the specified time period, the decision of the faculty member or of the dean of the school shall be final.
- 4. The office of the dean receiving the request for review will proceed in accordance with the provisions below.

#### B. Sanction Imposed by a Faculty Member

1. Each school will establish an academic dishonesty appeals procedure that affords the student the opportunity to present his or her version of the facts to a School Academic Dishonesty Committee composed of faculty and students appointed by the dean of the school or the dean's designee. The burden of proof shall be on the student challenging a determination and that burden must be satisfied by the preponderance of the evidence. Preponderance of the evidence means that a greater weight of the evidence is required in order to decide in favor of one side over the other, to determine whether a fact is true and/or to establish that an event occurred. The decision that a preponderance of the evidence exists must be based on the more convincing evidence and its probable truth of accuracy, not on the amount of evidence available.

2. The school dean or an associate or assistant dean designated by the dean shall evaluate the request for review. The dean or dean's designee may affirm the faculty member's decision without the need for a hearing if the dean or dean's designee deems the appeal to be frivolous or without merit, which shall be communicated in writing to the student. Otherwise the dean of the school or the designated official shall refer the matter to the School Academic Dishonesty Committee to consider the appeal and to render a written decision in accordance with the procedures established by the school.

#### C. Sanction Imposed by a School Dean

If the dean of the school in which the student is matriculated determines that the student's academic dishonesty warrants that the student be suspended or expelled, the student may file a written request for a review of the determination. Upon receiving the student's request for review, the dean of the school where the alleged academic dishonesty took place, or the dean's designee, will forward it to the Vice Provost and Dean of Graduate Studies. The procedures for handling such requests by the Vice Provost and Dean of Graduate Studies are detailed under "University Appeal Procedures" below.

#### D. Successful Appeals

If the student is found not to have engaged in academic dishonesty, there will be no entry relating to the incident in the Register. If, on appeal, the determination of academic dishonesty is upheld but the sanction is modified, the Register entry will reflect that new sanction.

### VII. University Appeal Procedures

Upon receipt of an appeal of a decision made by a school dean, the Vice Provost and Dean of Graduate Studies will have available the options of:

- 1. Affirming the school dean's decision without the need for a hearing if the appeal is judged to be frivolous or without merit; or
- 2. Referring the matter to the University Academic Dishonesty Appeal Panel to hear the appeal.

In either case, the Vice Provost and Dean of Graduate Studies shall send a written notification to the student.

#### G. University Academic Dishonesty Appeal Panel

To handle student appeals of school dean's decisions in cases of academic dishonesty, the <u>Academic Senate</u> will appoint a <u>University Academic Dishonesty Appeal Panel</u> of five (5) faculty members, two (2) graduate students and two (2) undergraduate students. Faculty members on the panel will serve three (3)

year terms, which will be staggered. Student members will ordinarily serve one-year terms, although they may be appointed for additional terms. One (1) of the faculty members will be appointed annually as chair, another as vice chair.

#### H. The University Academic Dishonesty Appeal Committee

The members of the University Academic Dishonesty Appeal Committee will be selected from the University Academic Dishonesty Appeal Panel and shall be composed of two (2) faculty members and one (1) student or of three (3) faculty members if none of the student members of the panel are available. Either the chair or vice chair of the panel will be on the Committee and will serve as chair. All documentation, including the written information from the Register in the Office of Enrollment Services, shall be made available to members of The University Academic Dishonesty Appeal Committee.

#### I. Procedures of the University Academic Dishonesty Appeal Committee

The Procedures for the operation of the University Academic Dishonesty Appeal Committee shall be as follows:

- 1. The appeal committee shall provide that the student shall receive adequate and timely written notice of the date, time and place of the hearing.
- 2. The appeal committee shall inform the student that he or she shall have an opportunity to present his or her position through written memoranda, oral presentations, and witnesses. The Committee shall consider all requests for witnesses and shall invite only those that it deems can contribute relevant information to appear before it or to submit written testimony.
- 3. The faculty member, department chair (where applicable), or school dean who made the initial allegation of academic dishonesty shall be invited to appear at the hearing. When suspension or expulsion has been imposed as a penalty, the school dean who imposed that sanction will also be invited.
- 4. A copy of all written material provided by the student in support of his or her appeal will be provided to the hearing board at least seventy-two (72) hours prior to the hearing.
- 5. No persons other than the members of the appeal committee, the student, the faculty member, or any person that the appeal committee judges can contribute to assisting it in reaching a decision shall be admitted to any meeting of the appeal committee. Legal counsel shall not be admitted at any of the meetings of the appeal committee.
- 6. A record shall be kept of the hearing. Formal evidentiary rules shall not be applicable to the hearing.
- 7. The appeal committee shall issue a decision, which will be communicated in writing promptly to the student, the faculty member, the student's school dean and the Vice Provost and Dean of Graduate Studies. That decision will be to:

- 1. Affirm the determination of academic dishonesty and the imposed sanction; or
- 2. Affirm the determination of academic dishonesty, but modify the imposed sanction; or
- 3. Reject the determination of academic dishonesty and set aside any sanction.
- 8. A brief statement of the reasons for the decision will also be sent to the Vice Provost and Dean of Graduate Studies, and a copy of that statement will be retained as part of the record of the hearing. If the appeal committee rejects the determination of academic dishonesty or modifies any sanction, the Office of the Provost will be notified and the record in the Register will be entered or modified as necessary.

### J. Decision of the University Academic Dishonesty Appeal Committee

The decision of the University Academic Dishonesty Appeal Committee shall be final.

# **Appeal of Failing Grades**

### I. Policy

The <u>Academic Senate</u> reaffirms the judgmental nature of the academic grading process and the corresponding responsibility of instructors to make appropriate judgments on the quality of the academic performances of their students. The Academic Senate further reaffirms the right of instructors, as a legitimate dimension of academic freedom, to make these academic judgments free of external coercion.

The Academic Senate, however, recognizes that a student has a right to appeal a judgment of failure in a final grade on academic endeavors such as coursework, comprehensive examinations, dissertations or final doctoral oral examinations that he or she believes has been influenced or directed by criteria other than academic.

The burden of proof rests with the student to document and demonstrate that the instructor allowed non-academic criteria to influence his or her assigning a grade of failure.

Therefore, the <u>Academic Senate</u> also reaffirms the principle that failing grades may be overruled when non-academic criteria are determined to have influenced a grade of failure.

The associated procedures outline the process by which a student may appeal a failing final grade to a University approved committee.

### II. Procedures for Appeal of Failing Grades within the Schools

1. The following procedures are applicable in all schools.

- 2. Each school of the University shall have a standing committee on failing grades appointed by the dean and consisting of three faculty members and two students. If the school has both graduate and undergraduate components, one student shall be an undergraduate and the other shall be a graduate.
- 3. A majority vote of the full membership of the committee is required for all decision-making.
- 4. A student wishing to challenge a failing final grade shall submit a written appeal (e-mail appeals are not acceptable) to the dean of the school in which the course was offered. The written appeal must be submitted in person or by registered U.S. Mail (or equivalent) with return receipt requested. If the appeal is submitted in person, the dean must have received it within 15 business days after the final failing grade has been entered into <a href="Cardinal Station">Cardinal Station</a> (for coursework) or notification of failure by the responsible committee (for non-coursework cases). If the appeal is submitted by mail, it must be postmarked within 15 business days of grade entry or notification. Note: hereafter, the term "instructor" refers to the course instructor(s) or responsible committee for non-coursework cases.
- 5. The dean shall assign the matter to the chairperson of the school failing grade committee. Note: hereafter, the term "committee" refers to the school failing grade committee and the term "chairperson" refers to the chairperson of that same committee.
- 6. The chairperson shall by University e-mail or letter acknowledge receipt of the appeal to the dean, the student, and the instructor.
- 7. The committee shall evaluate the appeal. The committee may affirm the decision of the instructor without need for a hearing if the committee deems the appeal to be frivolous or without merit, which shall be communicated by the chairperson in writing to the dean, the student, and the instructor.
- 8. If the committee deems the appeal to be with merit, the chairperson shall inform by University e-mail or letter both the student and the instructor that they will be given an opportunity to be heard by the committee.
- 9. The basis of the student's appeal as originally presented shall not be construed to limit subsequent expansion of the grounds for appeal by the submission of a supplementary written statement; however, no additional written statement initiated by the student may be submitted after the committee's first meeting with the student. A copy of the original appeal and statement and any subsequent supplementary written statement shall be forwarded to the instructor, who shall be requested to respond in writing to the original appeal and statement, as well as any supplementary statement.
- 10. The written appeal shall set forth the names of any witnesses the student requests be called by the committee. The written response shall set forth the names of witnesses the instructor requests be called. Such written requests shall not be construed to prevent the designation of additional witnesses by the parties or limit the witnesses the committee may call, although the committee reserves the right to deny the requests. Any additional requests must be directed to the chairperson in writing by letter or University e-mail.
- 11. All meetings of the committee shall be conducted by the chairperson. The student and instructor shall be invited to be present at meetings that are called by the chairperson to obtain evidence or hear arguments. In non-coursework cases where the instructor is not known to the student there will be an

- opportunity for separate meetings of the committee with the student and with the instructor. All meetings shall be called with appropriate notice (minimum of one calendar week) and shall be closed. Neither the student nor the instructor shall have legal counsel present at any of the meetings of the committee.
- 12. The committee shall consider all requests for suggested witnesses and invite those individuals the committee deems can appropriately contribute information relevant to the matter in question. Only those persons specifically invited by the committee may attend meetings. Moreover, any person asked to meet with the committee may request that he or she be heard without the presence of individuals other than the committee members. If the request is granted, charges or other pertinent information obtained at such a meeting shall be communicated to all of the concerned parties.
- 13. In the event that a member of the committee is unable to participate in an appeal or recuses himself or herself from the deliberations, the chairperson shall immediately notify the dean, who will appoint another individual to the committee to serve temporarily for the period in which the current appeal is being considered.
- 14. The committee should at all times attempt to bring about an agreement between the student and the instructor concerning the grade in question. If such an agreement is reached, the student shall withdraw his or her appeal in writing, the written withdrawal being submitted to the chairperson. If no agreement is reached, then the committee shall decide either to support the appeal by granting appropriate relief or to reject the appeal. Appropriate relief ordinarily would involve changing a failure to a pass. In no case will the committee assign a letter grade. In non-course situations, other forms of relief (e.g., recommendation by the committee to the dean to allow the student to retake a comprehensive or oral examination) should be available. A majority vote of the full membership of the committee is required for a decision. The decision shall be in writing and contain a summary of the reasons for the decision. This written report and all evidentiary material shall be retained by the dean for a period of five years. The student and the instructor may read the written report, but no copies shall be furnished to them.
- 15. The decision of the committee either to support or to reject the appeal (without the summary of reasons) shall be transmitted to the student and instructor involved by certified return-receipt mail or by hand delivery. The date and manner of transmittal shall be recorded.
- 16. If the decision of the committee is to support the appeal and change the grade to pass, the chairperson of the committee shall notify the dean of the school in which the course (or other graded exercise) was offered, the dean of the school in which the student is matriculated, and the Registrar, who shall make the appropriate change in the student's records. Credit earned in the course in which the grade is changed to pass will be counted toward satisfying degree requirements but will not be counted in calculating the student's GPA. If the grade for a comprehensive or oral examination is changed to pass, the examination shall satisfy the comprehensive examination or oral examination degree requirement for which it was given.
- 17. In addition to the procedures outlined here, each school may develop its own accompanying internal procedures.

### III. Procedures for Appeal of Failing Grades to the Academic Senate

- 1. Appeals can be made only if the following two conditions are present: (1) in making its decision the school committee failed to comply with the applicable procedures and (2) the school-level decision significantly contributes to a student's dismissal from the University. The appeal must set forth with particularity the grounds relied upon.
- 2. An appeal to the Senate <u>Committee on Failing Grades</u> shall be made in writing to the chairperson and mailed or delivered to the appropriate dean (<u>Vice Provost and Dean of Undergraduate Studies</u> for undergraduate students or the Vice Provost and Dean of Graduate Studies for graduate students). The written appeal must be submitted in person or by registered U.S. Mail (or equivalent) with return receipt requested. If the appeal is submitted in person, the appropriate dean must receive it within 15 business days after the student has been notified of the decision of the school committee. If the appeal is submitted by mail, it must be postmarked within 15 business days of notification.
- 3. The members and chairperson of the <u>Committee on Failing Grades</u> shall be appointed by the <u>Committee on Committees and Rules of the Academic Senate</u>. The committee shall consist of three faculty members and two students, one graduate and one undergraduate.
- 4. A majority vote of the full membership of the committee is required for all decision-making.
- 5. The Vice Provost and Dean of Undergraduate Studies or the Vice Provost and Dean of Graduate Studies shall assign the matter to the chairperson of the Senate Committee on Failing Grades.
- 6. Upon receiving an appeal, the chairperson shall: (a) acknowledge receipt of the appeal to the sender, to the other party, and to the appropriate deans, and (b) request the report and evidentiary material from the involved school committee from its dean.
- 7. The Committee on Failing Grades shall decide by a majority vote of the full membership to uphold the original decision of the school committee, or in exceptional cases, to constitute itself as the committee to grant a new hearing in accordance with the procedures required of the school committee.
- 8. The chairperson shall forward to the Chair of the Academic Senate, in writing, the Committee on Failing Grades decision. The chairperson shall notify, by return-receipt mail or by hand delivery, the parties involved of the committee's action and notify, if necessary, the appropriate University officials.

# **Sexual Harassment Policy**

### I. Introduction

The Catholic University of America is committed to maintaining a positive learning and working environment for students, faculty and staff. Sexual harassment, a form of sex discrimination, detracts from a positive environment and is absolutely prohibited. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or learning environment.

This policy also prohibits consensual sexual or dating relationships where there is an institutional power difference between the parties involved, for example, between a supervisor and an employee, or between a faculty and a student, a coach and an athlete, or an academic advisor and an advisee. Relationships with this power disparity may cast doubt on the objectivity of the supervision and evaluation provided, and may result in claims of sexual harassment and questions about the voluntariness of the relationship.

### II. Definitions

- A. Sexual harassment is a form of sex discrimination and, as such, is prohibited at The Catholic University of America. The University is committed to maintaining a positive learning and working environment for students, faculty and staff, and will not tolerate sexual harassment. Sexual harassment is defined as any unsolicited, offensive behavior that inappropriately asserts sexuality over status as a student or an employee, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - 1. Submission to sexual harassment is made either explicitly or implicitly a term or condition of employment or academic admission or advancement.
  - 2. Submission to or rejection of sexual harassment is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions or evaluations.
  - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive work or learning environment.
- B. Employee: Anyone employed by The Catholic University of America as faculty or staff, full or part
- C. Supervisor: Anyone who oversees, directs, or evaluates the work of others, including but not limited to, managers, administrators, coaches, directors, deans, chairs, advisors, teaching assistants, as well as faculty members in their role as instructors, as supervisors of their staff, and as participants in decisions affecting the careers of other faculty members.
- D. Faculty: All those charged with academic instruction and advising, including fulltime faculty, adjunct faculty, teaching assistants, and academic advisors.
- E. Students: All those enrolled full time or part time in any program of CUA.
- F. Consensual relationships: Consensual dating and sexual relationships willingly undertaken by the parties.

#### III. Sexual Harassment

Sexual harassment can occur between/among supervisors/managers and subordinates, faculty and staff or students, peers, vendors/subcontractors/visitors and employees or students, or any combination thereof. Often, but not always, the harasser is in a more powerful position than the person being harassed. In such situations sexual harassment is particularly serious because it may unfairly exploit the power

inherent in a supervisor's or faculty member's position. All forms of sexual harassment are violations of the University's policy and will not be tolerated.

Reprisals or retaliation towards any person for alleging sexual harassment or for filing a sexual harassment complaint or other charge under this policy is illegal and a violation of university policy. Any person who retaliates against a complainant will be subject to disciplinary action up to and including, in the case of an employee, termination of employment, and in the case of a student, expulsion.

Knowingly making false allegations of sexual harassment or providing evidence with the knowledge that it is false is also a violation of university policy and will subject a person to disciplinary action up to and including discharge or dismissal.

Those persons responsible for consulting about, investigating and resolving complaints of sexual harassment will make reasonable efforts to protect the privacy of both the complainant and the respondent.

Any supervisor, department chair, dean or administrator who receives or becomes aware of a complaint of sexual harassment or other violation of this policy should report the complaint to the <u>Director of Equal Opportunity</u> or the <u>Office of the General Counsel</u> as soon as possible and normally within three workdays. All complaints of sexual harassment, investigation documents, and documents relative to the resolution of the complaint will be maintained in a confidential file in the <u>Equal Opportunity Office</u>.

In cases where it is determined that sexual harassment occurred, the University will take appropriate disciplinary action with or without concurrence from the complainant.

### IV. Prohibition on Consensual Relations with Students or Subordinates

The Catholic University of America seeks to maintain a professional and ethical educational environment. Actions of faculty members (including adjunct faculty), professional staff members, and academic administrators that are unprofessional are inconsistent with the University's educational mission. It is essential that those in a position of authority not abuse the power with which they are entrusted. Employees should be aware that consensual dating or sexual relationships may result in claims of sexual harassment because the voluntariness of the consent may be questioned when a power differential exists between the individuals in the relationship.

A consensual dating or sexual relationship between a staff employee, a member of the faculty (including adjunct faculty) and a student or an employee that the staff/faculty directly supervises is prohibited when the staff/faculty has any current or foreseeable professional responsibility for the student or the employee. Voluntary consent by the student/employee in such a relationship is suspect, given the fundamental nature of such a relationship. Moreover, others in the work or learning environment may be

affected by such behavior. Therefore, it is deemed unprofessional and a violation of university policy for any member of the faculty or staff to engage in a dating or sexual relationship, whether or not consented to, with a student or employee whom he/she instructs, evaluates, supervises, or advises, or over whom he/she is in a position to exercise authority in any way, now or in the foreseeable future.\*

A violation of this prohibition may result in disciplinary action including dismissal for unprofessional conduct, following the appropriate employment procedures.

In the event that a prohibited consensual relationship is in existence at the time of the adoption of this policy, the supervisor must disclose the relationship to the appropriate superior and initiate arrangements to address any conflict of interest issues.

\* In accord with the <u>Employment Practices and Procedures Policy</u>, members of the immediate family may not be assigned to a position in which one would have direct or indirect administrative or supervisory responsibility for the other or be in a position to influence the terms or conditions of the other person's employment. "Immediate family" is defined as a spouse, child, including adopted and step child, parent, parent-in-law, sibling, or legal quardian.

### V. Sexual Harassment Complaint Procedures

Any CUA student, faculty, or staff member ("affiliated individual") who believes he or she has been sexually harassed by another CUA affiliated individual should report the incident to the <u>Director of Equal Opportunity</u> ("DEO"). A student may report the incident to the <u>Dean of Students</u> or designee ("Dean"), who will forward the complaint to the DEO. The DEO will notify the Dean of any complaint reported directly by a student. The DEO will conduct an investigation and, at the conclusion of the investigation, will normally take one of the following courses of action:

- 1. If an investigation reveals that there is insufficient evidence to support the allegation of sexual harassment, the complaint will be dismissed.
- 2. If the DEO determines that there is sufficient evidence to indicate that the allegations of sexual harassment have merit, but the behavior is not serious enough to warrant, in the case of an employee, termination of employment, or in the case of a student, eviction from residence or suspension/expulsion from the University, the DEO shall normally proceed as follows:
  - a. If the respondent is a student, the DEO will forward an investigation report to the Dean. The Dean and/or DEO will consult with the complainant about informal methods of resolving the complaint, including discussing the allegations with the alleged harasser. If the complainant does not wish to participate in an informal resolution or if an informal resolution is not successful, the case will be resolved under the <u>Code of Student Conduct</u>.

- b. If the respondent is a staff member, the DEO will consult with the complainant about informal methods of resolving the complaint, including discussing the allegations with the alleged harasser. If the complainant does not wish to participate in an informal resolution or if an informal resolution is not successful, the DEO may proceed in consultation with the respondent's supervisor to eliminate the sexual harassment and ensure that the behavior does not recur.
- c. If the respondent is a faculty member, the DEO, in conjunction with the respondent's academic Dean or the <u>Provost</u>, will consult with the complainant about informal methods of resolving the complaint, including discussing the allegations with the alleged harasser. If the complainant does not wish to participate in an informal resolution or if an informal resolution is not successful, the DEO may proceed in consultation with the respondent's academic dean to eliminate the sexual harassment and ensure that the behavior does not recur.
- 3. If the preliminary investigation reveals evidence indicating that the allegations have merit and the violations are so serious as to warrant formal disciplinary action, including, in the case of an employee, termination of employment, or in the case of a student, eviction from residence or suspension/expulsion from the University, the DEO shall normally proceed as follows:
  - a. If the respondent is a student, the DEO forward an investigation report to the Dean. The case will be resolved under the <u>Code of Student Conduct</u>.
  - b. If the respondent is a staff member, the DEO will inform the respondent's supervisor or director that the investigation resulted in an investigation resulted in a determination that sexual harassment occurred and will recommend appropriate disciplinary action. The case will be resolved under the procedures outlined in the <u>Staff Handbook</u>.
  - c. If the respondent is a faculty member, the DEO will inform the respondent's academic dean or the <a href="Provost">Provost</a> that the investigation resulted in a determination that sexual harassment occurred and will recommend appropriate disciplinary action consistent with the <a href="Faculty Handbook">Faculty Handbook</a>.

### VI. Students

Any CUA student who suspects that she or he has been sexually harassed by another student, a faculty member, or a staff member should report the incident to the <u>Dean of Students</u> or to the <u>Equal Opportunity Officer</u>. The Equal Opportunity Officer will consult with the Dean of Students, conduct an investigation and, at the conclusion of the investigation, will take one of the following courses of action:

- 1. If a preliminary investigation reveals that there is insufficient evidence to support the allegation of sexual harassment, the complaint will be dismissed.
- 2. If the Equal Opportunity Officer determines that there is sufficient evidence to indicate that the allegations of sexual harassment probably have merit, but the behavior is not serious enough to warrant suspension, discharge or dismissal, the Equal Opportunity Officer will consult with the complainant about informal methods of resolving the complaint, including discussing the allegations with the alleged harasser. If the complainant does not wish to participate in an informal resolution or if

an attempt at informal resolution is not successful, the Equal Opportunity Officer may proceed without the complainant to attempt a resolution to eliminate the sexual harassment and ensure that the behavior does not recur.

- 3. If the alleged harasser and the complainant are both students and the complainant wishes to file a peer harassment complaint as a violation of the <u>Student Code</u>, the complaint will be handled by the Student Judiciary in accordance with the procedures described in the <u>Student Handbook</u> unless the <u>Vice President for Student Affairs</u> determines that the complaint should be handled administratively. In the case of administrative discipline, the respondent may use the appeal process described in the <u>Student Handbook</u>.
- 4. If the respondent is a staff or faculty member, the Equal Opportunity Officer will conduct the investigation. The complaint will be handled in accordance with the procedures described in paragraphs in sections III and IV of this policy.

#### VII. Staff

If a CUA staff member believes that she or he has been sexually harassed by a CUA staff member, faculty member or student, she or he should report the incident to the <u>Equal Opportunity Officer</u>. If a student is involved, the Equal Opportunity Officer will notify the <u>Dean of Students</u>. The Equal Opportunity Officer will normally take one of the following courses of action:

- 1. If a preliminary investigation indicates that there is insufficient evidence to support the allegation of sexual harassment, the complaint will be dismissed.
- 2. If preliminary information indicates that there is sufficient evidence to determine that the allegations of sexual harassment probably have merit, but the behavior is not serious enough to warrant discharge, the Equal Opportunity Officer will consult with the complainant about informal methods of resolving the complaint, including discussing the allegations with the alleged harasser. If the complainant does not wish to participate in an informal resolution or if an informal resolution is not successful, the Equal Opportunity Officer may proceed without the complainant to attempt a resolution to eliminate the sexual harassment and ensure that the behavior does not recur. The respondent may appeal the decision in accordance with the grievance procedures defined in the <u>Staff Handbook</u> (if the respondent is a staff employee) and in the <u>Faculty Handbook</u> (if the respondent is a faculty member).
- 3. If the preliminary information reveals evidence which indicates that the allegations of sexual harassment probably have merit and are so serious as to warrant terminating the respondent's employment if the allegations are determined to be accurate, the Equal Opportunity Officer will conduct a complete investigation.
  - a. If the respondent is a student, the Dean of Students will determine and administer the appropriate disciplinary action.

- b. If the respondent is a staff member, the Equal Opportunity Officer will recommend appropriate disciplinary action to the department head.
- c. If the respondent is a faculty member, and his or her behavior warrants discipline less severe than discharge, suspension or reassignment in lieu of suspension, the Equal Opportunity Officer will recommend sanctions to the faculty member's dean or to the Provost.

### VIII. Faculty

If a faculty member believes that she or he has been sexually harassed by a CUA faculty member, staff member, or student, the alleged harassment should be reported to the Equal Opportunity Officer. If a student is involved, the <u>Equal Opportunity Officer</u> will inform the <u>Dean of Students</u>. The Equal Opportunity Officer will normally take one of the following courses of action:

- 1. If a preliminary investigation indicates that there is insufficient evidence to support the allegation of sexual harassment, the complaint will be dismissed.
- 2. If the preliminary information indicates that there is sufficient evidence to determine that the allegations of sexual harassment probably have merit, the Equal Opportunity Officer will consult with the complainant about informal methods of resolving the complaint, including the option of discussing the allegations with the alleged harasser. If the complainant does not wish to participate in an informal resolution or if an informal resolution is not successful, the Equal Opportunity Officer may proceed without the complainant to attempt a resolution to eliminate the sexual harassment and ensure that the behavior does not recur.
- 3. If the preliminary investigation reveals evidence which indicates that the allegations probably have merit and are so serious as to warrant formal disciplinary action including possible discharge, the Equal Opportunity Officer proceed as follows:
  - a. If the respondent is a student, the Dean of Students will determine and administer the appropriate disciplinary action.
  - b. If the respondent is a staff member, the Equal Opportunity Officer will recommend appropriate disciplinary action to the department head.
  - c. If the respondent is a faculty member, and his or her behavior warrants discipline less severe than discharge, suspension or reassignment in lieu of suspension, the Equal Opportunity Officer will recommend sanctions to the faculty member's dean or to the Provost.

In cases where the faculty member's behavior warrants discharge, suspension, or reassignment in lieu of suspension, the Equal Opportunity Officer may recommend to the President that termination proceedings be initiated. If the President accepts the recommendation, the matter will proceed in accordance with Part II, Article 24 (Dismissal for Cause) of the *Faculty Handbook*. Faculty members may appeal the disciplinary action to the Faculty Grievance Committee.

### OTHER GRADUATE STUDENT RESOURCES ON CAMPUS

### I. The Office of the Associate Vice President for Student Affairs and Dean of Students

Specific areas of focus within the Dean of Students' scope of responsibilities that may be beneficial for the life of a CUA graduate student include off-campus community relations, orientation programs, sexual assault education and prevention, student conduct and ethical development and student persistence and retention. Departments within the Dean of Students Office that provide specialized services to CUA graduate students include Career Services, the Center for Academic Success, the Counseling Center, Disability Support Services, and Student Health Services.

### **The Office of Career Services**

The Office of Career Services provides programs, services, and resources designed to encourage and assist students in the timely engagement in all aspects of career planning, experiential education, pursuit of post-baccalaureate educational opportunities, and job attainment. The office's goal is to empower students to make career and educational choices facilitated by in-depth awareness of vocational interests, abilities, values, faith, and life goals. Through its efforts, the office strives to provide students with the awareness and tools that will facilitate effective life-long career development activities.

Graduate students can approach the Office of Career Services for help with interviewing, writing a resume or CV, finding a job either in academia or outside the academic world, working with the federal government and non-governmental organizations, or networking with other members of the extended CUA community or students, alumni, and employers.

#### **The Center for Academic Success**

The Center for Academic Success (CAS) is an important resource center for CUA graduate students. CAS assists all students in reaching their academic goals, including helping with classes, academic advice, or writing and editing assistance.

The Center for Academic Success also coordinates and sponsors the *Pedagogy in the Liberal Arts* speaking series during the academic year, which all graduate students who have an interest in teaching at the college or university level are encouraged to attend.

#### **Counseling Center**

The CUA Counseling Center strives to enhance the overall educational experience by assisting students with the opportunities, demands, and challenges of University life. As students grow and develop, they do so in a values-based institution that offers a unique learning and living environment to enable students to discover excellence and experience success.

The CUA Counseling Center assists students with defining and accomplishing personal and academic goals by serving as a multidisciplinary, campus-based mental health organization dedicated to addressing the diverse needs of CUA students. In pursuing an active and fulfilling college life, a student can experience difficulties with adjusting to, and balancing, new roles and responsibilities. The center provides a broad range of direct clinical/counseling, educational, learning assistance, consultative, outreach, training, assessment, and emergency response programs and services.

During the Academic Year, individual and group counseling is available for any currently enrolled full-time graduate student, while referrals and group therapy are available for part-time graduate students.

#### **Disability Support Services**

The Office of Disability Support Services (DSS) provides programs and services designed to support and encourage the integration of students with disabilities into the mainstream of the University community. DSS coordinates support services for students with learning disabilities, physical disabilities, psychological disabilities and some illnesses. Services include disability advocacy and advising, classroom and test accommodations, early registration, housing accommodations, assistance with foreign language substitution applications, taped/scanned books, assistive technology training, and referral for testing and additional services. In addition, DSS provides faculty and staff training and consultation on disability issues and actively supports University recruitment and retention initiatives.

#### **Student Health Services**

As quoted from its Mission Statement, "The Student Health Services provides primary health care to all students with an emphasis on health maintenance and illness prevention. Medical care and advice is consistent with the teachings of the Catholic Church.

To accomplish our mission, we aspire to achieve the following goals:

- To help you understand the nature and causes of your medical problem or injury, the importance of its treatment, and how it might be avoided in the future.
- To assist you in maintaining good health and thereby assisting you achieve academic success.
- To educate you how to reduce your risk for disease and injury by helping you learn to make appropriate lifestyle changes.
- To help you learn how to access and navigate the health care system on your own.
- To provide an environment of joy, care and respect for each individual.

In the case of a medical emergency on campus, contact the <u>Department of Public Safety</u> Communications Center at 202-319-5111. If off campus, dial 911.

#### **Student Medical Insurance**

Domestic students with twelve (12) or more billed credits are required to have medical insurance. If a student believes that he/she has adequate medical insurance and does not wish to be enrolled in the CUA student medical plan, an online waiver must be completed and approved by the date determined by the University. If the online waiver is not completed and approved on or before that date, students will be enrolled in the CUA student medical plan and will be responsible for paying the premium.

#### **Insurance Requirements for Domestic Students**

- Provide both emergency and non-emergency health care
- Cover ambulance transport within a 50 mile radius of the CUA Washington, DC campus
- Have a plan maximum of at least \$500,000 per policy year
- Provide emergency coverage if you travel out of the United States
- Have a plan deductible equal to or less than \$6,500

All International students with F1 or J1 visas (regardless of billed credit hours) are automatically enrolled in the CUA medical insurance plan unless an online waiver is submitted and accepted by the date determined by the University. All J1 Visa students will be required to provide coverage documents and or other records demonstrating that your current medical plan meets the school's requirements for waiving the student medical insurance plan. Waiver submissions will be audited by Aetna Student Health, and or their contractors or representatives.

#### **Insurance Requirements for F1 Students**

- Provide both emergency and non-emergency health care
- Cover ambulance transport within a 50 mile radius of the CUA Washington, DC campus
- Have a plan maximum of at least \$500,000
- Provide emergency coverage if you travel out of the United States
- Have a plan deductible equal to or less than \$6,500

### **Insurance Requirements for J1 Students**

- Provide both emergency and non-emergency health care
- Cover ambulance transport within a 50 mile radius of the Washington DC campus
- Have a plan maximum of at least \$500,000 per policy year

- Provide emergency coverage while traveling outside of the United States
- Have a plan deductible equal to or less than \$500
- Have medical evacuation coverage of \$10,000 or more
- Have repatriation coverage of \$7,500 or more
- Have a claims administrator based in the United States as well as a US based phone number and address for claims submission
- Have medical benefits of at least \$50,000 per accident
- Have medical benefits of at least \$50,000 per illness
- Pay 75% or more of the medical costs per injury or illness

## II. <u>Campus Ministry</u>

The Office of Campus Ministry supports the members of The Catholic University of America community in their individual and communal growth as they strive to live the message of the Gospel, and offers a variety of opportunities designed to meet the spiritual needs and interests of students who are at different stages of their faith life. Some of what the Office of Campus Ministry offers include days of reflection, monthly discussions centered on faith and current social events and weekly scripture reflection.

The pastoral and professional campus ministry staff, composed of clergy and laity, seeks to be an open and affirming presence for students, faculty, administrators, and staff.

Students from other Christian denominations and religions are welcome to participate in any Campus Ministry services or activities. The office maintains a list of area ministers, rabbis, including information on the services provided by other religions and Christian denominations.

Any student with concerns or requests about his or her religion is welcomed and encouraged to come to the Office of Campus Ministry for assistance.

### III. Housing and Residential Services

As per the <u>University Student Housing Policy</u>, on-campus housing generally is not available for graduate, law, or non-traditional students, but may be provided on a case-by-case basis upon subject to the availability of suitable housing as determined by the University. Non-traditional student status is defined in the <u>University Student Housing Policy</u>. For the 2016-2017 Academic Year, there is space availability in campus housing for graduate, law, and non-traditional students.

The Office of Housing Services also offers guidance and support to graduate, law, and non-traditional students seeking off-campus residence.

### **IV.** International Student and Scholar Services

A division of the <u>Center for Global Education</u>, International Student and Scholar Services (ISSS) supports the academic mission of the University by promoting international educational exchange within the University, to federal agencies and to the world.

#### ISSS seeks to:

- 1. Ensure University compliance with applicable immigration-related regulations while facilitating the legal entry and transition of foreign students and scholars.
- 2. Advocate on behalf of the foreign students and scholars both within the University and to federal regulatory agencies to ensure that they are afforded every opportunity to complete their educational objectives.
- 3. Provide opportunities for intercultural education and exchange by providing educational and cultural programs that foster greater understanding and appreciation for other cultures and traditions.

ISSS also assists both current and prospective graduate students gain the basic understanding of United States immigration concepts, including visa application requirements and immigration statuses. Since the United States has over 20 different nonimmigrant statuses, each with specific rules, restrictions, durations, and eligibility requirements, it is important to understand the proper classification needed for graduate studies, as not every classification can legally work or study in the United States. ISSS helps guide graduate students through the visa and immigration-related process.

# V. <u>Department of Public Safety</u>

The Department of Public Safety provides comprehensive programs, including security patrol, escort, transportation, identification, and access services to maintain a safe and secure campus environment that is conducive to learning, working, living, and visiting. A staff of trained professionals, including commissioned special police officers, focus on crime prevention and investigation, safety education, emergency preparedness, response and recovery. Services are coordinated closely with federal and local law enforcement agencies. Safety education and awareness programs are conducted for students throughout the academic year. The department works closely with other student life services to implement initiatives to support healthy individual and community living.