

STUDENT HANDBOOK 2022-2023



UNIVERSITY OF THE DISTRICT OF COLUMBIA STUDENT HANDBOOK 2022-2023

The University of the District of Columbia (UDC) Student Handbook is published by the Division of Student Development and Success.

The Student Handbook provides information on opportunities to become an active member of the Firebird community. You will also find information on university resources and support. The Code of Student Conduct is included in this handbook. All students are held responsible for complying with the Code of Student Conduct.

The provisions of this handbook are not to be regarded as a contract between any student/parent and the University. The University reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary for the interest of the University. The University also reserves the right to modify or discontinue any services, programs, or activities described in this handbook.

Questions or comments regarding the UDC Student Handbook should be forwarded to:

Office of the Dean of Students

University of the District of Columbia Student Center, Rm 130B 4200 Connecticut Avenue, NW Washington D.C., 20008

Phone: (202) 274-5900

Email: studentdean@udc.edu

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ABOUT UDC



MESSAGE FROM THE PRESIDENT

Welcome to the University of the District of Columbia, the nation's only exclusively urban land grant institution. I am excited that you have decided to join us to pursue your educational aspirations. We look forward to accompanying you on your educational journey.

By coming to the University of the District of Columbia, you are taking an essential step toward realizing your life goals. Education remains the key to opening new opportunities. There are many areas in which you can explore and develop your interests.

Our faculty is dedicated to helping you earn your degree. Concerned and engaged counselors are here to help you face challenges, both large and small, that may confront you during your time as a student. There is a dedicated staff in the Division of Student Development and Success to assist you in many ways.

Our nation and the global community need the knowledge and skill you will develop here. Thus, it is vital for you to take advantage of all the opportunities open to you. We are delighted to have you join the long and distinguished list of scholars who called the University of the District of Columbia their own. We are an internal part of the fabric of the District of Columbia—a place of pathways to excellence. Have a safe and productive school year.

Welcome to Firebird Nation.

Ronald Mason Jr.
President,
The University of the District of Columbia



MESSAGE FROM THE CHIEF STUDENT DEVELOPMENT & SUCCESS OFFICER

Greetings Firebirds,

Welcome to the University of the District of Columbia (UDC)! It is a pleasure to serve as your Chief Student Development and Success Officer. I am delighted that you have chosen Firebird Nation as your professional home. During your matriculation at the University, you will have the opportunity to explore the rich history of our University; participate in co-curricular activities; and become engaged in the numerous opportunities that the University provides for you.

The 2022-2023 Student Handbook is created for your use as an informational guide and provides a condensed and handy compendium of university services. This Handbook provides general knowledge of services available, department phone numbers, critical dates, locations and an assortment of rules and regulations. The publication also includes the Constitutions of the Community College Student Government Association, Undergraduate Student Government Association, and Graduate Student Government Association.

Please remember that as a member of Firebird Nation, students are responsible for abiding by the Code of Student Conduct contained and/ or referenced in this handbook. The Code outlines the rights and responsibilities of each student. Violation of this Code could result in severe penalties. Take the time to read this publication to familiarize yourself with its contents carefully. I look forward to working with you.

Have a wonderful academic year!

William U. Latham, Ph.D.
Chief Student Development & Success Officer



MESSAGE FROM THE DEAN OF STUDENTS

Dear Students,

Welcome to the University of the District of Columbia! I am so happy that you have made the decision to continue your educational journey with us. I want to assure you that the faculty and staff at UDC are committed to your success and are here to serve you.

You are here to graduate and achieve your goals, and it is important that you focus on your studies. However, at UDC we do not expect you to go it alone. In the pages of this handbook, you will find information on resources and opportunities that are designed to help you feel a sense of belonging at UDC, navigate your academic path, promote physical and emotional wellbeing, and develop academically and personally so you can achieve your potential.

This is your handbook, and these programs and services are for you. Take the time to get familiar with the contents and reach out to the programs that interest you and the services you need for support.

The handbook also contains the Code of Student Conduct and some important policies. It is your responsibility to get familiar with them. These policies establish community standards for conduct that help us study and work together in this vibrant, diverse community that is the Firebird family.

I look forward to getting to know you and seeing you grow and thrive at UDC as you engage inside and outside of the classroom. You have joined an institution with a long legacy of scholarship and community service. I am excited to see you reach your highest potential and join the Firebirds all around the world who are leading change and making a difference.

Yours in service,

Letitia Williams, Ph.D.Associate Vice President and Dean of Students



MESSAGES FROM THE STUDENT GOVERNMENT ASSOCIATION PRESIDENTS

Hello Firebirds, my name is Brent Thigpen and this year, I will be serving as your USGA president for the 2022-23 school. I am a mechanical engineering major and much more. If you have any questions or concerns email at brent.thigpen@udc.edu. Let's have a great school year and I can't wait to serve you.

Brent Thigpen

2022 - 2023 USGA President

Hello Firebirds, I am Shannell Hibbert and I am honored to serve as your Graduate Student Government President for the 2022-2023 academic year. I am excited to have this opportunity to welcome you to the University of the District of Columbia and to wish you the best of luck during your time here and beyond! With Firebird Pride,

Shannell Hibbert

2022 - 2023 GSGA President

Welcome! On behalf of The University District of Columbia, David A. Clarke School of Law, I welcome you to your 2022-2023 law school experience. You can expect a great learning experience at UDC Law, a supportive environment, committed professors, and professional staff members who exemplify integrity and vision. You join a diverse community of educators and students at UDC Law. My fellow colleagues remember why you came here and never forget that you belong here! Best in all your success,

Nija Bastfield

David A. Clarke School of Law 2022 – 2023 Student Bar Association President

UDC HISTORY

The University of the District of Columbia is historic and modern, all at the same time. Public higher education in the district is rooted in the school for "colored girls" that Myrtilla Miner founded in 1851 in Washington, D.C., which came to be called the Miner Normal School. Washington Normal School, a school for white girls established in 1873, was renamed Wilson Normal School in 1913, after James O. Wilson, Washington's first superintendent of public schools.

In 1929, Congress enacted a statute that converted both schools into four-year teachers colleges. Miner Teachers College and Wilson Teachers College were the District's only public higher education institutions for several years. After the landmark U.S. Supreme Court school desegregation decision, Brown v. Board of Education (U.S. 1954), the institutions merged in 1955 to form the District of Columbia Teachers College. Over the next decade, D.C. residents petitioned for an expansion of higher education that would provide training for careers other than teaching. In 1966, Congress enacted the District of Columbia Public Education Act, establishing Federal City College and Washington Technical Institute.

Although these schools were new, many Washingtonians continued to advocate for a comprehensive university. The City Council authorized the consolidation of the three schools in 1976, creating one institution, the University of the District of Columbia. In 1977, under President Carter's leadership, UDC consolidated its academic programs. These efforts established five colleges: Business and Public Management; Education and Human Ecology; Liberal and Fine Arts; Life Sciences; Physical Science, Engineering, and Technology; and University College and Continuing Education.

Today, UDC is proud to honor its heritage by continuing to open doors for students of all backgrounds and producing graduates who impact communities across the globe. The University currently offers 81 undergraduate and graduate academic degree programs through the following colleges and schools: College of Agriculture, Urban Sustainability and Environmental Sciences (CAUSES); College of Arts and Sciences (CAS); School of Business and Public Administration (SBPA); School of Engineering and Applied Sciences (SEAS); the Community College and David A. Clarke School of Law.

MISSION STATEMENT

Embracing its origins as a public, historically Black urban-focused land-grant university in the nation's capital, UDC is dedicated to serving the needs of the community of the District of Columbia and producing lifelong learners who are transformative leaders in the workforce and beyond.

VISION STATEMENT

Every student will achieve his or her highest level of human potential.

CORE VALUES

Excellence Collaboration Sustainability Innovation Integrity

ACCREDITATION

The University of the District of Columbia is accredited by the Middle States Commission on Higher Education (MSCHE). MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

STUDENT LEARNING GOALS

ONE

Acquire knowledge and integrate ideas, theories, methods, practices, and applications.

TWO

Communicate clearly and effectively in both written and oral forms.

THREE

Demonstrate analytical and problem-solving skills.

FOUR

Demonstrate social, ethical, and moral responsibility (in part through service learning).

FIVE

Understand and apply differing cultural and political perspectives.

SIX

Use information technology to acquire and interpret knowledge and solve problems.

SEVEN

Demonstrate knowledge, intellectual skills, and applied learning in chosen fields of study.

ALMA MATER

OUR GLORIOUS UDC

A path that's paved in Red and Gold, Leading to the dream that life holds, Inspiring ev'ry growing mind to Conguer mountains hard to climb.

You'll always reign with equality, Strength and love and unity, Bringing life's prosperity to Those who pledge their loyalty.

UDC you're praised and loved, Bless'd with strength from God above, Leading us on through ev'ry road to UDC our strength to hold.

REFRAIN

We praise our UDC; Your precepts we believe; Always our hearts will sing to thee, OUR GLORIOUS UDC.

Words by Larry Mills Music by Robert Felder

UNIVERSITY CAMPUS DIRECTORY

FLAGSHIP VAN NESS CAMPUS

Bldg.	Name
32	Mathematics Mass Media Architecture
38	Academic Advising & Tutorial Services Career & Professional Development Student Outreach & Leadership Development Orientation Book Store School of Business & Public Administration
39	University Administration Financial Aid Admissions Registrar Student Accounts
41	Arts & Sciences Library Learning Resources Division
42	Engineering
44	Life Sciences
46	Auditorium Music Dance & Theater
47	Athletic Center
52	David A. Clarke School of Law
56	Student Center-Student Life & Services
71	Bldg 4250 (CAUSES & CAS Faculty Offices)

FLAGSHIP VAN NESS CAMPUS (CONTINUED)

Student Government Association

Student Center, First Floor (202) 274-5190 or (202) 274-5510

Campus Bookstore

Building 38, A Level (202) 274-5510

Cashier's Office

Building 39, Room 201 (202) 274-5112

Office of the Registrar

Building 39, A Level (Suite 100) (202) 274-6200

Financial Aid

Building 39, A Level (Suite 100) (202) 274-5060

Learning Resources Division (LRD) / Library

Building 71, A-Level (LRD); 6th Floor (Library) (202) 274-5104

Tuition Management System (TMS) / Student Accounts

Building 39, A Level (Suite 100) (202) 274-5168

Student Outreach & Leadership Development

Student Center, B-33 (202) 274-5767

Accessibility Resource Center

Building 39, Room 102 (202) 274-6417

Center for Diversity, Inclusion & Multicultural Affairs

Building 44, A-39 (202) 274-6221

International Student Services

Student Center, B Level, Suite 50 (202) 274-6317

Military & Veteran Student Services

Student Center, Building 56, Room B-31 (202) 274-6221

Gerontology

Institute of Gerontology Building 39, Room 101 (202) 274-6697

University Health Services

Building 44, Room A-40 (202) 274-5030

Student Identification & Validation Card Services (Campus Police)

Building 39, C-04 (202) 274-5050

University Parking

Building 39, Room 104 (202) 274-6181

University Police / Communications

Building 39, C-04 (202) 274-5050

Career & Professional Development Center (Career Services)

Building 38, A Level (202) 274-6920

Athletics

Building 47, Room A-02 (202) 274-5024

Counseling & Wellness Center

Building 39, Room 120 (202) 274-6000

FLAGSHIP VAN NESS CAMPUS (CONTINUED)

Student Employment Program

Building 39, A Level (Suite 100) (202) 274-6268

Office of Residence Life

Student Center, Building 56, Room 127 (202) 274-6360

Office of Student Life & Services

Student Center, Building 56, Room 126 (202) 763-3533

Office of Academic Advising & Retention

Building 39, Room 111-112 (202) 274-6899

Office of Academic Advising & Retention (Tutorial Services)

Building 38, A-level (202) 274-6899

Academic Support Center

Building 39, Room 111-112 (202) 274-5938

Military Science (ROTC)

Students interested in enrolling in an ROTC program should contact the appropriate contact listed below.

Army ROTC

Howard University
Douglass Hall (Basement)
2401 6th Street, N.W. Washington, D.C. 20059
Contact: Enrollment Officer (202) 806-6784

Air Force ROTC

Howard University
Douglass Hall (Basement)
2401 6th Street, N.W. Washington, D.C. 20059
Contact: Unit Admission Officer (202) 806-6788

UNIVERSITY OF THE DISTRICT OF COLUMBIA COMMUNITY COLLEGE

Building 54 (Backus) 5171 South Dakota Ave. NE Washington, DC 20017

Building 55 (PR Harris) 4600 Livingston Rd. SE Washington, DC 20032

Building 30 Hanger #2 Reagan National Airport Washington DC 20001

UDC COLORS, MASCOT, SOCIAL MEDIA & APPS

COLORS







FIREBIRD MASCOT



SOCIAL MEDIA

Twitter:

@udc edu

Instagram:

@universityofdc@udcathletics

Facebook:

@UofDC

APPS





TRADITIONS

Convocations: The Opening Convocation, hosted by the University President, inaugurates the school year. Founder's Day celebrates our founder Myrtilla Miner and reminds us of our rich heritage of broadening access, serving the Nation's Capital, and providing excellent educational opportunities. These assemblies are designed to build community, inspire, inform and honor those faculty, staff, students and alumni who have made significant accomplishments and achievements at the University.

Commencement: The University of the District of Columbia holds the annual graduation ceremony recognizing students who have satisfactorily completed the degree requirements in their chosen fields of study. Students in the undergraduate, graduate and law school programs celebrate their achievements with families and friends worldwide. The graduation ceremony is held on the second Saturday in May.

Homecoming: The annual event is designed to bring alumni, students, and friends back "home" to Firebird Nation to celebrate the legacy of the University of the District of Columbia.

Coronation: The official crowning ceremony of elected campus kings and queens of the University of the District of Columbia. Coronation is held on the first of every November, ushering in Homecoming festivities.

Spring Fling: The annual end-of-semester week of activities to bring together all students and commemorate the end of the spring semester.

Veterans Day: UDC is proud to be the only public Service Members Opportunity College in the nation's Capital. Each year we come together to honor our veterans and military-connected students and thank them for their service

CONTACT INFORMATION

Office	Location/Contact	Services
Academic Advising/ Student Success	Van Ness: Bldg. 38, A-Level (202) 284-6899 Community College: Bldg. 53, 2nd Floor (202) 274-6988	Below 60 credits, see an advisor; Above 60 credits, see academic department
Student Achievement "Writing" Center	Bldg. 38, Room A-15 (202) 274-5938 asc@udc.edu	Tutoring, Critical Skills, Supplemental Instruction
Bookstore	Bldg. 38, Level A (202) 274-5110 0742mgr@follett.com	Process orders / returns – Follett All Access program
Career Services	(202) 274-6920 careerservices@udc.edu Van Ness: Bldg. 38, Rm A22	Job & Internship Search, Resume, Cover Letter, Interview Skills & Employment Events
	Community College: Bldg. 53, Rm 204	

Office	Location/Contact	Services
Center for Diversity, Inclusion, & Multicultural Affairs (CDIMA)	Bldg. 44, Rm A-39 (202) 274- 6582	Support & Resources for: LGBTQ/Non-binary populations, International Students, Undocumented/DACA, & 1st Generation populations; Social justice leadership development
Financial Aid Office	Bldg. 39, Rm 101 (202) 274-5157 finaid@udc.edu	FAFSA, Book Voucher, Student Academic Appeals Process
Health Services	Bldg. 44, Rm A-40 (202) 274-5030	Physical exams, Student Health Insurance
Information Technology	MyUDC Portal, my.udc.edu (Submit HelpHUB Ticket) (202) 274-5941 support@udc.edu	UDC email; MyUDC- Portal; Blackboard
International Student Ser- vices	Bldg. 44, Rm A-39 (202) 274-6317	F1, Work Authorization, Travel Abroad, CPT, OPT
Military and Veteran Student Services	Bldg. 56, Rm B-31 (202) 274-6221 military@udc.edu	VA Education Benefit Programs; Military Tuition Assistance; Vocational Rehabilitation Program

Office	Location/Contact	Services
Police	Bldg. 39, Rm C-04 (202) 274-5050	Report a safety concern, lock out services
Residence Life	Bldg. 56, Rm 127 (202) 763-3533 (202) 274-6360 housing@udc.edu	Housing Assistance
Student Life	Bldg. 56, Rm 126 (202) 763-3533 mjennings@udc.edu	Clubs/Orgs, Greek Life, Royal Court, Student Governance, Event Flyer Approval
Workforce Development	Old Congress Heights (OCH) 3100 Martin Luther King Jr., Ave, SE Washington, DC 20002 (202) 274-7181	Construction & Property Management, Early Childhood Education (CDA), Healthcare Direct Care & Administration, Hospitality & Tourism, Information Technology & Office Administration

UNIVERSITY DIRECTORY

University Directory provides contact information for University offices, faculty, and staff members. It can be accessed online at: directory.udc.edu

UNIVERSITY ACADEMIC CALENDAR

The Academic Calendar can be accessed online at: udc.edu/registrar/academic_calendars

UNIVERSITY ACADEMIC CATALOG

The Course Catalog lists academic programs, policies and related information. It should be used with degree mapping and advising. The Academic Catalog can be accessed online at: udc.edu/registrar/course-catalog/

SECTION II DIVISION OF ACADEMIC AFFAIRS



ACADEMIC PROGRAMS, POLICIES & PROCEDURES

The Division of Academic Affairs provides institutional leadership in all aspects of the academic experience. Specifically, the Division of Academic Affairs is responsible for ensuring the success of students and faculty. Through its activities, the Division of Academic Affairs enriches the learning environment for students, faculty, and researchers by measuring the quality of programs and ensuring that each school and college has the resources needed for success.

For more information, please visit udc.edu/academic-affairs

For information on academic programs, policies and procedures, students should consult the University Academic catalog at udc.edu/registrar/course-catalog

Lawrence T. Potter, Jr., Ph.D. Chief Academic Officer (202) 274-5072 cao@udc.edu



SECTION III DIVISION OF STUDENT DEVELOPMENT & SUCCESS



CHIEF STUDENT DEVELOPMENT & SUCCESS OFFICER

The Division of Student Development and Success invites you to a world of services and programs that addresses your needs, broadens your interests, and empowers you to succeed in today's global economy. Student Development and Success is led by the Chief Student Development and Success Officer and comprises four departments: Student Development, Student Success, Enrollment Services and Athletics. Student fees that are collected each semester fund the wealth of campus-wide activities. The out-of-class enrichment activities and events are designed to support the mission and goals of the University and provide each student the opportunity to improve their quality of life and become productive citizens.



William U. Latham, Ph.D.,
Chief Student Development and Success Officer
Building 39, Room 301-I
(202) 274-5210
william.latham@udc.edu

STUDENT SUCCESS

The Office of Student Success facilitates and manages several critical programs and services that play a key role in student success. These programs enrich our campus life and give you the resources you need to thrive during your time at the University of the District of Columbia (UDC). Our vision is to help each student achieve their highest level of human potential.

Areas of Focus:

- · Academic Advising and Coaching,
- Academic Support & Tutoring,
- · Career Services.
- First Year Experience (Freshmen Orientation Course, Freshmen Common Read)
- Financial Support Resources (Emergency Funding, Firebird Success Grant, Scholarships Opportunities)
- TRIO / UPWARD BOUND,

OFFICES OF STUDENT SUCCESS

Van Ness Location

4200 Connecticut Ave. Washington, DC 20008 Building 38, A Level Student Success Center Telephone: (202) 274-6899; Email: aac@udc.edu

Community College Location

5171 South Dakota Ave. NE Washington, DC 20017 Bldg. 54

Telephone (202) 274-6988 Email: cc@udc.edu



Latosha Baldwin
Interim Assistant Vice President Student Success
(202) 274-5102
latosha.baldwin@udc.edu
udc.edu/student-success-center

ACADEMIC ADVISING & COACHING

WHAT WE DO

We assist students in:

- Advisement in general education and graduation requirements
- Guidance in major selection and referrals to academic departments
- Information on and referrals to campus offices and student support services
- Assistance in understanding and navigating academic probationary status
- Resources on how to improve your study skills—such as time management tools, test-taking strategies, and note-taking tips opportunities to meet and interact with other students

WHO IS MY ACADEMIC ADVISOR?

The Student Success Centers serve all students seeking academic advising assistance.

- Freshmen and sophomores are advised by advisors from the Academic Advising Center regardless of major. Freshmen and sophomores (< credit 60 hours) are encouraged to engage and connect with a professional advisor from their declared major.
- Juniors and seniors (>60 credit hours) are advised by faculty advisors from their program(s) of study. Students selected a major are assigned a faculty advisor in the department/program in which they intend to major.
 The Department Chairperson is responsible for assigning an advisor to every student who has declared a major.

STUDENT ACHIEVEMENT "WRITING" CENTER

Building 38, A-15 Student Success Center 202-274-5938

Provides the following services:

- Face-to-face and online tutoring
- Student success, critical thinking, writing and faculty workshops
- Learning resources for students
- Facilitates the calculator rental program
- Assists with registration
- Laptop Loaner Program

SUPPLEMENTAL INSTRUCTION PROGRAM — ONLINE AND FACE TO FACE

Supplemental Instruction (SI) is a series of regularly scheduled interactive and collaborative study sessions for students taking traditionally difficult classes. Students who regularly attend SI sessions earn higher grades than non-SI participants. Please visit our office or view the schedule online at udc.edu/supplemental-instruction-program.

FIRST YEAR EXPERIENCE

Freshman Book Series is an interesting and stimulating read embedded in the Freshman Experience at the University of the District of Columbia.

The Freshman Book Series

- To provide a common intellectual experience for incoming students, as well as participating members of the faculty and staff.
- To provide an opportunity for students to meet and interact with a faculty or staff member in an informal discussion outside the boundaries of the classroom and formal academic requirements.
- To introduce students to the spirit of inquiry and debate that is integral to the University academic community.

CAREER SERVICES

Bldg. 38, Rm A22; 202-274 6920 | udc.edu/career-services

The Office of Career Services' mission is to prepare undergraduate and graduate students as well as alumni for career success through career planning, career readiness, and career opportunities services in partnership with employers/recruiters and faculty and staff to empower them to become transformative leaders in the workforce, government, nonprofit sectors and beyond.

Our office helps students explore their career options through career exploration assessments and information resources to make informed decisions about college majors and career pathways. Additionally, our office allows students to become career ready by offering a variety of workshops, including:

- Interview Sessions (Interview Skills and Clothing).
- Job & Internship Fairs.
- Career Program & Workshops.
- Resume and Cover Letter Writing.
- Employment Information Sessions (Searching & Applying for Full-Time Job, Part-Time Jobs, Internships, and other Career Opportunities).

Students and alumni can request appointments, apply for jobs/internships/ other positions, register for career events, access career resources, and more by logging into their account with our Career Management System, also known as Handshake.

FIREBIRD SUCCESS GRANT

The University of the District of Columbia provides success grants to students each semester to help cover modest financial shortfalls affecting the students' ability to pay tuition and fees. The Firebird Success Grant offers funding to qualified students who want to get their degrees and the opportunity to stay enrolled at the University of the District of Columbia.

UDC undergraduate students who have experienced an unexpected, short-term hardship can apply for a **ONE-TIME** Firebird Success grant. This program is being administered by the Division of Student Development and Success and funded by the UDC Foundation, per applicable University rules and policies. Please visit udc.edu/firebird-retention-grants or call (202) 274-7066.

SUCCESS LAPTOP LOANER PROGRAM

The Office of Student Success provides a laptop loaner program for new and continuing University of the District of Columbia (UDC) students. The laptops are internally equipped with WiFi for use where wireless access exists. Wireless networking is available throughout much of the campus. All laptops are loaded with MS Office and other UDC-approved software, including firewall protection. Please note you must be logged in to WiFi for some software to be fully operational. *Laptops will be issued on a first-come, first-served basis for those that meet the program criteria.

The current criteria for participation in the program include:

- You must be a University of the District of Columbia student registered in the term for which you request the device.
- Undergraduate Full & Part-time students are enrolled in a minimum of 6 credit hours (Associates & Bachelors).
- Graduate Full-time students are enrolled in 6-9 credit hours (Masters or Doctorate).
- You must be approved to pick up a device.

The loan periods for Academic 2022-2023

- To be fair to all students, laptops must be turned back in at the end of each semester to allow for a computer check-up prior to redistribution.
- Students enrolled in Fall 2022 must return laptops by Friday, December 17, 2022, in the Library (Learning Resource Center)
- Students enrolled in spring 2023 must return laptops by Friday, May 11, 2023, in the Library (Learning Resource Center)

APPLICATION

To participate in the program, students apply at the following link: https://udc.iad1.qualtrics.com/jfe/form/SV_6QK48sRgMtQDZDD

SCHOLARSHIPS

Please visit udc.edu/enrollment-management/scholarships to review the current available scholarship opportunities.

TRIO / UPWARD BOUND

TRIO is a set of federally funded college opportunity programs that motivate and support students from disadvantaged backgrounds in pursuing a college degree. Over 850,000 low-income, first-generation students and students with disabilities — from sixth grade through college graduation — are served by more than 2,800 programs nationally. TRIO programs provide academic tutoring, personal counseling, mentoring, financial guidance, and other supports necessary for educational access and retention. TRIO programs provide direct support services for students and relevant training for directors and staff.

STUDENT DEVELOPMENT

The Office of Student Development consists of 11 departments dedicated to HELPING FIREBIRDS THRIVE! Our foundational understanding is that every student has unique identities, experiences and needs that inform every department's program and service.

We support students on their paths to success by fostering well-being and helping them have a fulfilling experience throughout their time at UDC, inside and outside the classroom. Student Development provides programs that enable students to find their interests on campus, connect with students, and get involved in student organizations, leadership opportunities and services. We provide opportunities to enhance students' daily lives, including health, accessibility, counseling, diversity and inclusion, and many more.

Through our departmental programs and interaction in a diverse community, students will become transformative leaders who value their identities, manage their well-being, be culturally competent, career-ready and advocate for themselves and their community.

STUDENT DEVELOPMENT OFFICES

Accessibility Resource Center Student Conduct

Counseling & Wellness Center Student Life & Services

Center for Diversity, Inclusion

& Multicultural Affairs

Student Outreach & Leadership

Development

International Student Services Student Center

Military & Veteran Student Services University Health Services

Residence Life



Letitia Williams, Ph.D.Associate Vice President and Dean of Students (202) 274-5989

letitia.williams2@udc.edu

ACCESSIBILITY RESOURCE CENTER

Building 39, Room 102; (202) 274-6417 Community College, Bertie Backus, Ste. 120C; (202) 274-6213 udc.edu/arc

The Accessibility Resource Center (ARC) mission is to provide and coordinate accommodations, support services, and auxiliary aids for qualified students with disabilities. ARC is governed by the policies and procedures stated in the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A wide range of support is offered. In addition to customary academic accommodations (i.e., extended time on exams, interpreting services, reading services, etc.), we encourage students to develop an individual working relationship with the faculty and staff to address learning and disability management issues.

The university is committed to providing equal and integrated access for individuals with disabilities to all the academic, social, cultural, and recreational programs it offers. Students are encouraged to utilize the resources of the Accessibility Resource Center to the degree they determine necessary. Although a significant degree of independence is expected of students, the Accessibility Resource Center is available to assist should the need arise.

The Role of the Accessibility Resource Center

- Provides comprehensive access to UDC services to include those modifications to the course, program, or educational requirements as are necessary and appropriate so that such requirements do not discriminate or have the effect of discrimination based on the disability;
- Assists the University in complying with the provisions of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973:
- Provides reasonable accommodations to qualified students with documented disabilities without fundamentally altering the essential nature of a course or academic program;
- Assists the University community in understanding the effects of disabilities and eliminating physical, technical, and other barriers that limit the range of opportunities for students with disabilities;
- Maintains and protects the confidentiality of students' records as required by law;
- Provides ARC counselors on and off campus to work with students to determine appropriate accommodations and arrange support services; and
- Maintains coordination with the instructors to ensure compliance with regulations.

COUNSELING & WELLNESS CENTER

Van Ness Campus - Building 39, Room 120; Community College, Bertie Backus, Ste. 120 (202) 274-6000 | udc.edu/student-life/cwc

The UDC Counseling and Wellness Center is available to promote psychological well-being that helps students reach their academic, personal, and relational goals. We work to help you address any issue that may be interfering with your wellbeing or success. Services are provided by trained professionals and are fully confidential.

Students receive free and confidential assistance in managing depression and anxiety, clarifying values, prioritizing goals, learning about themselves, creating healthy relationships, developing life coping skills, exploring future options, improving decision-making skills, and coping with crises. Essentially, the counseling services are provided to help you address personal, emotional, or psychological issues that may hinder your success in achieving your potential.

Personal counseling and mental health services are provided individually, and the student and counselor create treatment goals. The Center is dedicated to promoting psychological well-being that enriches personal, career and academic growth. The Center provides a broad range of high-quality, innovative, and ethical services, resources and information to students, staff and faculty. The Center also actively contributes to the University's broader academic mission by training and developing students and professionals, building a multicultural learning community and providing leadership through collaborative partnerships.

WellTrack App

WellTrack is an interactive self-help app to support your mental health and well-being. udc.welltrack.com



CENTER FOR DIVERSITY, INCLUSION & MULTICULTURAL AFFAIRS

Building 44, Room A-39: (202) 274-6582 (202) 274-6000 | udc.edu/cdima

The Center for Diversity, Inclusion & Multicultural Affairs (CDIMA) is dedicated to promoting social justice through the development of co-curricular programs and educational activities that enhance the personal development, success, and collegiate experience of historically marginalized students at the University of the District of Columbia (UDC).

It is committed to fostering an equitable and inclusive campus culture that intentionally values all students' personal, intellectual & academic growth while prioritizing the experiences of international, undocumented, LGBTQ, and 1st-generation UDC students. The CDIMA strives to provide programmatic efforts, experiential learning opportunities, and resources necessary for students to transform their thinking and enhance their knowledge and competency in various cultural contexts.

SIGNATURE PROGRAMS

- Social Justice Lyceum Series (SJLS) [Semesterly]: To produce lifelong learners who are transformational leaders, SJLS promotes and enhances the intellectual and social development of UDC students, which in return will impact their contribution to society by introducing a broad range of topics to the UDC campus community. Guest lecturers are invited to present topics that encourage critical thinking, provoke healthy debate, and challenge assumptions. It is committed to building a diverse generation of competitive, civically engaged scholars and leaders.
- Lunch & Learn Intergroup Dialogue [Monthly]: Lunch & Learn intergroup dialogues are co-curricular learning opportunities for facilitated conversations that strive to foster levels of understanding and education. It is intended to build relationships among participants with different social identities, across differences and conflicts, and mobilize historically marginalized communities to promote social justice.

- Chat & Chews [Quarterly]: Chat & Chews are quarterly programming dinners that serve as a source of community building and evaluation for International Students each semester. The CDIMA hosts chat & chew dinners to create spaces for International Students who may experience financial hardship or inability to go to their native countries for winter semester breaks. They provide a community/family-like setting that includes food & culture from the countries students represent.
- Experiential Learning [Semesterly]: Experiential learning creates opportunities that immerse students in experiences that encourage reflection and the development of new skills, attitudes, or ways of thinking. The CDIMA develops experiential learning opportunities that provide necessary experiences for:
 - **Non-traditional learners** who may be removed from the traditional classroom and need the motivation of contextual learning
 - **Students who need to personally experience** the value of a subject to be motivated to learn and succeed; and
 - Students who may have trouble with traditional learning methods within the formal classroom and need alternative learning methods
- Short-term Study Abroad Education Travel [Annually]: Was established by the Division of Student Success and Development and is hosted by the Center for Diversity, Inclusion & Multicultural Affairs. The SSAETP is an expenses-paid, experiential learning opportunity. Travel Scholarships are one aspect of our investment in UDC students' academic, intellectual and professional success at UDC. We understand it is our responsibility to create educational opportunities that will influence the potential shift in a student's worldview.

HEALTH SERVICES

Building 44, Room A-40; (202) 274-5030 | udc.edu/health-services

University Health Services (UHS) aims to ensure a healthy campus environment and promote optimal physical and emotional health and wellness among students, faculty, and staff. UHS is committed to providing caring, quality, confidential services to the University community, inclusive of all sexual orientations and gender identities.

It is our goal to:

- Provide affirming health and wellness services.
- Provide mandatory and routine preventative health care, urgent health care, and specialist referrals.
- Provide preventative health services, which include lectures, workshops, disease screenings, immunizations, routine gynecological exams and routine physical exams.
- Urgent health care services for common issues such as respiratory infections, urinary tract infections, headaches, abdominal pain, sexually transmitted infections (STIs), dermatological conditions, sports-related injuries, and other concerns you would see your family doctor or general practitioner are provided.

UHS is staffed by highly skilled, board-certified licensed nurse practitioners and a student health coordinator.

SERVICES

Sports Physical Exam STI Screening/Treatment

Annual Physical Exam TB Screening/Treatment

Immunizations Sickle Cell Screening

Gynecological Services Contraceptive Services

Sick Visits Prep Services

Acute/Chronic illnesses Care Health & Wellness workshops

IMMUNIZATIONS

Proof of the following immunization is required:

- Two doses of (MMR) Measles, Mumps and Rubella or proof of a positive blood titer from a healthcare provider
- 2. Three doses of **Hepatitis B** or proof of a positive blood titer from a healthcare provider
- 3. One dose of **Tetanus** which has been administered within the past ten years
- 4. Two doses of **Varicella** or a document stating the student had chicken pox disease or proof of a positive blood titer from a healthcare provider
- 5. **Covid-19** vaccine (Pfizer-Biotech, Moderna, Johnson & Johnson / Janssen)
- 6. (Housing Students and Athletes) One dose of **Meningococcal** administered within the past five year
- 7. (International Students) One dose of **PPD/Tuberculosis** administered within the past 12 months.

Yearly **influenza** vaccine is recommended.

STUDENT HEALTH INSURANCE

To ensure the health and wellness of the University community, the University of the District of Columbia requires health insurance coverage for all students. Proof of adequate personal health insurance coverage must be provided at the beginning of the semester for new, readmit, or transfer students and once per academic year thereafter for continuing students.

All students are automatically enrolled in the Student Health Insurance Plan (SHIP) offered through the University. A mandatory fee for the Student Health Insurance Plan (SHIP) is automatically charged to students' accounts during the registration period (fall, spring, and summer). Enrollment in the SHIP can be waived if a student has other adequate coverage. If a student has another health insurance that provides adequate coverage, they must waive their health insurance to avoid being charged for the insurance provided by United HealthCare.

Students must submit a waiver or enroll in the SHIP between the first and last days of the scheduled registration period. Failure to submit an online waiver providing proof of health insurance coverage will result in the non-refundable insurance premium charge for that semester or academic school year.

While the health insurance information contained in this printing of the Handbook is current, the insurance premium charge is subject to change at any time. For more information, please visit:

udc.edu/health-services/student-health-insurance-plan/

Insurance Provider - United HealthCare

Register at https://www.firststudent.com/

The cost for student health for the 2022-2023 year is \$1,488.

INTERNATIONAL STUDENT SERVICES

Student Center, B-50: (202) 274-6317 | udc.edu/office-of-international-students-services

UDC is proud to host international students from over 50 countries. International Student Services (ISS) is well equipped to answer questions related to your immigration status and other matters pertaining to studying in the United States. ISS provides Immigration advising for F-1 students, academic and personal support to international students, and serves as a resource center for students, faculty and staff, to better serve the international community. ISS also connects students to other university resources and services.

SERVICES

- Issuing immigration documents for first-time and transfer students
- International student orientation sessions
- Advising students on immigration matters
- Work Authorizations
- Traveling Abroad
- Reinstatements
- Change of Status
- Transfers
- Program extensions

MAINTAINING F-1 VISA STATUS

International students are expected to be enrolled full-time, attend class regularly and make good academic progress to maintain F-1 status.

MILITARY & VETERANS STUDENT SERVICES

Student Center Room B-31; (202) 274-6221 | udc.edu/military

The University of the District of Columbia (UDC) is proud to be the only public Service Members Opportunity College (S.O.C.) in the Nation's Capital. Our commitment to supporting our military is well-aligned with our mission to develop and support public service leaders — as the nation's only urban land-grant university.

Whether you are continuing your education or just getting started; currently serving on active duty; a reservist; a national guardsman; a veteran or a family member; we have the programs to help you complete your mission of achieving your education goals. Visit our website for additional information regarding services and application for VA educational benefits at UDC.

HOW TO USE YOUR BENEFITS

- 1. Visit vets.gov to apply for a copy of your certificate of eligibility (This process takes approximately 30 days and the Department of Veterans Affairs will mail it directly to your home address). The certificate of eligibility will detail the type of GI Bill educational benefit you plan to use here at the university. It will also detail the length (number of months) of your entitlement. Once you have it in hand, please submit a copy to the Office of Military and Veteran Student Services.
- If you are the veteran, please provide a copy of your latest DD-214. If you are
 dependent, please ensure that you have access to the sponsoring veteran's
 social security number, as this number is your VA file number and is used to
 create your VA account.
- 3. If you use Vocational Rehabilitation to cover your tuition and fees, please ensure that your Vocational Rehabilitation Counselor provides an electron authorization. Once they have submitted it, please email the office to confirm it was received.
- Finally, please complete the VA educational enrollment request form at udc.edu/military/va-education-enrollment-form. This form alerts the office staff that you are requesting certification for the semester. Please complete every semester.

RESIDENCE LIFE

Building 56, Room 127; (202) 274-6360 | housing@udc.edu | udc.edu/housing

The Office of Residence Life supports our residents by fostering a vibrant living and learning community that enriches personal development, celebrates diversity, promotes leadership, and enhances the educational experience of each resident.

The Office of Residence Life houses our UDC students in two luxurious DC apartment complexes: the 3003 Van Ness and the Ava Van Ness. Not only are these properties conveniently located right across the street from UDC, but they also offer well-appointed amenities and services.

We provide:

- Our two apartment complexes are located at the 3003 Van Ness and the AVA Van Ness, both conveniently located across the street from the main campus and the law school
- 2-bedroom apartments housing 4-5 students (two or three students per bedroom)
- Twin XL bed, dresser, desk, chair, and lamp provided
- Full kitchen and bathroom (Ava Van Ness have two bathrooms)
- Patio or Balcony
- Access to the 24- hour gym
- 24-hour front desk
- Swimming Pool

For more information, visit udc.edu/housing.

STUDENT LIFE & SERVICES

Student Center, Room 126; (202) 274-5171 | udc.edu/student-life

The Office of Student Life & Services provides an exciting and dynamic array of programs that complement the formal instructional program of the University. These programs are designed to enhance extra- and co-curricular experiences and opportunities for students through student self-governance, social and intellectual forums, and multicultural exchanges, and by offering opportunities for physical, cultural, and scholastic assessment and development.

STUDENT GOVERNMENT ASSOCIATIONS (SGAS)

Three elected student bodies promote the concerns and welfare of the student community and offer opportunities for students to exercise leadership skills in affairs related to student life and development. They are:

Community College Student Government Association (CCSGA)

CC location - | Student Center 103 - Student Government Suite

Undergraduate Student Government Association (USGA)

Student Center, 103 – Student Government Suite

Graduate Student Government Association (GSGA)

Student Center, 103 – Student Government Suite

Student participation in the governance of the University is achieved through the association's involvement with various University councils and committees. The Student Government Associations provide forums for exchanging ideas, skills, information, and other resources of the University and the public and private sectors. All students are members and thus encouraged to participate in the Student Government Associations.

SGAS ELIGIBILITY CRITERIA

COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION (CCSGA)

To be a candidate for and serve in an elected CCSGA office, a student shall:

- Be currently enrolled student in UDC-CC for a full academic year with a course load of at least six (6) credits.
- Maintain a 12-credit hour course load upon being elected for office.
- Be in good academic standing (2.5 GPA or better) with UDC-CC, unless first-semester freshman.
- Be in good financial standing with UDC-CC.
- Be in good judicial standing. (No sanctions.)
- Be running for only one office within the UDC-CC SGA.
- Senator Candidates Only: Please provide a letter of recommendation from the Division Director of your program
- Be enrolled for the full academic year during the elected term. Both fall and spring semesters must be served.

UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION

To be a candidate for and serve in an elected USGA office, a student shall:

- Be currently enrolled in the University as an undergraduate student with a course load of at least nine (12) credits;
- Be in good financial standing with the University;
- Have earned at least twenty-four (24) credits at UDC;
- Have and maintain at least a 2.5 cumulative grade point average.
- Must not have a current or prior disciplinary record at UDC

GRADUATE STUDENT GOVERNMENT ASSOCIATION

To be a candidate for and serve in an elected GSGA office, a student shall:

- Be currently enrolled in the University as a graduate student with a course load of at least six (6) credits;
- Be in good academic and financial standing with the University;
- Have earned at least nine (9) credits at UDC; and
- Have and maintain at least a 3.0 cumulative grade point average.

STUDENT TRUSTEE

Each year, the student body elects a student representative voting member of the University's Board of Trustees. Student trustees bring students' perspectives into the university's highest decision-making body. The student trustee participates in regular board meetings, serves on board committees, participates in various university functions and ceremonies, and completes assigned projects. The position allows a student to work closely with UDC leadership. The student trustee also works with the Student Government Associations.

Student Member of the Board of Trustee candidates must:

- Must be enrolled full-time—twelve (12) credits or more for an undergraduate student, nine (9) credits for a graduate student, or ten (10) credits for a law student;
- Have earned at least twenty-four (24) undergraduate credits, twelve (12) graduate credit <u>or</u> have completed the first semester of law school while enrolled as a student at the University;
- Be in good academic, financial and judicial standing at UDC;
- Have a cumulative minimum GPA of 3.0 or higher in all undergraduate, graduate, law or professional studies.
- Each eligible candidate shall complete a background check. A student shall not be eligible to appear on the ballot as a candidate for Student Trustee if that student has been convicted of a felony

THE UDC ROYAL COURT

MISTER & MISS UNIVERSITY OF THE DISTRICT OF COLUMBIA

Mister & Miss UDC are ambassadors for and representatives of the University of the District of Columbia. Students interested in running for Mister & Miss University of the District of Columbia must meet the following requirements. **Candidates must:**

- Be enrolled full-time (12 credits or more) at the UDC Van Ness campus;
- Have earned at least 24 credit hours at the UDC Van Ness campus;
- Be in good academic, financial and judicial standing at UDC;
- Have a cumulative minimum GPA of 2.5;
- Be willing and able to serve in this capacity for one full academic year;
- Attend and participate in and comply with all showcase-related activities, rehearsals, and other requirements as prescribed by the advisor or designee;
- Participate in all aspects of competition (application, interview, etc.)

MISTER & MISS FIREBIRD / HOMECOMING

Mister & Miss Firebird will serve as the official host during all athletic events each academic year. Mister Homecoming & Miss Homecoming will serve as the official hosts during Homecoming each academic year. Voting will take place during the fall semester along with Class Kings and Queens and Organizational Kings and Queens. Mister & Miss Firebird / Homecoming will participate as members of the Miss UDC Royal Court during Coronation each academic year. Students interested in running for Mister and Miss Firebird / Homecoming must meet the following requirements:

- Must be enrolled full-time (12 credits or more) at the Flagship Campus;
- Have earned at least 24 credit hours at the Flagship Campus;
- Be in good academic, financial and judicial standing at UDC;
- Have a cumulative minimum GPA of 2.5 and maintain this throughout the academic year
- Be willing and able to serve in this capacity for one full academic year and support Miss UDC during events and activities on campus
- Participate in all aspects of competition (application, interview, etc.)

MISTER & MISS UDC COMMUNITY COLLEGE

Mister Community College & Miss Community College will serve as ambassadors for and representatives of the University of the District of Columbia Community College. **Students interested in running for Mister and Miss UDC Community College must meet the following requirements:**

- Be enrolled full-time (12 credits or more) at the UDC Community College campus;
- Have earned at least 24 credit hours at the UDC Community College campus;
- Be in good academic, financial and judicial standing at UDC;
- Have a cumulative minimum GPA of 2.5;
- Be willing and able to serve in this capacity for one full academic year;
- Attend and participate in and comply with all showcase-related activities, rehearsals, and other requirements as prescribed by the advisor or designee;
- Participate in all aspects of competition (application, interview, etc.)

Candidates interested in Mister & Miss UDC and the Royal Court must be enrolled in Undergraduate classes ONLY.

CLUBS & ORGANIZATIONS

Student Center, Room B-50 (202) 274-5350

Clubs and organizations are a vital part of the University community Students may seek membership in more than 70 clubs and organizations representing diverse interests and concerns. Clubs and organizations vary and reflect the local, national, and multicultural student body. Others relate to academic disciplines or scholarship. Membership requirements vary with each club or organization.

Each active organization must, at the beginning of the Fall Semester or the semester during which the organization is activated, register the organization and provide to the Office of Student Life and Services an updated roster of members and officers.

All activities, on and/or off-campus of and/or sponsored by the University organization, must be approved by the Office of Student Life and Services and comply with University policy and guidelines.

See Appendix VI for a list of Clubs & Organizations.

HOW TO CHARTER A CLUB OR ORGANIZATION

Students who are interested in achieving chartered status for their club or organization must comply with the following requirements:

- Student members must be currently enrolled in the University.
- Membership must consist of a minimum of ten (10) students.
- A listing of officers and members, including student identification numbers, telephone numbers, addresses and email addresses must be compiled and submitted to the Office of Student Life and Services.
- Members must have a 2.0 GPA and be in good standing with the University.
- Each club or organization must have a faculty/staff advisor.
- The Office of Student Life and Services gives final approval for all chartered clubs and organizations.

Campus organizations are categorized into the following groups:

- Academic-related (Business, Engineering, etc.)
- Greek Letter Sororities and Fraternities
- Chapters of National and International Organizations
- Special Interests Groups
- Honor Societies

For more information, visit: udc.edu/student_life/how_to

GREEK LIFE

The University of the District of Columbia's Greek-Letter organizations foster activities leading to wholesome fraternity and sorority life and high scholastic standards as set by the national organizations and the University of the District of Columbia.

- Organization members must have a minimum GPA of 2.5 or better.
- Organizations may be active as determined by the Office of Student Life & Services. Each organization must provide a written request of active status at the beginning of the fall semester of each academic year.
 Required documents are in the Office of Student Life & Services. These documents serve to register the organization and provide the Office of Student Life & Services with an updated roster of members and officers.
- Each active organization must submit a current certificate of liability insurance to the Office of Student Life & Services and the University's Office of Risk Management that indemnifies the University and includes the University of the District of Columbia as an additional insured on the policy. Please see the Risk Management section (page 72) for insurance requirements.

All University Chapter organizations are governed by the University's policies and guidelines for approved campus Advisors.

All activities on and/or off campus and/or sponsored by the University Chapter Organization must be approved by the Office of Student Life & Services and must comply with University policies and guidelines.

UDC'S GREEK LIFE MEMBERSHIP REQUIREMENTS

- Organizations must inform the Office of Student Life and Services of any proposed membership process by submitting the appropriate membership forms for review and consideration.
- Membership may take place in the fall or spring semesters. No membership process is permitted during summer sessions. The University will take into consideration that the national organizations may impose restrictions on its organizations. The University will abide by those restrictions. Any other request will be considered with the submission of a written rationale/request but is not guaranteed acceptance.
- The guidelines of each national organization must be considered and will be noted for decisions by the Office of Student Life and Services.
- ALL membership processes must be completed before the start of finals week in the respective semesters.
- Each organization must have a University-approved campus advisor. The campus advisor must be a faculty or staff member at the University of the District of Columbia.
- Each membership—applicant must be enrolled full-time at the University.
 Applicants will be considered for approval that meets both the University of District of Columbia requirements and those of the national organization. The University recognizes that each Greek-Letter organization has identified the classification status of potential applicants as set by the organization; however, the University will not approve applicants classified as a freshman (according to the University of the District of Columbia's definition for freshman classifications. Please see current University catalog).
- Applicants must have a minimum 2.5 GPA, be in good financial standing (according to Student Accounts), and be in good judicial standing (according to the Judicial Review).
- Applicants transitioning from the UDC Community College can be considered
 for membership but must have a cumulative GPA of 2.5, with a minimum of
 24 transfer credit hours, and must be classified as sophomores or higher.
 They must also be enrolled at the Van Ness campus, pursuing their
 baccalaureate degree at the time of application.
- New Transfer students must have a cumulative transfer GPA of 2.5, with a minimum of 24 transfer credit hours, and must be classified as sophomores or higher. Transfer students must have a UDC GPA established.

GREEK LETTER FRATERNITIES & SORORITIES AT THE UNIVERSITY OF THE DISTRICT OF COLUMBIA

Alpha Phi Alpha Fraternity Inc. — Omicron Omicron Chapter Alpha Kappa Alpha Sorority, Inc. — Beta Lambda Chapter Kappa Alpha Psi Fraternity, Inc. — Beta Kappa Chapter Omega Psi Phi Fraternity, Inc. — Omicron Gamma Chapter Delta Sigma Theta Sorority, Inc. — Beta Iota Chapter Phi Beta Sigma Fraternity, Inc. — Gamma Lambda Chapter Zeta Phi Beta Sorority, Inc. — Kappa Alpha Chapter Sigma Gamma Rho Sorority, Inc. — Beta Chapter Iota Phi Theta Fraternity, Inc. — Theta Chapter

Alpha Phi Alpha Fraternity, Inc. The founders of Alpha Phi Alpha Fraternity, Inc. were no ordinary achievers. Given racial attitudes in 1906, their accomplishments were monumental. As founder Henry Callis stated - because the half-dozen African American students at Cornell University during the school year 1904–05 did not return to campus the following year - the incoming students in 1905–06, in founding Alpha Phi Alpha, were determined to bind themselves together to ensure that each would survive in the racially hostile environment. In coming together with this simple act, they preceded by decades of the emergence of such on-campus programs as affirmative action, upward bound and remedial assistance. The students set outstanding examples of scholarship, leadership and success-preceding the efforts even of the NAACP and similar civil rights organizations. Students interested in joining the brotherhood of Alpha Phi Alpha must meet the academic standards of the fraternity through a written application.

Alpha Kappa Alpha Sorority, Inc. In 1908, Alpha Kappa Alpha Sorority became America's first Greek-letter organization established by Black college women. Its roots date back to Howard University, Washington, D.C., where the idea for formation was conceived by Ethel Hedgeman Lyle of St. Louis, Missouri. She viewed the Sorority as an instrument for enriching the social and intellectual aspects of college life by providing mental stimulation through interaction with friends and associates.

Alpha Kappa Alpha is a sisterhood composed of women who have consciously chosen this affiliation as a means of self-fulfillment through volunteer service. Alpha Kappa Alpha cultivates and encourages high scholastic and ethical standards; promotes unity and friendship among college women; alleviates problems concerning girls and women; maintains a progressive interest in college life; and serves all mankind through a nucleus of more than 280,000 women in the United States, the Caribbean, Europe, and Africa.

Kappa Alpha Psi Fraternity, Inc. It was the vision of these astute men that enabled them in the school year 1910 – 11, more specifically the night of January 5, 1911, on the campus of Indiana University at Bloomington, Indiana, to sow the seed of a fraternal tree whose fruit is available to, and now enjoyed by, college men everywhere, regardless of their color, religion or national origin. It is a fact of which Kappa Alpha Psi is justly proud that the Constitution has never contained any clause that either excluded or suggested the exclusion of a man from membership merely because of his color, creed, or national origin. The Constitution of Kappa Alpha Psi is predicated upon and dedicated to the principles of achievement through a truly democratic Fraternity. Chartered and incorporated originally under the laws of the state of Indiana as Kappa Alpha Nu on April 15, 1911, the name was changed to Kappa Alpha Psi on a resolution offered and adopted at the Grand Chapter in December 1914.

Omega Psi Phi Fraternity, Inc. On Friday evening, November 17, 1911, three Howard University undergraduate students, with the assistance of their faculty advisor, gave birth to the Omega Psi Phi Fraternity, Inc. This event occurred in the office of biology Professor Ernest E. Just, the faculty advisor, in the Science Hall (now known as Thirkield Hall). The three liberal arts students were Reverend Edgar A. Love, Oscar J. Cooper and Frank Coleman. From the initials of the Greek phrase meaning—friendship is essential to the soul, the name Omega Psi Phi was derived. The phrase was selected as the motto. Manhood, Scholarship, Perseverance and Uplift were adopted as Cardinal Principles. The Omicron Gamma Chapter of Omega Psi Phi exists at the University of the District of Columbia.

Delta Sigma Theta Sorority, Inc. Delta Sigma Theta Sorority, Inc. was founded at Howard University on January 13, 1913, by twenty-two undergraduate students. The sorority maintains a vital interest in public service through its National Five Point program, which focuses on Educational Development, Economic Development, Physical and Mental Health, Political Awareness and Involvement. The 200,000-plus women of Delta Sigma Theta Sorority, Inc. hold membership in more than 900 chapters located in the United States, Germany, Japan, the Republic of Korea, the islands of Bermuda and Bahamas, and the Virgin Islands.

Phi Beta Sigma Fraternity, Inc. Phi Beta Sigma Fraternity, Inc., an international organization of college and professional men, was founded in 1914 at Howard University. Its principles are Brotherhood, Scholarship and Service. The principles are exhibited in the Fraternity motto—Culture for Service and Service to Humanity. Its membership exceeds 110,000 men, with 650 chapters throughout the world. Students interested in becoming members must have a cumulative grade point average of not less than 2.5 and have completed at least 24 credit hours.

Zeta Phi Beta Sorority, Inc. Founded January 16, 1920, Zetas began as an idea conceived by five coeds at Howard University in Washington, DC: Arizona Cleaver, Myrtle Tyler, Viola Tyler, Fannie Pettie and Pearl Neal. These five women, also known as the Five Pearls, dared to depart from the traditional coalitions for black women and sought to establish a new organization predicated on the percepts of Scholarship, Service, Sisterly Love and Finer Womanhood. The chapter has a membership of 800+chapters throughout the world. Students interested in membership must be pursuing a baccalaureate degree with a track record of community service.

Sigma Gamma Rho Sorority, Inc. Sigma Gamma Rho Sorority, Inc. was founded on the campus of Butler University on November 12, 1922, by seven school teachers in Indianapolis, Indiana. It was incorporated within the state of Indiana in December 1922 and as a national collegiate sorority on December 30, 1929, at which time a charter was granted, and the Alpha chapter was established. Founded in the midst of segregation, Sigma Gamma Rho Sorority, Inc. is the only sorority of the four historically African American National Pan-Hellenic Council (NPHC) sororities established at a predominantly white institution instead of at Howard University. Since its inception, Sigma Gamma Rho Sorority, Inc. has focused on providing service to mankind. With more than 500 undergraduate and alumnae chapters throughout the United States, Bermuda, The Bahamas, Canada, Germany, South Korea, U.S. Virgin Islands and the United Arab Emirates.

lota Phi Theta Fraternity, Inc. On September 19, 1963, at Morgan State College (now Morgan State University), 12 students founded what is now the nation's fifth largest, predominately African-American social service fraternity: The lota Phi Theta Fraternity, Incorporated. Based on their ages, heightened responsibilities, and increased level of maturity, this group had a slightly different perspective than the norm for college students. It was this perspective from which they established the Fraternity's purpose—the development and perpetuation of Scholarship, Leadership, Citizenship, Fidelity, and Brotherhood among Men. Additionally, they conceived the Fraternity's motto—Building a Tradition, Not Resting Upon One! Today, lota Phi Theta® consists of over 250 chapters located in 40 States, including the District of Columbia and the Republic of Korea. The scope of the organization extends throughout the nation, from California to New York; from Wyoming to Florida; and from Wisconsin to the Bahamas Islands.

HAZING POLICY

Hazing is a violation of District of Columbia law. As such, it is punishable by fine and/or imprisonment consistent with the provisions of the statutes of the District of Columbia.

At the University of the District of Columbia, it is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide a positive influence and constructive development for members and aspiring members. Hazing is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in university life, either on or off UDC's campus.

The Division of Student Development and Success defines hazing as any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following:

- Paddling
- Requiring or forcing exercise and calisthenics
- Road trips (involuntary excursions)
- Requiring or enforcing exposure to uncomfortable elements
- Requiring or enforcing activities that impair academic efforts
- Requiring participation in activities sponsored or recommended by the alumni chapter, its members, or other members of the organization
- Verbal harassment
- Physical harassment

- Requiring or forcing nudity
- Requiring or forcing consumption of any liquid or solid substance
- Any activity which would degrade or otherwise compromise the dignity and free will of the individual
- Any activity that would reflect poorly on the fraternity/sorority system
- · Any illegal activities
- Any other activities which are not consistent with University policy as stated in the University Student Handbook.

Please note that no activities or events associated with the membership and/or recruitment process shall be conducted in the private homes, apartments, rooms, etc., of individuals.

RISK MANAGEMENT

Building 71, 7th Floor (202) 274-5380 | udc.edu/human-resources/risk-management

The primary goal of Risk Management is to provide an optimally safe and healthy environment while reducing and mitigating the potential for loss to the University. For matters involving environmental health and safety, professional and general liability insurance, and worker's compensation, you may call (202) 274-5380 during University business hours. Outside of University business hours (9 am-5 pm EST) and in emergency situations, contact Campus Police at (202) 274-5050.

STUDENT GRIEVANCE PROCESS

Students can express concerns about matters related to the University and/or their respective University life experiences. The student should complete a Student Complaint Form to initiate the conflict resolution process. The form can be found:

- Online at udc.edu/docs/student_affairs/student_problem_complaint.pdf
- At the Office of Judicial Affairs (Student Center, Level 1, Rm 128)

POSTING FLYERS

All flyers for student and department events must be posted in the appropriate and approved areas of campus only. Flyers must not be posted in Building 39 – 301 nor on glass, department or office doors, elevators, bathroom doors, painted walls, etc.

All flyers must be stamped prior to posting or distribution. Draft flyers for requested activities or events must be submitted along with the Student Life & Services Activity/Event Request Form for review. No flyer for an activity or event should be posted, publicized, or distributed without the approval of the Office of Student Life & Services.

Flyers that are not stamped or approved are in violation and may be removed. Please remember to remove all flyers for an approved activity or event within 3 – 5 days after the activity or event is held.

REQUEST FOR ACTIVITY PROCESS & PROCEDURES

All on-campus and off-campus student activities and events sponsored by University organizations must be approved by the Office of Student Life. A Student Life & Services Activity/Event Request Form must be completed and submitted along with all supporting documentation for the activity or event to the Director of Student Life at least two weeks prior to the event.

A written decision regarding the activity or event must be received from the Director of Student Life PRIOR to planning and/or publicizing the activity or event. The Student Life & Services Activity/Event Request Form can be obtained at udc.edu/student-life/important-forms or from the Office of Student Life & Services, Student Center, B-Level, Rm 110.

SERVICES PROVIDED BY VENDORS

Students are not authorized to conduct business or negotiate contracts on behalf of the Division of Student Development and Success, Student Life and Services, or the University. Students must work in collaboration with and obtain approval from the Office of Student Life and Services for all procurement-related requirements. Adherence to University and District of Columbia Government protocol and policy regarding the procurement process will be strictly enforced.

STUDENT CENTER

Building 56 udc.edu/student-center

The University of the District of Columbia's 83,000 square-foot Student Center contains three floors of campus and student life support functions such as a dining and mixed retail space, an automatic teller machine, vending machines, and student development offices. The Leadership in Energy and Environment Design (LEED) Platinum-certified building also has a student lounge, student organization lounge, study rooms, gaming stations, a graphics studio, the fitness center, a multi-use ballroom that can accommodate up to 500 people, and smaller conference rooms that will work for smaller meetings.

As the centerpiece of the Van Ness campus, the Student Center's mission is to build a strong sense of community and to promote student learning and development by offering a wide variety of high-quality services, well-managed facilities, and engaging programs. The Student Center enhances student life by welcoming people to our campus, elevating the University's profile, and further enriching our relationship with the surrounding community. This blend of student-focused and community support areas results in the building serving as an iconic representation of how the campus is a link between its students, faculty, staff and our District neighbors.

RESERVING SPACES AT THE STUDENT CENTER

Study Rooms: The study rooms can only be reserved on the day of use and are reserved on a first-come, first-serve basis. They can only be reserved for 2 hours at a time and only be reserved by students, faculty, and staff.

Conference & Event Spaces: The Student Center follows the University of the District of Columbia space scheduling policies and procedures. Please refer to: udc.edu/student-center/space-reservation-and-event-management.

CAMPUS INFORMATION CENTER

The Campus Information Center located on the B level of the building, provides the University community and our guests access to resources and information during operating hours. Guests can check out Nintendo Switch, XBOX, and PlayStation consoles and games, report building concerns, inquire about assistance with planning and scheduling an event, or use of a study room.

FIREBIRD ACTIVITIES BOARD

As an aspect of the Student Center Advisory Board, the Firebird Activities Board is responsible for planning and implementing many of the co-curricular programs which enhance the cultural, educational, recreational experiences, and varied opportunities for the student body. These include campus concerts, comedians, hypnotists, lecturers, themed dances, and parties offered to students.

STUDENT EMPLOYMENT OPPORTUNITIES

The Student Center provides employment opportunities for more than 60 students during the school year. These positions focus on the students' development by providing them the opportunity to develop skills in time management, customer service, leadership, communications, and facility operations, fostering a strong work ethic. Opportunities include Customer Care Assistants, Operations Assistants (with specializations in audio-visual and facility operations), marketing & publicity assistance promotions, wellness center attendants and operations team leaders.

WELLNESS CENTER

The Wellness Center is the hub for all kinds of health-related activities and cardio/exercise equipment for the use of the University community. Regular group exercise classes in yoga, Pilates, Zumba, rowing, spinning, and other classes are held in our dance/workout studios. Our wellness center staff are certified in assisting you with organizing fitness-related activities, providing free health assessments, and advice on using the center's cardio equipment.

The Student Center is centrally located, making it the hub for student life. The Student Center building is accessible from 8 a.m. - 10 p.m. during the weekdays and is open for scheduled events on the weekends.

STUDENT OUTREACH & LEADERSHIP DEVELOPMENT

Student Center, B-Level Rm B-33 (202) 274-5725

udc.edu/student-life/student-outreach-and-leadership-development

The Office of Student Outreach & Leadership Development (S.O.L.D.) assists prospective and current students by introducing them to information, processes and resources that will increase their awareness of the college experience, inform them of educational options, and provide steps to help them reach their educational goals. Leadership development refers to any activity that enhances the quality of leadership within an individual or organization.

The mission of the S.O.L.D. office is to provide support and enrichment opportunities for students at the University of the District of Columbia (UDC). We are committed to helping students survive and thrive by increasing their engagement on and off campus, fostering their academic success, and creating a supportive social environment. We promote student leadership development through student-initiated outreach and retention projects and serve as a bridge between the information, resources, and services that contribute to their success.

S.O.L.D. GOALS

- Promote and support student-initiated outreach and retention projects
- Foster student leadership development and GRIT
- Increase student engagement on and off campus
- Address the educational access and retention needs of underrepresented and underserved students

Students and advisors partner to meet essential learning outcomes, ensure academic success, and outline steps to achieve personal, academic, and career goals. **To accomplish our goals, we provide:**

- Leadership Development / National Society for Leadership & Success
- Ambassadorships

- Mentoring
- Student Involvement / Volunteer Opportunities

LEADERSHIP DEVELOPMENT

The Office of Student Outreach & Leadership Development (S.O.L.D.) assists prospective and current students by introducing them to information, processes and resources that will increase their awareness of the college experience, inform them of educational options, and provide steps to help them reach their educational goals. Leadership development refers to any activity that enhances the quality of leadership within an individual or organization.

NATIONAL SOCIETY FOR LEADERSHIP & SUCCESS (NSLS)

The Sigma Alpha Pi chapter at the University of the District of Columbia was established in Fall 2020. Since then, more than 770 members have been inducted into the UDC chapter of NSLS. NSLS is the nation's largest leadership honor society, where top students nominated by their colleges come together to identify and achieve their goals. The NSLS is an organization that helps people discover and achieve their goals. The NSLS offers life-changing lectures from the nation's leading presenters and a community where like-minded, success-oriented individuals come together and help one another succeed. The NSLS also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world.

STUDENT AMBASSADOR PROGRAM

The University of the District of Columbia's Student Ambassador Program is a great opportunity for undergraduate students to represent UDC programs to internal and external constituents. Student Ambassadors serve to set the tone for prospective students and their families. They guide, direct, inform, and teach prospective students what to expect from campus life. In addition, Student Ambassadors serve as special event assistants representing the student and broader communities. Concerts, grand openings, alumni events, new student orientation, conferences, hosting campus VIPs, etc., constitute examples of special events in which the student ambassadors should engage. The Student Ambassador will be the face of the program and act as a student liaison with the various communities that UDC serves both on and off-campus.

The mission of the Student Ambassador Program is to share the UDC experience with prospective students, their families, and community members. Our objective is to practice UDC's purpose and values while addressing questions and concerns. As proud Firebirds, we will encourage higher education as an opportunity for all people and strive to strengthen the relationships among faculty, staff, students, and the community. Student Ambassadors, selected for their demonstration of leadership, campus involvement, academic achievement, and UDC pride, strive to convey the value of a lifelong relationship between the University and all of our stakeholders on campus.

For more information, please visit: udc.edu/student-life/student-ambassador-program

PROGRAMS & SERVICES

The Office's leadership programs and services are grouped in three levels:

Explore Programs

- Introduce students to the basic concepts and principles of leadership
- Provide students with opportunities to explore campus-wide leadership opportunities
- Begin the process of relevant skill development within students

Engage Programs

- Apply theory to practice within academic disciplines and co-curricular activities
- Develop more advanced leadership skills
- Expand their knowledge of leadership theories

Extend Programs

- Provide students with the opportunity to reflect and assess their leadership experiences
- Offer students the opportunity to refine their skills
- Provide students with opportunities to mentor younger students
- Prepare students for leadership beyond the institution

Student leaders are an integral part of the success of community outreach programs. Program directors and coordinators work together to plan alternative breaks, community service days, and semester-long programs.

FRESH FOOD PROGRAM UDC PRODUCE PANTRY

UDC Van Ness: Building 71, 4250 Connecticut Avenue 2nd Floor Rm 2414 (the building with the Firebird Millennium Café) udc.edu/udc-student-food-pantry

Open to all enrolled UDC students (CC - Van Ness - Law School)

With the mission of leading the fight on campus against student food insecurity, our guiding principles include but are not limited to linking students to additional resources (internally & externally), empowering students to make choices, and helping to remove barriers to retention.

To access food services, each individual UDC student wanting to pick up groceries/toiletries MUST complete and submit the UDC Fresh Produce Pantry registration form ONCE per semester. When the form is completed, it will take 48 – 72 hours to verify and program individual student IDs with access to the pantry in Building 4250, Room 2414.

To find the current link:

- Log into myUDC
- 2. Click the Student Information Tab/Page
- 3. Click Food Pantry

For more information, contact Doni Russell at drussell@udc.edu.

DEPARTMENT OF ATHLETICS

Sports Complex – Building 47 (202) 274-502 | udcfirebirds.com

As an integral part of the University, the Department of Intercollegiate Athletics provides experiences that enhance the comprehensive development of students. With a commitment to excellence, the department embraces the overall mission of the NCAA with an emphasis on the Division II strategic positioning platform, which "provides growth opportunities through academic achievement, learning in high-level athletic competition, and development of positive societal attitudes in service to the community." In addition, the Department of Intercollegiate Athletics is committed to providing a game environment that respects fairness, courtesy, and ethical conduct towards others. The department will uphold the fair and equitable treatment of all persons and will conduct its programs consistent with Title IX, University quidelines, and NCAA rules and regulations.

INTERCOLLEGIATE ATHLETICS PROGRAMS

The University of the District of Columbia Firebirds competes as members of the East Coast Conference on the NCAA Division II level in the following sports:

- Basketball (men & women)
- Lacrosse (men & women)
- Cross Country (women)
- Indoor and Outdoor Track & Field (women)
- Soccer (men)
- Tennis (men & women)

Try-outs for walk-on students are held throughout the year.

Please visit us: udcfirebirds.com/navbar-information

Athletics Twitter: UDCFirebirdfans Youtube: UDCAthletics1

ENROLLMENT SERVICES

Enrollment Services Unit, and the persons responsible for helping you navigate your path to becoming a Firebird. The Enrollment Services Unit is where new and current students receive services needed to enroll and matriculate successfully. The offices within this unit are: Office of Undergraduate Recruitment and Admissions; Office of Graduate Recruitment and Operations; Office of Financial Aid; and Office of Residency Coordination. **Services include:**

- Admissions
- Status Updates
- Financial Aid & Support
- Transfer Services

- Transfer Students & Evaluation
- Payment/Options
- Resi-dency Determination/ Concerns

Nailah Williams

Interim Associate Vice President for Enrollment Services Building 39, A Level, Room 122. (202) 274-6155

naliah.williams@udc.edu

FINANCIAL AID

Building 39, A Level (Suite A133)
(202) 274-5941 | finaid@udc.edu | udc.edu/admissions/financial-aid

All students are encouraged to apply for financial aid should they need assistance with their educational expenses. These expenses include tuition, fees, room, board, books, supplies, transportation and personal. Students must begin the application process online by completing the Free Application for Federal Student Aid (FAFSA) at: www.fafsa.gov. The UDC school code is 007015 and must be added to the application for your FAFSA data to be sent to the University.

The priority consideration date for the fall semester is June 1. Students are encouraged to apply early, as funds are limited. Financial aid packages may include the Federal Pell Grant, Supplemental Educational Opportunity Grant, Federal Work Study, Federal Direct Student Loans and scholarships. For more information on the various types of aid available and other important financial aid information, you may visit the UDC Office of Financial Aid web page at <a href="https://doi.org/10.1001/journal.org/

Once students complete the FAFSA process, they are encouraged to check their file and complete outstanding task and/or document submission using Student Forms (SF) on their MyUDC student portal. You may also view your award and disbursement status on the MyUDC portal. Additionally, the Office of Financial Aid will email or text students on their packaging status and any documents needed to complete their file.

All financial aid award offers must be accepted or declined through the MyUDC student portal. Terms and Conditions that govern each award will be listed in the portal.

For more information or assistance, students may visit the Office of Financial Aid located in Building 39, A Level (Suite A133), call (202) 274-5941, or email finaid@udc.edu

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Students who apply for financial aid at UDC are responsible for knowing and complying with the satisfactory academic progress policy.

Detailed information for all requirements is available here: udc.edu/admissions/financialaid/satisfactory-academic-progress-policy

Federal regulations require that the Financial Aid Office at the University of the District of Columbia (UDC) ensure financial aid recipients are making measurable academic progress toward their degree or certificate program. SAP is evaluated at the end of each semester. In general, UDC financial aid recipients must maintain a minimum cumulative Grade Point Average (GPA) of 2.0 (undergraduate) and 3.0 (graduate), complete 67% of all attempted coursework, and may not exceed 150% of the timeframe required to obtain a degree or certificate.

AVAILABLE FEDERAL, STATE & INSTITUTIONAL FUNDING SOURCES

Federal Pell Grant – Federal Pell Grants are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. A Federal Pell Grant, unlike a loan, does not have to be repaid. Award amounts may vary from one academic year to the next. However, for the 2022/2023 academic year, awards range from \$709 - \$6895. Individual awards vary based upon Expected Family Contribution (EFC) and student enrollment status.

Federal Supplemental Educational Opportunity Grant (FSEOG) -

Federal grant program for undergraduate students who are also eligible for the Federal Pell Grant. However, all eligible students may not receive the award as funds are limited. Awards range from \$400 to \$1,500 per academic year. Applicants must be enrolled for a minimum of six credits.

Federal Direct Student Loan Program – This student loan program is available to eligible undergraduate and graduate students and parent borrowers of dependent students. Undergraduate students are eligible for subsidized loan funds based on financial need. There is no interest on a subsidized loan while the student is enrolled in at least six credits. However, six months after you cease to be enrolled, graduate, drop below six credits, or during periods of deferment, interest will start to accrue. Unsubsidized loans are offered to both undergraduate and graduate students. These loans do not require that you show financial need and accrue interest during all periods (enrollment, deferment, forbearance, etc.). Award amounts vary based on grade level. Entrance and Exit Counseling are required. Repayment starts six months after a student graduates, drops below six credits, or ceases to be enrolled at least half-time. For more information, visit the UDC Office of Financial Aid at udc.edu/admissions/financial-aid.

Direct PLUS Loans (Parent and Graduate) – Direct PLUS Loans are federal loans that parents of dependent undergraduate students or graduate and professional students can use to help pay for college. Borrowers may not have an adverse credit history in order to be eligible for a PLUS Loan. Amounts vary but may not exceed a student's cost of attendance.

FEDERAL WORK STUDY PROGRAM

The Federal Work Study Program (FWS) provides funds for part-time employment to help students with financial need to finance the costs of their postsecondary education. Students must be enrolled for a minimum of six credits and are paid biweekly. Employment may be either on-campus or off-campus. FWS jobs pay at least the Federal minimum wage. Students interested in seeking FWS must indicate an interest by completing the work study question on the FAFSA and submitting the FWS application through Handshake. Funds are limited and awarded on a first-come, first-serve basis and are not guaranteed from year to year. Students who may not be eligible for the need-based FWS program may be considered for the Student Employment Program (SEP). This program has the same general requirements as FWS, with the exception of the need requirement.

DC Mayor's Scholars Undergraduate Program - The Mayor's Scholars Undergraduate Program provides need-based funding for eligible DC residents earning their first associate or first bachelor's degree at select area colleges and universities. The program is a last-dollar award meaning it can be used to fill the gap between a student's financial aid package and the cost of attendance. Students may apply online at: osse.dc.gov/mayorsscholars.

The DC Futures Program (DC Futures) is a newly created program that aims to help DC college students complete their first associate or bachelor's degree by providing a last-dollar scholarship (tuition, fees, and cost of attendance) in addition to college coaching and support services that will address personal and financial barriers to completion for all participants. Interested students may apply at octo.quickbase.com/db/brgraaa5y.

SCHOLARSHIPS

Scholarships are awarded to students who show academic excellence, talent, and/or financial need. Faculty and staff participate in the scholarship evaluation and selection process. Students seeking such assistance should contact the University's website. Scholarships or grants are available in many academic departments.

Additionally, the University awards the DCUP Scholarship to valedictorians, salutatorians and high-performing graduates of public and charter schools in the District. To obtain more information regarding the various methods of financing the costs of attending the University, please view the financial aid webpage at <a href="https://doi.org/10.1001/jdc.nc)ud.com/do

REFUNDS & THE RETURN OF TITLE IV FEDERAL STUDENT AID FUNDS POLICY

Federal student aid regulations require the Financial Aid Office to calculate an amount of money the student may be required to return that they received in Federal Title IV and Campus-Based Aid (Pell Grant, SEOG, Stafford Loans). Students must repay financial aid funds should they completely withdraw from all classes, drop out, are dismissed, or leave the university prior to completing more than 60% of the semester. Federal Title IV financial aid and all other aid are viewed as 100% earned after that point in time. The withdrawal date is defined as the actual date the student began the institution's withdrawal process or the student's last date of recorded attendance for a student who leaves without notifying the institution.

The Federal Title IV programs covered under this policy include Federal Pell Grant, Federal SEOG, Federal Stafford Loans, and Federal PLUS Loan (Graduate Student or Parent).

SECTION IV UNIVERSITY DEPARTMENTS & SERVICES



STUDENT ACCOUNTS

Building 39, A level 202.274.5168 | udc.edu/registrar/office-of-student-accounts

Current students can access their Student Account information online through their myUDC portal. The Office of Student Accounts provides the University of the District of Columbia community, and specifically, students enrolled in degree and credit-earning programs, with an accurate accounting of receipt and disbursement of funds. In addition, Office of Student Accounts representatives develop, recommend, and implement policies and procedures that will expedite the financial registration of new and continuing students. They provide various payment options, collect financial obligations, and maintain student financial records. Office of Student Accounts representatives subscribe to the highest standards in customer service.

TUITION INSTALLMENT PLAN

We provide a tuition installment plan for the general student population. We offer an interest-free payment plan option. Tuition is paid to third-party agent Tuition Management Systems (TMS) in monthly installments.

For more information or to enroll in the payment plan, please visit udc.afford.com or call (800) 722.4867.

OFFICE OF THE REGISTRAR

Building 39, A Level (Suite)
(202) 274-6200 | uregistrar@udc.edu | udc.edu/registrar

The Office of the Registrar is responsible for consistently implementing District, federal, and University policies and procedures, adhering to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines, maintaining institutional credibility through the proper maintenance of student biographic and academic records, and certifying students for graduation.

UNDERGRADUATE REQUIREMENTS

Once admitted and registered as a student at UDC, it is expected that the student will be enrolled every semester until the student has completed the degree objective. Any student, who is not continuously enrolled, exclusive of the summer term, is subject to the requirements in effect at the time of re-enrollment.

Students who enrolled in the University before Fall 2022 are expected to complete the "university-wide" requirements specified in the course catalog governing their program of study. Services provided by the Registrar's Office include registration and scheduling adjustments, transcript maintenance and appropriate distribution, enrollment certification, student records management, and dissemination and maintenance of all student demographic data and directories. For more information, please call (202) 274.6225.

HOW TO CHANGE PERSONAL INFORMATION

- Complete the Change of Personal Information Form from the Office of the Registrar.
- Submit certified documents to support the change of name, social security number, and date of birth.

HOW TO REQUEST A TRANSCRIPT OF GRADES

Transcript requests can be made through the following:

- · Online: udc.edu/registrar
- Mail: Complete and print the Transcript Request Form. A \$5.00 per transcript fee in the form of a personal check and/or money order, made payable to the University of the District of Columbia to Office of the Registrar, building 39, Suite A-135, to order your transcript(s). Please do not send cash in the mail.
- In Person: Please complete the Transcript Request Form. Once the form is complete, please visit the Cashiers Office on the 2nd floor of Bldg. 39, to make payment.

The fee for transcript requests is five dollars (\$5.00) each. There is an additional cost of \$2.75 for the transcript service fee per recipient if ordering transcripts online.

For additional information, visit udc.edu/registrar.

HOW TO REQUEST VERIFICATION OF ENROLLMENT

Transcript requests can be made through the following:

- Online: udc.edu/registrar/important-forms Select Enrollment Verification Form
- In Person: Complete the Enrollment Verification Form

Enrollment verifications take 2-3 business days to process.

Note: The University complies with Public Law 93-38, Family Education Rights and Privacy Act of 1975.

HOW TO REQUEST AN APPLICATION FOR GRADUATION

Log in to the student portal/self-service and complete the Graduation Application online. Should you need assistance, please contact the Office of the Registrar at 202-274-6225 or officeoftheregistrar@udc.edu.

The application fee is \$125.00.

UNIVERSITY HONORS

To graduate with University honors, undergraduate students pursuing a bachelor's degree must have received 60 percent of the credits earned for graduation at the University of the District of Columbia. The honors systems for bachelor's students are:

- 3.8 or above in all hours attempted (summa cum laude)
- 3.60 in all hours attempted (magna cum laude)
- 3.30 in all hours attempted (cum laude)

CONSORTIUM OF UNIVERSITIES

UDC is a member of the Consortium of Universities of the Washington Metropolitan Area. The Consortium was formed to facilitate the coordination of resources among its affiliates. Currently enrolled UDC students may be eligible to take courses at any of the member institutions.

Courses taken through the Consortium must be required for a student's program of study and not offered in the given semester at UDC. Students are limited to six hours per semester (fall and spring only) through the Consortium; however, graduate students who have previously been granted nine transfer credits from non-Consortium arrangements may enroll and receive resident credit in only one of the Consortium's institutions. Eligible students in associate degree programs should have completed 30 credit hours, students in bachelor's degree programs should have completed 60 credit hours, and graduate students should have completed 50 percent of their program in residence.

OTHER AFFILIATES

- The American University;
- The Catholic University of America;
- Gallaudet University;
- George Mason University;
- The George Washington University;
- Georgetown University;
- Howard University;
- Marymount University of Virginia;
- Trinity Washington University;
- University of Maryland (College Park Campus);
- Montgomery County Community College;
- Northern Virginia Community College; and
- Prince Georges Community College

ELIGIBILITY

To be eligible for participation in the Consortium (fall and spring), a student must:

- Be enrolled in a degree-granting program and registered for the current semester at UDC;
- Receive approval from the major department and the dean;
- Be in good academic standing with a cumulative GPA of 2.00 (3.0 GPA for graduate students); and
- Be in good financial standing with UDC.

Registration forms and instructions are available from the Office of the Registrar, Bldg. 39, A-Level. The student must pay UDC tuition and fees for the current semester before becoming eligible to attend institutions in the Consortium. Official registration in UDC is a prerequisite for Consortium registration. Participation in the Consortium is not available to students during summer sessions.

CONCURRENT ENROLLMENT

Students enrolled at the University who intend to take courses at other colleges and universities and earn transfer credits for these courses at UDC must receive approval from the academic department prior to enrolling. Failure to receive prior electronic or written approval for concurrent enrollment will result in denial of transfer credit consideration.

Enrolling in the courses (enrollment through the Consortium of Universities is not considered concurrent enrollment).

Students seeking to earn General Education or elective (outside of the major) transfer credit must receive approval from the academic department and the registrar for concurrent enrollment.

Students seeking to earn credit towards required major or elective courses must receive approval from the chair of the department in which their declared major is offered in addition to the registrar.

Current UDC students who desire to enroll concurrently in UDC and at another institution and earn transfer credit towards an associate's, bachelor's, or master's degree must meet the following eligibility criteria:

- Have completed a minimum of 15 credit hours (associate's and bachelor's) and nine credit hours for graduate students
- Be in good academic and financial standing
- Have prior approval for earning credits at another institution while enrolled at UDC (concurrent enrollment approval). Students must submit an official transcript from the university in which the credits were earned to the registrar to ensure that the credits earned comply with the transfer credit criteria identified above and are officially applied towards their credits earned toward graduation.

CREDIT & GRADES

GRADE POINT AVERAGE

The grade point average (GPA) is the measure of general scholastic achievement upon which honors, awards, probationary regulations, and graduation are based. For the purposes of graduation and academic honors, only college-level courses are counted in the GPA and credits earned. In order to graduate, an undergraduate student must have a cumulative GPA of at least 2.0, and a graduate student must have a cumulative GPA of at least 3.0.

HOW TO CALCULATE YOUR GPA

To compute the GPA, the credit value of each course is multiplied by the quality points of the grade earned in the course. The sum of these products is divided by the number of credits for which the student was enrolled during the semester. Similarly, the cumulative GPA is determined by dividing the sum of all quality points earned by the sum of all quality hours attempted. When a course is repeated, only the higher grade earned is considered in computing the cumulative GPA. All grades received will remain on the transcript.

A = 4 quality points D = 1 quality point

B = 3 quality points F = 0 quality points

C = 2 quality points

Example: In a given semester, a student receives the following grades:

English 3 credit hours A (4.0) = 12 quality points (3 credits x 4 quality points)

Math 3 credit hours C (2.0) = 6 quality points

History 3 credit hours B (3.0) = 9 quality points

Biology 4 credit hours A (4.0) = 16 quality points

French 4 credit hours C (2.0) = 8 quality points

17 Total credit hours = 51 total quality points

51 quality points divided by 17 credit hours = 3.00

GRADE CODES

For courses where no grade is awarded, UDC uses the following grade codes:

P/**F	= Pass/Fail	W	= Withdrawal
CR	= Credit	I	= Incomplete
NC	= No Credit	IP	= In Progress
AU	= Audit	X	= In Progress (Graduate level only)

HOW TO APPEAL A GRADE

The following grade appeals process is strictly limited to the consideration of the student's academic performance. Any student with a grade dispute must proceed with the following steps:

- Present the grade dispute to the instructor of the course within one semester from receiving the grade.
- The instructor should inform the student of the procedure used in calculating the grade. This procedure must be consistent with the information in the course syllabus.
- In case the matter is not resolved in Step 1 within 15 business days from the
 date that it was first presented to the instructor, the student may choose to
 appeal in writing to the Department Chair. The appeal must identify the basis
 of the dispute and include all supporting documentation.
- Upon receipt of the written appeal, the Chair will hold within 15 business days individual and/or joint meetings with the Faculty Member and the Student.
- After investigating the case, the Committee will forward its recommendations
 to the Chair within 15 business days. The Chair will then inform both parties
 of the dispute of his/her decision.
- If the Chair's decision is not accepted by either party, the student and the
 course instructor may choose to appeal in writing, within ten (10) business
 days from receiving the decision, to the College Dean, with a copy to the
 Department Chair. The Chair will then forward the case to the Dean's office.
- The Dean will submit the case to a College-wide Academic Appeals Committee for consideration and recommendation. This Committee which involves faculty and representatives from various departments, as well as student representation, will be the final step in the appeals process. The Committee will submit its recommendation to the Dean within 15 business days from the date of receiving the case. The Dean will inform all parties of his/her decision.

PROCESS FOR APPEALING A GRADE

STUDENT PRESENTS DISPUTE TO INSTRUCTOR **INSTRUCTOR INFORMS STUDENT OF GRADING FORMULA** STUDENT MAY APPEAL FURTHER TO DEPT. CHAIR **DEPT. CHAIR MEETS WITH STUDENT & INSTRUCTOR DEPT. CHAIR PROVIDES DECISION** STUDENT MAY APPEAL FURTHER TO COLLEGE DEAN **REVIEW BY COMMITTEE & FINAL DECISION MADE BY DEAN**

UNIVERSITY POLICE & ENVIRONMENTAL SAFETY

Building 39, Room C04 202.274.5050 | udc.edu/public-safety/contact-us

Your safety on campus is vitally important. It is the responsibility of the Department of Public Safety and Emergency Management (University Police) to keep the University community in-formed about safety, security, and environmental measures that are vital to your wellbeing and quality of life.

IDENTIFICATION CARD SERVICES

Identification (ID) cards (ONEcard) are required of all students, staff, and faculty. All ID cards must always be worn and visible while on campus. The University Police make these IDs in Building 39, Room C-04.

Please call the University Police (202) 274-5050 to learn more information and the times when IDs are produced. You must make payment at the Cashier's Office, which is located on the second floor of Building 39. Replacement cards cost \$15.00.

LIVESAFE

LiveSafe enables two-way communication between users and the UDC Police Emergency Communications Center. Users can share information—anonymously if they choose—via text, photo, and video directly from their smartphones. Download the app from iTunes or Google Play, or use the web address: bit.ly/UDC-LiveSafe



ANNUAL SECURITY REPORT

Consistent with a federal mandate and associated reporting requirements encompassed by the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (originally known as the ——Crime Awareness and Campus Security Act of 1990), the Department of Public Safety is responsible for the compilation, publication, and distribution of an annual security report by October 1 of each year.

The purpose of this publication is to provide current and prospective students and employees with accurate, complete, and timely information about safety on campus. Copies of the Department's annual report can be obtained from the Office of Public Safety/Police Communications (Building 39, Room C-04). To view the Annual Security and Fire Safety Report visit www.udc.edu/public-safety/campus-police

REPORTING CRIME, SUSPICIOUS OR UNUSUAL ACTIVITY, MEDICAL EMERGENCIES, FIRE & ENVIRONMENTAL SAFETY HAZARDS OR RISKS

All students, faculty, staff and visitors are encouraged to report all suspicious or unusual activity that they observe. If you become the victim of a crime, or if you witness a crime, use the following information and contact University Police immediately:

- Call (202) 274-5050
- Visit the Police Communications Center: Building 39, C-04. Police Communications are staffed 24 hours a day, seven days a week, year-round.
- Emergency Call Stations: two-way communication call boxes are strategically located throughout the campus and allow for direct two-way communication with a University police officer housed in the Police Communications Center. Call boxes are easily identifiable. They are yellow in color and equipped with a blue strobe light that pulses upon activation. When emergency call stations are activated, the location and origin of the call is displayed in Police Communications, and an officer is immediately dispatched.
- For direct access to municipal emergency response services (police, fire, and ambulance,) dial 911 (or 9+911 from a University telephone).

CRIME PREVENTION

The University Police Department participates in student, faculty and staff orientations, as well as various youth programs and other functions that are sponsored by the University throughout the academic year. Additionally, preventative literature, presentations, and programs are made available to students, faculty and staff to ensure that appropriate and timely information about safety and security is communicated.

Crime prevention information and safety-related tips are also disseminated through the University's email announcements or by University-wide Campus Alert "LiveSafe," as appropriate. To learn more about your safety and security on campus and other services provided by the University Police Department, you may obtain a copy of the Campus Safety and Security Brochure (see the previous segment entitled Campus Security and Crime Aware- ness). To learn more about crime prevention or to request a presentation, please call (202) 274-5050. You can stop by the Office of Public Safety, Building 39, C-04.

LOST & FOUND

The University of the District of Columbia cannot be responsible for articles lost on University property. For any items found on the Van Ness Campus, please bring this lost property to Public Safety personnel located in Building 39, Room C-04. If at a satellite campus, please call the University Police at 202 274 5050, and an Officer will be sent to you.

PARKING

The University provides parking to all University affiliates and visitors to the campus. Since the campus accommodates a variety of parking requests, the following lots are designated for specific persons.

VAN NESS CAMPUS GARAGE 4200 CONNECTICUT AVENUE NW WASHINGTON, DC 20008

The Van Ness Campus garage is an automated facility that allows for 24/7 controlled access to the garage. University students, faculty, and staff may purchase parking permits to access the garage. Permit holders utilize the UDC ID (or OneCard) to access the garage. Non-permit holders, guests, or visitors are subject to the daily parking procedures and fares.

UDC Permit Holders

- Persons who have purchased a UDC parking permit for one or more semesters will have the advantage of using their OneCard (the new University ID) to access the parking garage.
- Permit holders may access the garage from the Van Ness Street or Veazey Terrance entrances.

Non-Permit Holders / Daily Parking

- NOTE: Only University students, faculty, and staff who have UDC IDs will be able to utilize the IDs to receive the University discount on the daily parking fare.
- Daily parkers may only access the garage from the Van Ness Street entrance.
- University students, faculty, staff or guest/visitors who have not purchased a parking permit; have not acquired, forgotten, or misplaced their OneCard will have to secure a daily parking ticket from the ticket dispenser at the entrance. Persons using this service will be subject to incremental parking rates.
- Daily parkers will pay the parking fare at one of the designated pay stations (located on each level of the parking garage).
- After paying at the pay station, patrons will use their ticket to exit by inserting the ticket into the collection machine.
- Lost or damaged tickets will incur a fee.

BUILDING 52 4340 CONNECTICUT AVENUE, NW WASHINGTON, DC 20008 DAVID A. CLARKE SCHOOL OF LAW

The Building 52 location is designated for tenants only (students/staff/faculty).

VAN NESS CAMPUS DAYS INN LOT 4400 CONNECTICUT AVE, NW WASHINGTON, DC 20008 UPPER DECK ONLY

This location is designated for Business parking rentals, Contractors and Building 52 parking overflow.

BERTIE BACKUS 5171 SOUTH DAKOTA AVE. NE WASHINGTON, D.C. 20017 COMMUNITY COLLEGE SITE

The Bertie Backus location is a surface lot that is open to students, faculty, and staff only.

OLD CONGRESS HEIGHTS (OCH) 3100 MARTIN LUTHER KING JR., AVE, SE WASHINGTON, DC 20002 COMMUNITY COLLEGE SITE

The OCH location has limited parking and is designated for students, faculty, and staff only.

VAN NESS CAMPUS LOADING DOCK

Only authorized vehicles may park on the Loading Dock. All unauthorized vehicles parked in the Loading Dock run the risk of receiving a citation and/or towing of the vehicle.

BUILDING 52 — UNDERGROUND PARKING GARAGE 4340 CONNECTICUT AVE., N.W. ACCESS FROM YUMA STREET (REAR OF BUILDING 52)

Restricted parking—only available to authorized permit holders who are current tenants of Building 52.

BUILDING 52 — REAR BUILDING PARKING SPACES 4340 CONNECTICUT AVE., N.W. ACCESS FROM YUMA STREET (REAR OF BUILDING 52).

These spaces are designated for persons requiring handicap parking, members of the Executive Administration, and Campus Services on official University business.

DAYS INN — ROOFTOP PARKING / DESIGNATED AREAS ONLY AS MARKED 4400 CONNECTICUT AVE., NW LIMITED SPACE AVAILABLE; ACCESS FROM YUMA STREET.

- Parking at DAYS INN on the upper level of the double-deck lot is designated for students, staff and faculty members who are conducting business in Building 52
- NOTE: Only designated persons may park in the Days Inn lot. All other vehicles (University students, faculty, and staff) must park in the Van Ness Garage. Vehicles in violation of these policies will be subject to parking enforcement.

IMPORTANT LINKS

How to get connected to the automated parking system, visit udc.edu/administration/operations/auxiliary-services/parking/permits

Daily visitor automation information, visit

udc.edu/administration/operations/auxiliary-services/parking/guestvisitor-parking

Permit holders automation information, visit

udc.edu/administration/operations/auxiliary-services/parking/permits

Daily parking fee schedule, visit

udc.edu/administration/operations/auxiliary-services/parking/parking-rates

SMOKING RESTRICTIONS

Pursuant to the provisions of the District of Columbia Smoking Restrictions Act of 1979, as amended, D.C. Code, ß6-011, smoking shall be prohibited in all University facilities, including all portions of buildings and structures owned or leased by the University.

INCLEMENT WEATHER

In the event of inclement weather that may force the university to alter its schedule, we advise students to monitor UDC.edu, where the official announcement will be made. Notices will also be posted to all social media outlets and local broadcast news media. The main greeting at (202) 274-5000 will also carry any updated closing information. Alerts will also be sent via email blast to the community and posted on MyUDC or via LiveSafe.

VOLUNTEER OPPORTUNITIES

Have time to contribute to a good cause? Interested in helping improve the environment and the quality of life of people in the District of Columbia, the nation and the world? Want to try something new and have fun?

UDC's College of Agriculture, Urban Sustainability and Environmental Sciences (CAUSES) has many opportunities to volunteer for projects that increase food security and safety, mitigate climate change, expand alternative energy solutions and improve water safety and management. Volunteer roles include agriculture assistant, research assistant, community outreach, farmers market support, youth mentor, youth program planner and many more!

For more information, contact: Michele Bassler, CAUSES Volunteer Coordinator, at (202) 794-3638 or michele.bassler@udc.edu.

SECTION V STUDENT GOVERNMENT CHARTERS



CHARTER OF THE UNIVERSITY OF THE DISTRICT OF COLUMBIA COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION (UDC-CC SGA)

The Preamble

We, the students of the University of the District of Columbia Community College, in order to form an effective and efficient governing body to serve the collective interests of UDC-CC students, to enhance the quality of life of the student body, to help fellow students attain their goals and aspirations, to enrich the campus community, to promote cooperation and communication between the students and the administration, to encourage unity among UDC-CC students by advancing the quality of academic and social life, and provide a form of government for and by the students, do hereby establish and endorse this Charter for the students of the University of the District of Columbia Community College.

Article I. Name

The name of this organization shall be the University of the District of Columbia Community College Student Government Association, also known as UDC-CC SGA.

Article II. Definitions

As used in this charter, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

Matriculated students are students who have been admitted to the University of the District of Columbia Community College, including the Workforce Development and Lifelong Learning (WDLL) and Certificate programs, and are registered for classes in the same term that they are seeking office.

Good Financial Standing signifies that, for the purpose of the UDC-CC SGA, no balance is owed to the UDC or UDC-CC (including library fines, parking tickets, etc.) or payment arrangements have been made and are being adhered to, and that there is no hold on the student's account (for immunizations, library fines, parking tickets, etc.).

Good Academic Standing signifies that, for the purposes of the UDC-CC SGA, a student enrolled in a degree-seeking program maintains at least a 2.50 GPA, as referred to in Article III, Section 2.

Article III. Membership

Section 1. Composition

The UDC-CC SGA is composed of an Executive Council and a Senate. The Executive Council consists of a President, Vice President, Treasurer, and Secretary. The Senate consists of 1 Senator and 1 Alternate from each major, elected annually, a list of which will be provided by the Dean of Academic Affairs at the start of each academic year.

Students who have not declared a major shall also be represented by 1 Senator and 1 Alternate. Undeclared Senators who declare a major during their term shall be reappointed as the Alternate and the undeclared Alternate shall be appointed to the Senate position by the Dean of Student Achievement.

Each UDC-CC SGA member must matriculate at the University of the District of Columbia Community College.

A Senate session shall be the period between the end of the first Student Government Association meeting after general elections are certified and the same meeting the following academic year. A full term of office for a Senator or Alternate occurs between the certification of election results and until swearing-in of his/her successors.

Section 2. Qualifications

In order to be a candidate for and serve in an elected UDC-CC SGA office:

- 1. The student shall be a currently enrolled student in UDC-CC with a course load of at least six (6) credits;
- The student shall be in good academic standings with UDC-CC unless s/he is an Entering Freshman, whereas good academic standing only applies in the second semester of their term
- 3. The student shall be in good financial standing with UDC-CC;
- 4. The student shall be running for only one office within the UDC-CC SGA.
- 5. Pursuant to paragraph 8, Section 3 of Article IV, appointed alternates must meet the qualifications.

6. WDLL students are exempt from paragraphs (1), (3), and (5) of this section.

Section 3. Term of Office

1. Elected Positions

- a. The elected positions include President, Vice President, Treasurer, Secretary, and 1 Senator and 1 Alternate for each major.
- b. The elected members of the UDC-CC SGA shall serve for a term that begins with the certification of election results until the swearing-in of his/her successors
- c. Elected officials shall serve no more than two (2) consecutive full terms in the same position.
- d. A student elected to a UDC-CC SGA position may continue to serve in a position until a replacement is elected.
- e. In the event that the President is no longer able to serve, the Vice President shall assume the duties of the President.

2. Appointed Positions

- a. Appointed positions include chairpersons of standing and ad hoc committees, unfilled alternate positions and WDLL and Certificate program representatives.
- b. Appointed positions to a standing or ad hoc committee are not restricted to one term.
- c. An appointee to a standing or ad hoc committee serves at the pleasure of the appointing UDC-CC SGA branch or committee and may be removed from the position at any time unless otherwise specified by this Charter.
- d. An appointee to a standing or ad hoc committee may continue to serve in a position until a replacement is appointed and confirmed.

Section 4. Advisors

The UDC-CC SGA will have two faculty/staff advisors. One advisor will be a faculty member appointed by the Student Government Association in a process determined by the By-Laws. One advisor will be the Dean of Student Achievement or his/her appointed representative.

Article IV. Organization

Section 1. Organization

The UDC-CC SGA shall be organized into two divisions:

- Executive Council The Executive Council is responsible for representing the entire UDC-CC student body and is considered at-large members of the Senate. The Executive Council is tasked with facilitating the activities of the entire UDC-CC SGA.
- Senate Each Senator is responsible for representing the major by which s/he was elected. Senators and Alternates are tasked with working together and with the Executive Council to accomplish the goals of the UDC-CC SGA.

Section 2. General Responsibilities

- The UDC-CC SGA shall introduce, discuss, and vote on legislation for the student body of the University of the District of Columbia Community College.
- The voting members of the UDC-CC SGA will be the Senators and the Executive Council

Section 3. Executive Council

- 1. The Executive Council shall be composed of four (4) elected members as follows: President, Vice President, Treasurer, and Secretary.
- The Executive Council shall implement legislation passed by the Senate.
 The Executive Council may delegate functions to committees with the approval of the Committee Chairperson. The Executive Council shall carry out student government functions according to UDC-CC policies and procedures and the UDC-CC SGA Charter.
- 3. The Executive Council shall be responsible for the daily operations of the student government and the monitoring of UDC-CC SGA committees.
- 4. The Executive Council shall ensure that the affairs of each committee of the student government function according to UDC-CC policies and procedures and the UDC-CC SGA Charter.

- The Executive Council shall develop a budget and establish expenditures
 for the various categories of UDC-CC SGA spending for submission to the
 Senate and UDC-CC's Dean of Student Achievement for approval, in that
 order.
- The Executive Council shall adopt procedures, not in conflict with the UDC-CC SGA Charter that will ensure the effective operation of the UDC-CC SGA.
- The Executive Council may create an ad hoc committee as it deems necessary to discharge functions that are not in conflict with Standing Committees.
- 8. In the event that there are vacant Alternate positions, the Executive Council may appoint an Alternate, to be approved by a majority vote of the Senators and Executive Council, to represent that major. Appointed alternates must meet the qualifications as provided in Article III, Section 2, paragraph 5 of this Charter.

Section 4. Executive Council, Office and Duties

- 1. The duties of the President include but are not limited to:
 - a. Serving as the leader of the Executive Council.
 - b. Being familiar with UDC-CC policies, procedures, and personnel.
 - c. Serving on administrative bodies of the university system at the invitation of the UDC President, Board of Trustees, or UDC-CC Chief Executive Officer.
 - d. Serving as an official representative of the UDC-CC SGA at all official functions.
 - e. Presiding as a facilitator at all Executive Council meetings.
 - f. Presiding as a facilitator at UDC-CC SGA-sponsored Town Hall meetings.
 - g. Delivering the agenda for Senate meetings.
 - h. Appointing, with concurrence of the Executive Council, UDC-CC SGA members as chairpersons to all standing and ad hoc committees and forwarding the names of the nominees to the Senate for approval.

- i. Coordinating/producing an end-of-the-year report at the conclusion of the term.
- 2. The duties of the Vice President include but are not limited to:
 - a. In the absence of the President, assume the powers and duties of the President.
 - b. Assuming the Presidency and completing the unexpired term in the event the UDC-CC SGA President resigns, becomes incapacitated, or for other reasons is unable to complete the term of office.
 - c. Serving as assistant executive officer.
 - d. Presiding as a facilitator at all Senate meetings unless otherwise provided for in the By-Laws.
 - e. Receiving all reports from standing or ad hoc committees.
 - f. Assuming other duties or responsibilities as assigned by the UDC-CC SGA President which are not in conflict with this Charter.
- 3. The duties of the Treasurer include but are not limited to:
 - a. Serving as an administrator of the UDC-CC budget.
 - b. Upon installation, securing an internal audit of the prior year's use of revenues and expenditures by the UDC-CC SGA.
 - c. Preparing an annual UDC-CC SGA budget with the assistance of the Dean of Student Achievement or his/her appointed representative.
 - d. Ensuring prompt payment of bills, transfers involving Senate funds, and all other financial proceedings associated with the Senate.
 - e. Reporting to the student body a list of Senate expenditures per activity, balance sheet, and any other financial material pertinent to students' interests at the request of the Senate or student(s) of UDC-CC.
 - f. Preparing an end-of-the-year financial report at the conclusion of the term.
 - g. The Dean of Student Achievement shall oversee and approve all UDC-CC SGA expenditures.

- 4. The duties of the Secretary include but are not limited to:
 - a. Maintaining a current directory of all UDC-CC SGA elected, appointed, and volunteer students.
 - b. Taking minutes at all Executive Council and Senate meetings.
 - c. Compiling and transmitting all necessary documents to the Senate.
 - d. Archiving UDC-CC SGA records.
 - e. Coordinating the official correspondence of the UDC-CC SGA.
 - f. Producing reports to the student body a copy of past minutes, resolutions, or any other non-financial, administration material pertinent to students' interests.

5. All Executive Board Members

- a. All Executive Council members serve as ex officio members of all UDC-CC SGA committees.
- b. All Executive Council members will share the responsibility of producing an end-of-the-year report at the conclusion of the term.

Section 5. Student Senate, Office and Duties

- 1. The functions of a Student Senator are:
 - a. To act as a liaison between the UDC-CC students s/he represents and the Student Senate.
 - b. To maintain relationships with the UDC-CC deans and program coordinators for the purposes of promoting student interests and welfare.
 - c. To conduct monthly meetings with constituents.
 - d. To cooperate with Alternates to accomplish the goals of the UDC-CC SGA.
- 2. The Senate shall pass legislation that will enable the Executive Council to conduct the business of the UDC-CC SGA.
- 3. The Student Senate shall participate in committees to discharge its functions.
- 4. The Student Senate shall receive the comprehensive UDC-CC SGA budget from the Executive Council, take action on approval of the budget, and resubmit the UDC-CC SGA budget to the Executive Council for transmittal to the Dean of Student Achievement.

- 5. Each Senator shall have one vote.
- 6. Alternates shall vote in the absence of their Senate counterpart.

Section 6. Standing and Ad Hoc Committees

- 1. The functions of the UDC-CC SGA standing committees are as follows:
 - a. The Student Activities Committee shall:
 - Assist with the establishment of student organizations.
 - Recruit students to form student organizations in a manner consistent with University policy and DCMR 8 Sections 601-601.2.
 - b. The Evening Students Committee shall:
 - Organize and recruit students to address the particular needs and interests of evening & weekend students.
 - Identify and develop proposals for evening & weekend student services.
 - c. The Freshmen Advisory and New Student Orientation Committee shall:
 - Consist of members who have a cumulative GPA of 2.5 or higher.
 - Serve as peer advisory leaders to incoming freshmen and assist the Student Success Center during New Student Orientation.
 - Convene the first meeting no later than the beginning of the summer session.
 - Develop programs and activities to support and encourage freshmen involvement in campus life.
 - d. The International Students Committee shall:
 - Ensure that Chartered, international student organizations are annually organized and operating.
 - Study and recommend programs and services to encourage international student involvement.
 - e. The Tutoring Committee shall:
 - Work with staff to establish and staff a tutoring center.
 - Recruit volunteer tutors.

- Members of the UDC-CC community may participate in committees and committees. Chairpersons are encouraged to support such volunteer participation.
- 3. Additional standing committees may be created by a two-thirds (2/3) vote of the Senators and Executive Council.
- 4. Ad hoc committees shall be created by a majority vote of the Senators and Executive Council.

Article V. Meetings

Section 1. UDC-CC SGA Meetings

- Regular meeting schedules shall be published and disseminated at least five days prior to the regular meeting so that anyone may attend the meetings. Decisions that will be binding on the UDC-CC SGA or on any of its committees must be acted upon in a regular meeting.
- 2. Special meetings may be called by the Executive Council with two (2) calendar days (not including weekends or holidays) written notice. The notice shall state the purpose of the special meeting.

Section 2. Meeting Requirements

- 1. The various branches and committees of the UDC-CC SGA shall conduct regular meetings at least once a month.
- 2. The quorum for meetings of the UDC-CC SGA shall be fifty percent (50%) plus one (1) of the combined Senate and Executive Council.
- 3. An Alternate shall represent a Senator in their absence.
- 4. Minutes of meetings must be recorded and disseminated to the members of the UDC-CC SGA branch or committee.
- Robert's Rules of Order, Newly Revised, shall govern the conduct of all meetings of the UDC-CC SGA and organizations authorized and established except as otherwise provided in this Charter.
- The chairperson of a committee is required to communicate to committee
 members in writing the agenda at least twenty-four (24) hours in advance
 of all regular meetings.

Article VI. Elections

Section 1. General Elections

- A special Elections Commission shall establish the rules by which UDC-CC staff will conduct the general election of the UDC-CC SGA. The election shall occur annually within the first five (5) weeks of the start of the Spring semester.
- 2. The election shall be in accordance with procedures proposed by the Elections Commission and adopted by the UDC-CC SGA and with the requirements outlined in this Section.
- The general election shall be utilized to decide matters requiring the student body's approval via referenda and to elect the UDC-CC SGA Executive Council and Senate unless otherwise provided for in this charter.

Section 2. Nominations

- 1. A student must complete a Declaration of Candidacy in order to be eligible to run for any position in the UDC-CC SGA.
- 2. The Declaration of Candidacy is submitted to the Dean of Student Achievement for approval.

Section 2. Special Elections

The Elections Board shall conduct special elections when directed by the Senate in accordance with the elections procedures enumerated in the By-Laws and this Charter.

Section 3. Election Irregularities

- 1. The election procedure shall include a process for making challenges to the Elections Commission.
- Decisions of the Elections Commission may be appealed in writing within five (5) calendar days to the Dean of Student Achievement if any or all of the following occurs:
 - a. New evidence is developed that could alter the decision of the Elections Commission.
 - b. A documentable error was made in the Elections Commission's actions.

c. The Dean of Student Achievement shall make the final certification of the election results.

Section 3. Flected Candidates

- 1. In Executive Council elections, the elected candidate will be the candidate who receives a majority of the votes cast.
- In Senate elections, the Senator and Alternate will be the top two votereceiving candidates from each major who meet the necessary qualifications. In case of a tie for the final seat, there will be a runoff between those candidates.

Section 4. Assumption of Office

After general Senate elections in the spring, the new Executive Council and Senate members shall assume office after being sworn in to their new office in accordance with the By-Laws.

Section 5. Flection Conduct

Election procedures will be found in the By-Laws.

Article VII. General Regulations

Section 1. Charter Commission

Upon election of the first Executive Council and Senate, a special Charter Commission shall be established for the purpose of reviewing the Charter and recommending changes to reflect the goals of the UDC-CC SGA.

Section 2. Removal from Office

1. Any Senator or Officer may be removed from office by a joint three-quarters (3/4) vote of the Executive Council and Senate for consistent failure to discharge duties. In order to begin impeachment proceedings for a Senator, a petition calling for Senate consideration of removal must be signed by 20 percent of a representative's constituents. In order to begin impeachment proceedings for an Officer, a petition calling for Senate consideration of removal must be signed by 20 percent of the members of the student body.

2. Any Senator, Alternate, or other Officer charged with a violation of the UDC-CC SGA Charter, By-Laws or other governing documents shall be entitled to due process and a fair hearing regarding those accusations.

Section 3. Ratification and Amendment Process.

- An amendment to the current constitution may be brought forth to the UDC-CC SGA by any matriculated student in the form of a resolution in a form specified within the By-Laws.
- 2. A proposed amendment brought forth by either a Senator or a student must be approved by two-thirds (2/3) of the UDC-CC SGA.

Section 4. By-Laws

- The Executive Council shall propose By-Laws, to be approved by the Senate, that are not in conflict with the UDC-CC SGA Charter that will ensure the efficient and effective operation of the UDC-CC SGA.
- Prior to the establishment of the By-Laws, in the event that the UDC-CC SGA Charter By-Laws or other governing documents are silent or do not provide sufficient guidance, the President and 20 percent of elected Senators shall caucus and subsequently present a resolution to the Dean of Student Achievement for approval.
- 3. Upon approval, the President shall submit the resolution to the Senate for discussion and inclusion in the By-Laws upon their establishment.

Section 5. Authority

The UDC-CC SGA derives its authority from the University of the District of Columbia Board of Trustees.

STUDENT GOVERNMENT ASSOCIATION

Undergraduate students of the University of the District of Columbia (UDC), recognizing the need for a governing body to promote the concerns and welfare of the undergraduate student community and to assure undergraduate student representation pertaining to student life and development and hereby propose to the Board of Trustees this Charter.

Article I - Name and Purpose

Section 1 Name

The name of this organization shall be the Undergraduate Student Government Association of the University of the District of Columbia (USGA).

Section 2 Purpose

The purpose of the USGA shall be:

- To provide a centralized organization that functions with the University administration, faculty, and staff for the development, coordination, and representation of the undergraduate student body to promote the best interests of all students at the University.
- 2. To establish an elective and appointive process for student representation, in accordance with the provisions of this Charter.
- 3. To advise the Vice President of Student Affairs of the needs and interests of the undergraduate student body and to work to assure capable student representation in all campus and University organizations and committees dealing with the needs and interests of students.
- 4. To maintain channels of communication on University policies between undergraduate students and the administration.

Allocation & Utilization Committee.

- 5. To sponsor activities that enhance the intellectual, cultural, political, and social development of the undergraduate student community.
- 6. To advocate the advancement and well-being of the undergraduate student community.

- 7. To serve as a learning opportunity through which undergraduate students can acquire and apply technical and functional skills in the democratic process of student self-governance.
- 8. To recommend student organizations for charter by the Board of Trustees in accordance with rules established by the Board of Trustees.

Article II - Membership

Section 1

All undergraduate students who are currently enrolled and who have paid the student activity fee are members of the Undergraduate Student Government Association and have the right to vote in USGA elections.

Section 2

All eligible members have the right to seek and hold office in the USGA, as specified in this Charter.

Section 3 Qualifications for Elected Offices

In order to be a candidate for and serve in an elected USGA office, a student shall:

- 1. Be currently enrolled in the University as an undergraduate student with a course load of at least nine (9) credits;
- 2. Be in good financial standing with the University;
- 3. Have earned at least twenty-four (24) credits at UDC; and
- 4. Have and maintain at least a 2.5 cumulative grade point average.
- 5. Must not have a current or prior disciplinary record at UDC.

Section 4 Term of Office

A. Flected Positions

 The elected members of the USGA shall serve for a term of one (1) year from noon Commencement Day of the year they are elected to noon of the following Commencement Day.

- 2. Elected officials shall serve no more than two (2) full terms in the same position.
- 3. An undergraduate elected to a USGA position may continue to serve in a position until a replacement is elected.

B. Appointed Positions

- 1. Undergraduate positions, which are subject to appointment, are not restricted to one term.
- 2. An undergraduate appointee who serves at the pleasure of the appointing USGA branch or committee may be removed from the position at any time unless otherwise specified by this Charter.
- 3. An undergraduate appointee may continue to serve in a position until a replacement is appointed and confirmed.

Article III – Organization

The USGA shall be organized into three (3) branches: the Executive Council, the Student Senate, and the Judiciary Council.

Section 1 Executive Council

- 1. The Executive Council shall be composed of four (4) elected members as follows: President, Vice President, Treasurer, and Secretary.
- The Executive Council shall implement legislation passed by the Student Senate. The Executive Council may delegate functions to committees.
 The Executive Council shall carry out student government functions according to University policies and procedures and the USGA Charter.
- 3. The Executive Council shall be responsible for the daily operations of the student government and oversight of USGA committees.
- 4. The Executive Council shall ensure that the affairs of each committee of the student government function according to University policies and procedures and the USGA Charter.
- 5. The Executive Council shall develop a budget and establish expenditures for the various categories of USGA spending for submission to the Student Senate, the Student Activity Fee Allocation and Utilization Committee and the Vice President of Student Affairs for approval.

- 6. The Executive Council shall adopt procedures, not in conflict with the USGA charter that will ensure the effective operation of the USGA.
- The Executive Council may create an ad hoc committee as it deems necessary to discharge functions that are not in conflict with Standing Committees.
- 8. Office and Duties The President of the USGA shall:
 - a. Have the authority to veto legislation enacted by the Student Senate within fifteen (15) calendar days of passage with justification in writing.
 - b. Be available to attend standing committee meetings on an emergency basis.
 - c. Upon presentation of a requisition for an expenditure to implement an approved budget, sign the requisition and forward it to the Office of Student Life and Services within three (3) calendar days. If the USGA President does not sign, then he or she shall indicate in writing the reason(s) for not having done so to the requester, Dean of Students, and the Judiciary Council.
 - d. Be the official spokesperson of the USGA, chair the Executive Council, and be responsible for the day-to-day operations of the USGA.
 - e. Appoint USGA members as chairpersons with the concurrence of the Executive Council to the following Standing and Quasi-Independent Committees with twenty (20) calendar days after installation to the office and forward the names of the nominees to the Student Senate for approval.
 - Chartering and Recruitment Committee
 - Flections Board
 - Evening Students Committee
 - Freshman Students Advisory & Orientation Committee
 - Homecoming Committee
 - International Student Committee
 - Public Affairs Committee
 - Off-Campus Site Committee
 - Student Activities and Special Events Committee

- Student Services Committee
- UDC Student Beautification Committee
- f. Make temporary appointments to fill vacant elected positions when the rules for succession do not apply.
- g. Appoint student representatives as needed that are not in conflict with the Standing and Quasi-Independent Committees.
- 9. Office and Duties The Vice President of the USGA shall:
 - In the event the USGA President resigns, becomes incapacitated, or for other reasons, is unable to complete the term of office, assume the Presidency and complete the unexpired term.
 - a. Have the right to debate agenda items during the discussion in regularly scheduled Student Senate meetings but shall vote in the event of a tie of Senate members.
 - b. Prepare semi-annual reports on recommended changes to improve the operations of the USGA for the Executive Council and the Student Senate.
 - c. Coordinate training programs for students serving on the various committees.
 - d. Sign requisitions in the documented absence of the USGA President.
 - e. Assume other duties or responsibilities as assigned by the USGA President which are not in conflict with this Charter.
- 10. Office and Duties The Treasurer of the USGA shall:
 - a. Prepare and make available to students a monthly USGA financial report.
 - b. Sign checks for expenditures of the USGA-approved budget. If the Treasurer does not sign a check within three (3) calendar days, the Treasurer shall submit a reason in writing to the requester, the USGA President, and the Executive Council.
 - c. Chair the Executive Council's Committee on Budget and Finance.
 - d. Participate as a member of the Student Activity Fee Allocated and Utilization Committee.
 - e. Develop and maintain procedures to be utilized when revenue is generated from the use of student activity fees by the USGA and ensure

that financial accountability reports on such ventures are prepared and made available to the student community.

- f. Review canceled checks paid requisitions, and invoices drawn against the USGA account to reconcile the accuracy of expenditures.
- g. Upon installation, secure an internal University audit of the prior year's use of student activity fee revenues and expenditures by the USGA.
- h. Be available to attend standing committee meetings on an emergency basis for the purpose of signing requisitions.
- i. Receive and review requisitions from various entities. Upon approval, forward requisitions within three (3) calendar days to the USGA President for signature.
- j. Upon rejection of any requisition, return it to the respective entity with written justification within three (3) calendar days after receipt of the requisition.
- 11. Office and Duties The Secretary of the USGA shall:
 - a. Be the archivist for USGA records and coordinate the official correspondence of the USGA.
 - b. Prepare, maintain and distribute minutes of Executive Council meetings and actions taken by the Executive Council in accordance with enabling legislation of the Student Senate.
 - c. Sign checks in the absence of the Treasurer.
 - d. Maintain a current Directory of all USGA elected appointed and volunteer students.
 - e. Provide for the orderly management of the USGA offices, order supplies, oversee student volunteers, and provide for the efficient operation of the USGA office.

Section 2 Student Senate

- 1. The Student Senate shall be comprised of two (2) students elected by the students from each school and each class president.
- 2. The functions of a Student Senator are:
 - a. To serve as the liaison between the undergraduate students he or she represents and the Student Senate.

- b. To maintain liaison with the college deans and department chairs for the purposes of promoting student interests and welfare.
- c. To conduct monthly meetings with constituents.

The Student Senate shall pass legislation that will enable the Executive Council to conduct the business of the USGA and has the authority to override, by a two-thirds (2/3) majority vote of the full Senate legislation vetoed by the USGA President.

The Student Senate may buy a two-thirds (2/3) majority vote if the full Senate removes any member of the Executive Council or the Student Senate.

The first meeting of the Student Senate shall be conducted by the Vice President, at which time the Chairperson and Vice Chairperson of the Student Senate will be elected.

The Student Senate shall create the following standing committees to discharge its functions: (1) the Elections Committee, (2) the Confirmation Committee, and (3) the Charter Review Committee.

Additional committees, not in conflict with standing committees, may be created by a vote of the Senate if deemed necessary. Adopt election procedures for use in conducting USGA elections.

The Student Senate shall receive the comprehensive USGA budget from the Executive Council, take action on approval of the budget and resubmit the USGA budget to the Executive Council for transmittal to the Vice President of Student Affairs and to the Student Activity Fee Allocation and Utilization Committee.

Student Senator Officers and Duties

The Student Senate shall be comprised of the following officers with the indicated duties:

- 1. The Chairperson of the Student Senate shall:
 - a. Conduct meetings of the Student Senate and serve as its official spokesperson.
 - b. Appoint and dismiss Student Senate committee chairpersons with the approval of the Student Senate.
 - c. Transmit legislation to the Executive Council and monitor the progress of the Senate.

- d. Appoint a secretary to perform clerical duties for the Senate. The appointed person shall not have voting privileges unless said person is appointed from among the elected members of the Student Senate.
- 2. The Vice Chairperson of the Student Senate shall:
 - a. Conduct meetings during the absence of the chairperson.
 - b. In the event the Student Senate chairperson resigns, becomes incapacitated, or for any other reason is unable to complete the term of office, assume the position of chairperson and complete the unexpired term
 - c. Prepare fiscal reports to indicate the decisions of the Student Senate accurately.
 - d. Assume other duties as assigned by the chairperson.

Section 3 Judiciary Council

- The Judiciary Council shall be composed of one student representative elected by each school. Each class (excluding class presidents) and one ex-officio non-voting representative from both The Executive Council and the Student Senate.
- The Judiciary Council shall elect from among its voting members a Chief Justice, Associate, and a Recorder in its first meeting, which shall be convened by the USGA election Board chairperson.
- 3. The Arbitrator and Assistant Arbitrator will be appointed by the Student Senate and confirmed by the Judiciary Council.
- 4. The Judiciary Council may issue rulings and decisions on the interpretation of the Charter and
- 5. By-laws as they relate to the implementation of the student government processes by the Executive Council and Student Senate.
- The Judiciary Council has the authority to settle conflicts between the Executive Council and the Student Senate as it relates to the USGA charter and the By-laws.
- The Judiciary Council can intercede only upon written request from one of the conflicting branches to settle disputes. Such requests must specify the nature of the problem needing resolution.

- 8. The Judiciary Council, in a resolution of a conflict, may declare an emergency, suspend the charter provisions for that branch and any other student procedures of that branch, and take whatever corrective actions it deems appropriate to resolve the problem or conflict.
- 9. The Judiciary Council may dismiss the Student Arbitrator and Assistant Arbitrator for a cause.
- 10. The Judiciary Council shall establish guidelines for hearing and the role of the Student Arbitrator and the Assistant Student Arbitrator.
- 11. The Judiciary Council receives proposed charter amendments, conducts hearings and reviews, and makes recommendations and comments to the Vice President of Student Affairs.
- 12. Office and Duties The Chief Justice of the Judiciary Council
 - a. Shall record, maintain, and disseminate copies of all proceedings of each session of the council to all judiciary members.
 - b. Shall notify members and disputing parties of the time and place of judiciary council sessions.
 - c. Shall be responsible for the secure maintenance of all records related to judicial proceedings.
- 13. Office and Duties The Associate Chief Justice
 - a. Shall act in the absence of the chief justice.
 - b. Assume other duties as assigned by the chief justice.
- 14. Office and Duties The Recorder
 - a. Shall record, maintain, and disseminate copies of all proceedings of each session of the Council to all judiciary members.
 - b. Shall notify members and disputing parties of the time and place of Judiciary Council sessions.
 - c. Shall be responsible for the secure maintenance of all records related to judicial proceedings.
- 15. The Student Arbitrator of the Judiciary Council
 - a. Shall accept or reject consideration of issues presented in accordance with the established guidelines of the Judiciary Council.
 - b. Shall share reports of all reviews for the Judiciary Council's information prior to the determination of a hearing before the Judiciary Council.

- c. Shall observe any meetings and/or activities of the USGA branches and committees.
- 16. The Assistant Student Arbitrator of the Judiciary Council
 - a. Shall, in the event the student arbitrator resigns, becomes incapacitated, or for any reason is unable to complete the term of office, will temporarily assume the position of student arbitrator until a replacement appointed by the Student Senate is confirmed by the Judiciary Council.
 - b. Shall provide support services to the student arbitrator.
 - c. Shall assume other duties as assigned by the student arbitrator.

Section 4 USGA Standing Committees

The functions of the USGA standing committees are as follows:

- 1. The Chartering and Recruitment Committee shall:
 - a. Assist with the organization of student clubs, organizations, and classes
 - b. Develop recruitment strategies to assist with soliciting student volunteers.
 - c. Make recommendations to the USGA President on student group requests for charter by the USGA.
 - d. Annually review all student organization charters to ensure compliance with procedures governing the operations of such chartered clubs and organizations.
 - f. Act as liaison to the Vice President of Student Affairs.
- 2. The Evening Students Committee shall:
 - a. Organize and recruit students to address the particular needs and interests of evening students.
 - b. Survey evening student opinions.
 - c. Identify and develop proposals for evening student services.
- 3. The Freshmen Advisory and New Student Orientation Committee shall:
 - a. Consist of members who have a cumulative GPA of 2.5 or higher.
 - b. Serve as peer advisory leaders to incoming freshmen and assist the Office of the Vice President for Student Affairs during New Student Orientation.

- c. Convene the first meeting no later than the beginning of the summer session.
- d. Develop programs and activities for freshmen involvement in campus life.

4. The Homecoming Committee shall:

- a. Coordinate homecoming events with the Vice President of Student Affairs that maximize the involvement of students in Homecoming festivities.
- b. Work with the students, administration, faculty, staff, and alumni in developing activities.

5. The International Students Committee shall:

- a. Ensure that chartered, international undergraduate student clubs or organizations are annually organized and operating.
- b. Study and recommend programs and services to encourage international student involvement.

6. The Student Activities and Special Events Committee (SASE) shall:

- a. Organize, plan, promote, conduct, and evaluate student extra-curricular, political, educational, social, recreational, and cultural programs for the good of the full student body.
- b. Annually devise and implement a plan to recruit and utilize student volunteers.
- c. Identify and coordinate community service events.

7. The Student Public Affairs Committee shall:

- a. Develop and distribute information concerning University activities and events to the student community through various media.
- b. Prepare a monthly newsletter for distribution to the student community to inform students about the operations or changes in operations of various University services.

8. The Student Services Committee shall:

- a. Receive, investigate, and seek to resolve complaints regarding University Services.
- b. Evaluate, assess, and recommend student service proposals.

9. The UDC Beautification Committee shall:

- a. Assess the condition of classrooms, common areas, and grounds monthly to ensure cleanliness. This information shall be disseminated to all branches of the USGA, faculty, staff, and the Vice President of Student Affairs.
- b. Submit recommendations of ways to improve campus beautification in writing to the Vice President of Student Affairs.
- c. Sponsor programs involving students, faculty, staff, and administrators promote the necessity of maintaining an aesthetically pleasing, clean, and safe environment.

10. The Subcommittees

Each committee of the USGA shall create such subcommittees as it deems necessary to properly execute its duties and responsibilities.

Section 5 Quasi-independent Committees

Quasi-independent committees are intended to provide continuous operation without the day-to-day oversight of the USGA. Operations shall not be in conflict with this Charter. The creation of a Quasi-independent Committee must have the approval of the Student Senate and the Executive Council prior to the charter amendment.

1. The Election Board shall:

- a. Be comprised of two (2) representatives from each college who are elected by the Student Senate. The chairperson of the Elections Board shall be appointed by the USGA president in consultation with the Vice President of Student Affairs and the confirmation of the Student Senate. Members of the Board shall be independent of the Executive Council and Student Senate and can only be removed by a 2/3-majority vote of the full Senate.
- b. Oversee the elections of the USGA in accordance with the elections procedures adopted by the Student Senate and the provisions of this Charter.
- c. Participate in the certification of the eligibility of candidates with the assistance of the Office of Student Life and Services and the Office of the Registrar.

- d. Oversee the conduct of referenda when approved by the Student Senate.
- e. Recommend changes in the elections procedures for consideration by the Student Senate.
- f. The chairperson of the Elections Board shall sign requisitions by the Elections Board. Approved requisitions shall then be forwarded to the Vice President of Student Affairs.

Section 6 Classes

- 1. Freshman Class Sophomore Class Junior Class Senior Class
 - a. Each class shall elect a representative (excluding class presidents) to serve on the Judiciary Council.
 - b. Each class president shall serve as a member of the Student Senate.

Article IV - Finances

All matters regarding the finances and the Student Activity Fee Allocation Utilization and Requisition Procedures Manual shall govern the budget of the USGA.

Article V – Meetings

Section 1 USGA Meetings

Each component of the USGA may utilize the following types of meetings:

- Regular meeting schedules shall be published and disseminated so that anyone may attend the meetings. Decisions that will be binding on the USGA or on any of its committees must be acted upon in a regular meeting.
- 2. Special Meeting may be called by the chairperson with two (2) calendar days (not including weekends or holidays) written notice. The notice shall state the purpose of the special meeting.

Section 2 Meeting Requirements

- The various branches and committees of the USGA shall conduct regular meetings at least once a month. The Judiciary Council shall also meet whenever deemed necessary.
- The chairperson of a committee is required to communicate to committee members in writing the agenda at least twenty-four (24) hours in advance of all regular meetings.
- The quorum for the Judiciary Council, Student Senate, and Executive Council shall be fifty percent (50%) plus one (1) of the branch's current membership.
- 4. Minutes of meetings must be recorded, duplicated, and disseminated to the members of the USGA branch or committee.
- Robert's Rules of Order, Newly Revised, shall govern the conduct of all meetings of the USGA and organizations authorized and established except as otherwise provided in this Charter.

Article VI - Elections

Section 1 General Elections

- 1. The Elections Board shall conduct the general election of the USGA annually on the second Monday in April.
- 2. The election shall be in accordance with procedures adopted by the Student Senate.
- 3. The general election shall be utilized to decide matters requiring the undergraduate student body's approval via referenda and to elect the USGA executive council, Student Senate, and Judiciary Council.

Section 2 Judiciary Council Elections

- 1. The members of the Judiciary Council shall be elected as follows:
 - a. One (1) representative from each School and College via the USGA General Election.
 - b. One (1) representative from each School and College via the USGA General Election.

- 2. Elective office as a Judiciary Council member is limited to two (2) terms. An incumbent Council member may be elected to serve a second term.
- 3. If a member of the Judiciary Council (1) fails to attend two consecutive meetings without prior notification to the Chief Justice, (2) becomes incapacitated or is unable to complete the term of office, or (3) fails to discharge the duties of a Judiciary Council member, by two-thirds (2/3) majority vote of the entire membership, the Council can declare the member inept and a re- placement shall be elected within ten (10) calendar days.

Section 3 Special Elections

The Elections Board shall conduct special elections when directed by the Student Senate in accordance with the elections procedures and this Charter.

Section 4 Election

Irregularities

- 1. The election procedure shall include a process for making challenges to the Elections Board.
- Decisions of the Elections Board may be appealed in writing within three
 (3) calendar days to the Judiciary Council if, in the opinion of the chief justice of the Judiciary Council, any or all of the following occurs:
 - a. New evidence is developed that could alter the decision of the Elections Board.
 - b. A documentable error was made in the Elections Board's actions.

Article VII - Amendments

- 1. This Charter may be amended through the following process:
 - a. Any student senator may propose an amendment. An amendment must be adopted by a two-thirds (2/3) majority vote of the Student Senate.
 - b. The Judiciary Council then reviews the proposed amendment.
 - c. The Judiciary Council makes recommendations and comments to the Vice President of Student Affairs on the appropriateness and efficiency of the amendment.

- d. Through a referendum vote, a 2/3 majority of voting undergraduate students is required to ratify an amendment to the Charter.
- e. The Vice President of Student Affairs will transmit the proposed amendment to the University president for approval of the Board of Trustees.

Article VIII - Referendum

A proposed referendum must originate in the Student Senate. Upon a twothirds (2/3) majority vote of the full Senate, a referendum will be conducted during the next general election or special election. The proposal will be sent to the Vice President of Student Affairs to be forwarded to the University President for approval by the Board of Trustees.

Article IX - By-laws

Section 1

The USGA shall establish the By-laws of the USGA as directed in this Charter and as otherwise necessary to fulfill the responsibilities and functions of the USGA.

Section 2

The By-laws of the USGA may be an amendment to the By-laws set forth in the By-laws of the USGA.

Section 3

The initial bylaws of the USGA and each amendment to the By-laws shall be forwarded to the President of the University by the Vice President of Student Affairs upon adoption by the USGA. Unless the President of the University determines that a provision of the By-laws or an amendment to the By-laws would exceed the authority of the USGA under this Charter or violate the University Rules or the laws of the District of Columbia, the action of the USGA shall be approved. The President of the University shall inform the USGA of the disposition of amendments to the By-laws of the USGA. Approved amendments shall be effective upon receipt of notice of approval by the USGA.

GRADUATE STUDENT GOVERNMENT ASSOCIATION

Building 56, Level 1 Room 107

The GSGA offers opportunities for students to exercise leadership skills in affairs related to student life and development. It provides forums for the exchange of ideas, skills, information, and other resources of the University and the public and private sectors. Students are encouraged to participate in the Student Government Association.

ACADEMIC ADVISING

As a graduate student, you have been admitted to a specific department and degree program. Either the graduate program director or another faculty member in the program will be identified as your academic advisor. Students should consult with the Chairperson or the Program Director to identify an advisor.

GRADUATE STUDENT CLUBS & ORGANIZATIONS

- English Graduate Student Association Graduate Clinical Psychology Club Graduate Counseling Club
- Graduate Early Childhood Council (Chartered but Inactive)
- Graduate Student Government Association
- Master of Public Administration Student Association

For other information regarding Graduate Student Clubs & Organizations, please contact the Office of Student Life & Services at (202) 274-5900.

THE CHARTER & BY-LAWS OF THE GRADUATE STUDENT GOVERNMENT ASSOCIATION

The Preamble

The graduate students of the University of the District of Columbia shall work both collectively and individually to exchange ideas, share wisdom, and maintain a creative environment for achieving academic excellence and developing a viable University. Toward these ends, the Graduate Student Government Association of the University of the District of Columbia shall address the concerns, represent and serve as the protectorate of the welfare of the graduate student body and of those organizations functioning to serve the needs and interests of graduate students. Therefore, the Graduate Student Government Association of the University of the District of Columbia does hereby accept the trust and privileges vested in it by the Board of Trustees Charter Resolution Number 81-41 and, as a means for exercising these powers, does hereby formulate and establish the Constitution and By-laws.

Article I - Name

Section 1.0

As attested to and authorized by Board of Trustees Resolution Number 81-41, the name of this organization and the governing body shall be the Graduate Student Government Association of the University of the District of Columbia, herein or otherwise referred to as the GSGA.

Article II - Purposes

Section 2.0

The purposes of this association shall be to elect a representative graduate student government and to act as the duly authorized representative coordinating body for all graduate students and chartered Graduate Student University organizations.

Section 2.1

The GSGA shall provide leadership, motivation, and coordination for all graduate students toward achieving social and academic excellence; shall coordinate the academic, cultural and social activities of its membership with those of the faculty and administration of the University; and shall provide a forum for the exchange to ideas, skills, information, and other resources of the University community, as well as of the public and private sectors.

Section 2.2

The GSGA shall plan for the utilization of graduate student activity fees, present a budget in support of such plans, and participate with other graduate student organizations in making recommendations to the University administration concerning the establishment and allocation of activity fees for support of graduate student activity programs, subject to the final approval of the President of the University.

Article III - Membership

Section 3.0

Membership in this association shall be restricted to currently enrolled graduate students of the University of the District of Columbia.

Section 3.1

Each graduate student registered at the University is entitled to vote for the elective officers of GSGA. Proxy voting in GSGA elections is not allowed.

Section 3.2

Membership in this association terminates when the graduate student is no longer enrolled in a semester session of the University, at which time all rights and privileges of a GSGA member cease.

Article IV - Governing Council

Section 4.0

The Governing Council of the GSGA shall comprise two (2) entities: The Executive Committee and the Advisory Board.

Section 4.1

The Executive Committee shall consist of five (5) elective voting officers: The President, the Vice President, the Treasurer, the Recording Secretary, and the Corresponding Secretary. The Committee shall also consist of two (2) appointive, non-voting officers: The Sergeant-at-Arms and the Parliamentarian, for a total of seven (7) Executive Committee members.

Section 4.2

The duties and functions of the Executive Committee shall be:

- 1. To transact the general business and affairs of the association.
- 2. To establish and maintain the rules and procedures necessary for the proper and efficient conduct of the business and affairs of the association, which shall govern the activities of the GSGA in all cases in which they are applicable and in which they are not in conflict with the Constitution and Bylaws. Such rules and procedures shall be established, abolished and/or modified by a majority vote of the voting members of the Executive Committee.
- 3. To establish a calendar of all regular meeting dates to include, but not limited to, meetings to nominate and elect officers, approve budgets, and complete audits.
- 4. To prepare orientation materials and programs for members of the GSGA.
- 5. To approve membership of standing and special committees.
- 6. To ensure that all graduate student representatives are kept appraised of GSGA activities.
- 7. To present reports to general GSGA meetings.
- 8. To develop plans in coordination with the Faculty Advisor for the installation of officers.

- 9. To develop, prepare and submit to the GSGA for approval a budget and program for the fiscal year, which would include a sub-budget for each of the participating organizational members of the GSGA.
- To fulfill routine budget and program needs within the limits of the approved budget and sub-budgets in accordance with the policies of the University.
- 11. To notify officers when they become derelict in their GSGA duties and functions.
- 12. To schedule and hold monthly meetings of the Committee during the Fall and Spring Semesters.

Section 4.3

The Advisory Board Shall Consist of one (1) representative from each student organization in the graduate degree-granting program and one (1) representative from each of the other duly chartered University-wide graduate clubs and organizations.

Section 4.4

The duties and functions of the Advisory Board shall be:

- To represent and transmit to the Executive Committee the interest of the graduate students of the respective degree-granting programs and of the other duly authorized University-wide graduate clubs and organizations.
- 2. To appraise their respective graduate student population, which they represent, of all applicable information and activities of GSGA.
- To schedule and hold at least one meeting in the Fall and one meeting in the Spring Semester and to schedule and hold such other meetings as necessary.

Section 4.5

The Vice-President shall chair the meetings of the Advisory Board. Except in the instance of having to break a tie vote of that body, he/she shall be a non-voting chair.

Section 4.6

For the proper and efficient operation of its affairs, the Advisory Board, by majority vote, may establish from time to time needed committees and chairs for those committees.

Article V – Faculty Advisor

Section 5.0

The Governing Council of the GSGA shall be advised by a Faculty Advisor. The Faculty Advisor shall be appointed by the Vice President of Student Affairs of the University upon the recommendation of the GSGA Executive Committee.

Section 5.1

The Faculty Advisor shall:

- 1. Provide technical assistance to the GSGA in order that the association may carry out its goals and objectives effectively and efficiently.
- Apprise the GSGA of University policies, procedures and guidelines, and any changes relative thereto, sources for the benefit and welfare of the University's graduate students.
- 3. Meet regularly with the GSGA, the designated meetings being the Biannual meetings and a meeting to approve the proposed annual budget.

Article VI – Election/ Appointment of Officers/ Representatives

Section 6.0

The election and appointment of Executive Committee Officers shall be governed by the following requirements:

- 1. Nomination of officers shall take place in the month of February of each year.
- 2. Election of officers shall take place in the month of March of each year.
- The President, Vice President, Treasurer, Recording Secretary and Corresponding Secretary shall be elected to office by the membership of GSGA.

- 4. Installation of election officers shall take place within two (2) weeks of their election.
- 5. The Sergeant-at-Arms and Parliamentarian shall be appointed by the President, with the approval of the Executive Committee.
- 6. The appointment of appointive officers shall take place within a period of two (2) weeks after the installation of elective officers.
- 7. The term of office shall be for a period of one (1) year or for such time until a successor is elected or appointed.
- 8. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.

Section 6.1

The election and/or appointment of representatives to the Advisory Board shall be governed by the following requirements:

- Each graduate student organization shall conduct an annual election of its membership and elect the graduate student representative to the Advisory Board.
- If a student organization belonging to a graduate degree-granting program is unable to elect its representative by April 1 of each year or if the organization is not yet formed, the GSGA Executive Committee shall appoint the representative on or before April 15 of each year.
- 3. The name of the representative of each student organization in each graduate degree-granting program shall be submitted to the Executive Committee in writing over the signature of the respective Department Chairperson by April 1 of each year. Otherwise, the Executive Committee shall appoint the representative on or before April 15 of each year.
- 4. The name of the representative of each University-wide graduate student organization shall be submitted to the Executive Committee in writing over the signature of the respective Faculty Advisor by April 1 of each year; otherwise, the Executive Committee shall appoint the representative on or before April 15 of each year.
- 5. The term of office shall be for a period of one (1) year or for such a period until a successor is elected or appointed.

Section 6.2

Only graduate students duly registered in the University and in good academic and financial standing with the University may run for and/or hold elective office or be appointed to appointive office. They shall have completed nine (9) credit hours with a grade point average of 3.0 in their graduate work; and must have been enrolled in a minimum of six (6) graduate academic hours at the time of their nomination, election, installation, and/or appointment to office and while they hold office.

Section 6.3

A person shall not be eligible to serve on both the Executive Committee and the Advisory Board at any given time, with the notable exception of the Vice President of GSGA; nor shall a person be eligible to hold two officers at any given time within either body, except as the qualifying chair of a committee. The President of GSGA shall be an ex officio non-voting member of all standing and special committees of the Executive Committee.

Article VII - Duties of Officers

Section 7.0

The President of GSGA shall:

- 1. Preside at the meetings of the GSGA and the Executive Committee.
- 2. Coordinate the work of the officers and committees of the GSGA.
- 3. Represent the GSGA at public and private functions.
- 4. Sign all requisitions for the expenditure of graduate student funds and countersign, when appropriate and necessary, checks for disbursement as authorized by the Executive Committee and/or the GSGA.
- 5. Appoint all Standing and Special Committees with approval of the Executive Committee.
- Perform such other duties as assigned to him/her by the GSGA or Executive Committee and/or as additionally prescribed in the Constitution and By-laws.

Section 7.1

The Vice President of GSGA shall:

- 1. Perform the duties of the President during his/her absence or disability.
- 2. Chair meetings of the Advisory Board. Break tie votes.
- 3. Perform such other duties as assigned to him/her by the GSGA or the Executive Committee and/or as additionally prescribed in the Constitution and By-laws.

Section 7.2

The Treasurer of GSGA shall:

- 1. Chair meetings of the Financial Committee.
- 2. Maintain an accurate account of receipts and expenditures.
- Make disbursements in accordance with approved budgets as authorized by the Executive Committee and/or the GSGA in accordance with University guidelines.
- 4. Countersign requisitions for disbursement of graduate student funds and sign, when appropriate and necessary, checks for disbursement as authorized by the Executive Committee and/or GSGA.
- 5. Perform a review of canceled checks annually, paid requisitions, and invoices drawn against the GSGA account, and report summary findings to GSGA. The annual review and report shall be presented to the GSGA before the Treasurer relinquishes his/her office, or as otherwise directed by the GSGA, but not later than the annual election of GSGA officers.
- Perform such other duties as may be assigned to him/her by the GSGA or the Executive Committee and/or as additionally prescribed in the Constitution and By-laws.

Section 7.3

The Recording Secretary of GSGA shall:

 Record the minutes of all meetings of the GSGA, the Executive Committee, and the Advisory Board, and serve as the custodian for all official GSGA records.

- Maintain GSGA documents to include, but not limited to, the Constitution and By-laws, minutes of meetings, reports of committees, publications, events and other appropriate materials as a part of the permanent record of the GSGA.
- 3. Maintain up-to-date records of the chairpersons and officers of the graduate student organizations of the degree-granting- programs and other graduate student clubs and/or organizations.
- 4. Maintain a record of regulations, guidelines, resolutions and other documents of the University which pertain to the GSGA.
- Perform such other duties as may be assigned to him/ her by the GSGA or the Executive Committee and/or as additionally prescribed in the Constitution and By-laws.

Section 7.4

The Corresponding Secretary of GSGA shall:

- 1. Notify the general graduate student body of meetings and other activities.
- 2. Maintain a listing of all duly enrolled graduate students and their latest recorded address.
- 3. Maintain a listing of all representatives to the Advisory Board from all qualifying graduate student programs, organizations and clubs.
- 4. Perform such other duties as may have been assigned him/her by the GSGA or the Executive Committee and/or as additionally prescribed in the Constitution and By-laws.

Section 7.5

The Sergeant-at-Arms of GSGA shall:

- 1. Maintain order at all meetings and functions of the GSGA.
- Perform other duties as assigned by the President and/or the Executive Committee and/or as additionally prescribed in the Constitution and By-laws.

Section 7.6

The Parliamentarian of GSGA shall:

- Assist and advise the presiding officer of GSGA, Executive Committee and Advisory Board meetings on points of parliamentary law, and give similar advice to other members of the GSGA, Executive Committee and Advisory Board when they so request.
- Perform other duties as assigned by the President and/or the Executive Committee and/or as otherwise prescribed in the Constitution and By-laws.

Article VIII - Standing and Special Committees

Section 8.0

There shall be four (4) Standing Committees of GSGA until otherwise provided in the Constitution and Bylaws. The four Standing Committees shall be:

- The Program Committee. The duties of this committee shall be to conduct education and social programs for the graduate and Universitywide student communities.
- 2. The Legislation Committee. The duties of this committee shall be to consider and recommend action on proposed amendments to this Constitution and By-Laws, as well as to initiate amendment proposals deemed appropriate to the efficient functioning of the GSGA.
- 3. The Financial Committee. The duties of this committee shall be to initiate and prepare GSGA's annual budget; to recommend GSGA action on proposed sub-budgets of the graduate student organizations referred to in Section 4.2 (h) of this document; to conduct an annual audit of GSGA's financial status; and to carry out overall financial oversight of the GSGA.
- 4. **The Judicial Committee.** The duties of this committee shall be to interpret and adjudicate disputes arising from the administration of the Constitution and By-laws.

Section 8.1

Special Committees may be formed from time to time for purposes necessary for the proper and efficient functioning of the association.

Section 8.2

Members of each Standing and Special Committee shall be selected and appointed by the President from among the members of the Governing Council and/or the general GSGA membership, with the advice and consent of the Executive Committee.

Section 8.3

The Chairperson of each Standing and Special Committee shall be selected and appointed by the President, from among the members of the Governing Council and/or the general GSGA membership, upon the advice and consent of the Executive Committee with the following notable exception, the Treasurer of GSGA shall chair the Financial Committee.

Section 8.4

The Executive Committee is responsible for supervising the activities of the Standing and Special Committees. The chairperson of each committee shall present the committee's plan of work to the Executive Committee for approval prior to the implementation of any Committee activity or work.

Section 8.5

The chairperson and members of a Standing Committee or Special Committee shall serve for a period of one (1) year and/or until a successor has been appointed or elected.

Section 8.6

The President of the GSGA shall be an ex-officio member of all Standing and Special Committees.

Section 8.7

The chairperson of all Standing and Special committees shall submit to the Recording Secretary a listing of all members of the committee, as well as copies of all official committee documents.

Article IX - Meetings

Section 9.0

There shall be biannual meetings of the GSGA, one during the fall semester and the other during the spring semester of the academic year, commencing with the spring of each year. The fall semester meeting shall be held in October of each year and shall include orientation activities as a part of the agenda. The spring semester meeting shall be held in February of each year and shall include the nomination of candidates for the elective offices of the GSGA Executive Committee as a part of its agenda. The biannual meetings shall be held as prescribed above unless otherwise requested by a two-thirds (2/3) vote of the Executive Committee. Notice of biannual meetings, signed by the Corresponding Secretary (or other officer designated by the Executive Committee), shall be mailed to the last recorded address of each graduate student at least fourteen (14) days before the time appointed for the meeting.

Section 9.1

Special meetings of the GSGA may be called by the President or upon a majority vote of the members of the Executive Committee. Notice of any special meeting shall be mailed to each graduate student at his last recorded address at least fourteen (14) days in advance of the meeting date, with a statement of time, place and information regarding the subjects to be considered in the meeting.

Section 9.2

Meeting of the Executive Committee shall be governed by the following provisions:

1. The Executive Committee shall schedule and hold regular monthly meetings during the fall and spring semesters of the academic year.

- 2. The President of GSGA shall preside at the meetings.
- 3. Meetings other than the regularly scheduled meetings may be called by the President or by a majority vote of the Executive Committee officers, with prior due notice having been given to all officers.
- A quorum of the Executive Committee at any of its meetings shall consist
 of at least three of its elective officers, with prior due notice having been
 given to all officers.
- 5. Any member of the Executive Committee unable to attend a meeting shall give prior notice of his/her absence to the President or the Corresponding Secretary (or other designated officer). If an Executive Committee member is absent from three (3) consecutive meetings for reasons which the Executive Committee deems unacceptable, the resignation of that Executive Committee member shall be deemed tendered and accepted.

Section 9.3

Meetings of the Advisory Board Shall be governed by the following provisions:

- 1. The Advisory Board shall schedule and hold at least one meeting in the fall semester and one meeting in the spring semester of the academic year.
- 2. The Vice President shall preside at the meetings. Except in the instance of having to break a tie vote of the Advisory Board, he/she shall be a nonvoting chair.
- 3. Other meetings may be scheduled and held as needed.
- 4. A quorum of the Advisory Board constitutes two-thirds (2/3) of the currently serving members.

Article X - Vacancies

Section 10.0

A vacancy occurring in the office of the President shall be filled by the Vice President, who shall succeed to that office.

Section 10.1

A vacancy occurring in the GSGA Executive Committee office, other than the President, shall be filled by appointment of the President with the approval through the majority vote of the Advisory Board.

Section 10.2

A vacancy occurring in any GSGA Advisory Board shall be filled by appointment of the President upon the recommendation of the appropriate graduate program, organization and/or club, with the approval of the Advisory Board through a majority vote.

Section 10.3

All vacancies shall be filled within two (2) weeks of their occurrence.

Article XI - Expulsion and Recall

Section 11.0

Expulsion and recall of any GSGA officer shall be governed by the applicable provisions of the latest edition of Robert's Rules of Order Revised.

Article XII - Parliamentary Authority

Section 12.0

The latest edition of Robert's Rules of Order Revised shall govern the activities of the GSGA in all cases in which they are applicable and in which they are not in conflict with the Constitution and By-laws of the GSGA.

Article XIII - Bonding

Section 13.0

At the direction of the Executive Committee, any officer of the GSGA shall furnish a fidelity bond, at the expense of the GSGA, in such a sum as the

Executive Committee shall prescribe.

Article XIV - Resolution

Section 14.0

By resolution of the Executive Committee, the GSGA may provide for the indemnification of any or all of its officers or former officers against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they, or any of them in connection with the defense of GSGA, except in relation to matters of which such an officer or former officer shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty, and to such matters as shall be settled by agreement predicated upon the existence of such liability for negligence or misconduct.

Article XV - Amendments

Section 15.0

This Constitution and By-laws may be amended by the membership of the GSGA through the procedure hereinafter provided. A quorum of the Executive Committee shall consider and affirm the proposed amendments by two-thirds (2/3) votes thereof. Notice of amendment or amendments, including instructions regarding voting procedures, shall be mailed by the Corresponding Secretary or an otherwise designated member of the Executive Committee to the membership of at least fourteen (14) days before the date upon which the vote is to be tabulated. Approval shall be effected upon an affirmative vote of two-thirds (2/3) or more of the membership in accordance with instructions and shall have been set forth in the notice provided by the Executive Committee for the approval of the proposed amendment.

Section 15.1

All amendments to the Constitution and By-laws are subject to the approval of the Board of Trustees of the University.

SECTION VI CODE OF STUDENT CONDUCT



UNIVERSITY POLICIES

The Code of Student Conduct is established to foster and protect the core missions of the University, to encourage the scholarly and civic development of the University's students in a safe and secure learning environment, and to ensure that the people, properties and processes support the University and its mission. The core missions of the University are research, teaching and learning, and service. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the University are central to these missions.

Preamble

The University of the District of Columbia is a community of scholars in which the ideas of freedom, inquiry, thought, expression and individuality are sustained, and the rights of everyone are respected. Students who are admitted and attend the University shall take responsibility for conducting themselves in ways that reflect the University's mission and comply with this Code. **The goals of this Code include:**

- 1. Recognizing that the intellectual and educational climate of the University shall be maintained as the University's highest priority.
- 2. Protecting the opportunity for each student to attain his or her educational objectives.
- 3. Protecting the physical and mental health, safety and welfare of each member of the University community.
- 4. Protecting the property rights of all members of the University community.
- 5. Protecting and promoting the human rights of all members of the University community.
- Ensuring that students have a right to privacy in accordance with the policy expressed in the Family Educational Rights and Privacy Act of 1974 (FERPA).
- Ensuring that students have the right and responsibility to report, in good faith and without fear of retaliation, violations of this Code or any other policy of the University to appropriate academic or administrative officers of the University.

The Code of Student Conduct (a) establishes the student judicial system, (b) identifies academic and nonacademic misconduct that results in sanctions as outlined herein, (c) explains the step-by-step process and procedures for appeal of decisions, and (d) outlines the journal process by which a student shall challenge his or her treatment with respect to any aspect of grading or related issues of academic performance in the classroom. Violations of local ordinances and state or federal law on or off the University's premises during University activities may result in disciplinary action.

The University reserves the right to take appropriate actions to protect its interests and to secure its continuing operations. In cases of action by civil authorities, the University reserves the right to proceed with disciplinary action even if criminal proceedings are pending. The outcome of disciplinary action will not be subject to the challenge providing that criminal charges involving the same incident were dismissed or reduced.

Students are selected in concert by the Vice President for Student Affairs or designee, the Vice President of Academic Affairs or designee, the Undergraduate Student Government Association, and the Graduate Student Government Association to assume positions of responsibility in the University's student judicial system so that they might contribute their skills and insight to the resolution of disciplinary cases. Students will be asked to recuse themselves on a case-by-case basis from a judicial committee if there is a conflict of interest.

The provisions of the Code of Student Conduct are not to be regarded as contractual covenants between the University and the student. The University reserves the right to change the policies and procedures herein at any time. The Code of Student Conduct will be made available to all new students. In addition, the Code of Student Conduct will be made available for review in the following locations: Division of Student Affairs, Office of Judicial Affairs, Office of Student Life and Services, Student Government offices, Deans' offices, the Learning Resources Division, and the University website.

COOPERATION WITH LAW ENFORCEMENT AUTHORITIES

The University cooperates fully with law enforcement authorities. Violations of the Code that are also violations of federal or local law may be referred to the appropriate non-University authority. In such situations, a case may proceed concurrently under this Code while it is also being processed under the criminal justice system.

The University of the District of Columbia Police (UDCP) works closely with area law enforcement agencies, particularly the Washington, DC Metropolitan Police Department (MPD). UDCP officers have full powers of arrest, search and seizure on all University-owned and operated property and are usually the first to respond to calls for police services on campus. However, complainants may request that MPD respond to any reported offense or incident that may violate the law.

UNIVERSITY OF THE DISTRICT OF COLUMBIA CODE OF STUDENT CONDUCT

Approved by The Board of Trustees of The University of the District of Columbia August 12, 2009

Code of Student Conduct

The Code of Student Conduct identifies those behaviors considered unacceptable in academic and non-academic settings and are not permitted by students of the University while on University property, University sponsored activities or while representing the University in the community. Articles I-IX defines the procedures and related policies for academic and non-academic misconduct and are outlined below:

Article I. Academic Misconduct

Academic misconduct includes but is not limited to activities and behavior defined below. Notwithstanding the definitions contained in this Article, the University reserves the right to determine that academic misconduct has occurred in any situation.

- 1. AIDING OR ABETTING: Knowingly helping, procuring or encouraging another person to engage in academic misconduct.
- 2. CHEATING: Includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisitions, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
- 3. FABRICATION: Any dishonesty or deception in fulfilling an academic requirement, including but not limited to transcripts, identification, birth certificates or visas.

- 4. PLAGIARISM: Includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
 - a.) Use or possession of unauthorized material or technology during an examination (any written or oral work submitted for evaluation and/or grade), such as tape cassettes, notes, tests, cell phones, iPods, calculators, programmed calculators, other technological aid, or computer programs not permitted for classroom use.
 - b.) Obtaining or furnishing assistance with or answers on assignments for which collaboration is not specifically allowed from another person with or without that person's knowledge.
 - c.) Representing as one's owned an examination taken by another person.
 - d.) Taking an examination in the place of another person.
 - e.) Obtaining unauthorized access to the electronic or paper files of another person or agency or altering and/or destroying those files.
 - f.) Possession, use, distribution, or sale of unauthorized copies of an examination or computer program.

Article II. Non-Academic Misconduct

Non-academic misconduct is all misconduct that is not academic. It includes, but is not limited to, the activities and behavior defined below. Notwithstanding the definitions contained in this Article, the University reserves the right to determine that non-academic misconduct has occurred in any situation.

- 1. AIDING AND ABETTING: Helping, procuring, or encouraging another person to engage in non-academic misconduct.
- 2. ALCOHOL AND DRUG UNAUTHORIZED USE:
 - a.) Consuming or possessing alcoholic beverages on University premises includes failing to comply with local laws governing the transporting or sales of alcoholic beverages which has not been authorized by a University official.

- b.) Exhibiting behavior that indicates intoxication or drug use while on University-owned or controlled property or while attending a University sponsored event.
- c.) Unauthorized use or possession of any controlled substance other than one duly prescribed by a licensed physician.
- d.) Knowingly violating the University of the District of Columbia Drug and Alcohol Abuse policy whether the intoxication or drug use has occurred on campus or off-campus prior to coming onto University property. (See Appendix II)
- ASSAULT: Knowingly or recklessly threatening or attempting to cause serious physical harm to another. This includes threats or attempts at physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of any person.
- 4. BATTERY: Refers to an encounter where physical contact or abuse occurs or is threatened between two or more persons with weapons, blows or other personal violence and that may include pushing, shoving, and other acts of physical abuse.
- 5. ASSAULT/SEXUAL MISCONDUCT: Refers to any unwanted touching or physical contact, directly or indirectly, of a sexual nature. In addition, this includes verbal or explicit verbal attacks such as lewd comments towards the victim in a sexual nature. Sexual misconduct may occur without regard to the gender of the actor or the victim. Violations of the University sexual harassment policy may also be considered misconduct under this section.
- 6. HARASSMENT: Conduct that has the foreseeable effect of unreasonably interfering with an identifiable individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment for an individual or a group of people. Also, refers to a form of verbal, visual, written or physical act directed at intimidating any member of the University community, either on or off-campus. This includes creating an environment that demeans and inflicts psychological or emotional harm or results in undue stress to an individual. This also applies electronically through the use of technology (e.g., telephone, text messaging, computer, electronic mail, faxes and iPods or other electronic devices/media).

- 7. DESTRUCTION OF PROPERTY: Damaging, destroying, defacing, littering, or tampering with the property of the University or the property of another person or organization while on University property or while attending a University-sponsored event.
- 8. DISHONESTY AND MISREPRESENTATION: Knowingly or recklessly furnishing false written or oral information including, but not limited to, false identification to University officials or forging, altering, or misusing University documents or records.
- DISRUPTION/OBSTRUCTION: Disrupting, obstructing, or interfering with University functions, activities or the pursuit of the University mission, including but not limited to research, teaching, administration, disciplinary proceedings, or other University activities or events.
- 10. DISTURBING THE PEACE: Disturbing the peace of the University, including but not limited to disorderly conduct, failure to comply with an order to disperse, fighting, quarreling, and /or being in a state of intoxication or impairment due to unlawful alcohol or drug usage.
- 11. FAILURE TO COMPLY AND IDENTIFY: Failing to comply with the directions of University officials, administrators, campus police, or the Judicial Board acting pursuant to their duties or the written rules of the University.
- 12. FAILURE TO COMPLY WITH SANCTIONS: Failing to comply with sanctions imposed in accordance with the procedures herein.
- 13. FALSE CHARGES OR STATEMENTS: Knowingly furnishing false information, allegations or reports, including testimony at University judicial hearings to any University official.
- GAMBLING: Participating in games of chance that are prohibited by law or applicable policy.
- 15. HAZING: Includes, but is not limited to, an action taken or a situation created by an individual, or group organization, that can possibly impart any form of physical or emotional distress (e.g., generally an act or situation which endangers the mental or physical health or safety of a student for the purpose of initiation, admission into, affiliation with or as a condition of continued membership in a group organization), embarrassment, harassment or ridicule. Groups are held responsible for the actions of their members, including but not limited to pledges, pre-initiates, and associates.

- 16. IDENTIFICATION, MISUSE OF: Unauthorized transferring, lending, presenting, borrowing or altering University identification or any record or instrument of identification, including the unauthorized use of such to change, alter, and deter grades or University records, and the unauthorized use of another individual's password.
- 17. INFORMATION TECHNOLOGY, MISUSE OF: Theft or abuse of information (e.g., computer, electronic mail, voice mail, telephone, fax, iPods, or any other electronic devices/media), including but not limited to:
 - a.) Abuse of authorized entry into a file, computer system, or database to use, read or change the contents, or for any other purpose.
 - b.) Unauthorized transfer or distribution of a file.
 - c.) Unauthorized use of another individual's identification and password.
 - d.) Unauthorized use of information technology to send or receive obscene, threatening or sexual messages (i.e., pornographic images) in a public display (e.g., computer labs, classrooms, libraries, etc.).
 - e.) Unauthorized use of information technology to interfere with the work of another student, faculty member or University official.
 - f.) Unauthorized use of information technology to interfere with the normal operations of the University's systems.
 - g.) Unauthorized use of information technology to destroy data or files through tampering, creating viruses or other systems that impede access to the system.
 - h.) Unauthorized use of any other form of information technology that violates the Office of Information Technology's Internet Access and Use Policy, which can be found at: http://oit.in2.udc.edu/docs/internet.pdf.
- 18. LAW, VIOLATION OF: Violating criminal laws (federal, state or local) on campus where the foreseeable effect is to interfere with the University's organizational objectives, mission or responsibilities or to violate any portion of this Code.
- 19. MENACING: Knowingly causing another person to believe that the offender will cause serious physical harm to another, a member of their immediate family or their property.

- PROPERTY OR SERVICES, UNAUTHORIZED USE: Unauthorized use or possession of property or resources of the University or of a member of the University community or other person or entity.
- 21. PROBATION, VIOLATION OF: Violating the Code of Student Conduct while on University disciplinary probation or violating the specific term of that probation will be cause for additional sanctions.
- 22. SAFETY EQUIPMENT, MISUSE OF: Unauthorized use or alteration of firefighting equipment, safety devices, fire alarms, fire extinguishers or other emergency devices. Failing to conform to safety regulations, such as falsely reporting an incident or failure to evacuate facilities in a timely manner in emergency situations or in response to fire alarms.
- 23. SMOKING POLICY, VIOLATION OF: Violating the smoking policy of the University, possessing a lit tobacco product or other illegal tobacco type substance anywhere inside a University building according to the UDC Board of Trustees Resolution No. 93-4 and DC Law 3-22.
- 24. STOLEN PROPERTY, POSSESSION OF: Unauthorized possession of property that has been stolen or that may be identified as the property of the University or any person or entity.
- 25. THEFT: Unauthorized possession of property or materials of the University or member of the University community.
- 26. TRESPASS OR FORCIBLE ENTRY: Unauthorized trespass or forcible entry into any University building, structure or facility or onto University property.
- 27. UNIVERSITY KEYS MISUSE OF: Unauthorized use, distribution, duplication or possession of any keys issued for any University building, laboratory, facility or room.
- 28. UNIVERSITY POLICIES OR RULES, VIOLATION OF: Any violation of published University of the District of Columbia policies or rules is a violation of the Code of Student Conduct.
- 29. WEAPONS: Unauthorized possession or use of a firearm or explosive device of any description and anything knowingly used to threaten or harm including, but not limited to, firecrackers, compressed air guns, pellet guns, BB guns, paint guns, bow and arrow(s), knives, box cutters, sharp instruments, biological agents, dangerous chemicals, stun guns, brass or metal knuckles, and water guns will result in an immediate sus-

- pension from the University. This includes any object which can be used as a dangerous weapon and any items used that pose a potential threat to others.
- 30. DISORDERLY CONDUCT: Refers to a form of lewd and indecent behavior, of peace, or aiding, abetting, or procuring another person to breach the peace on the University's premises or at functions sponsored by or participated in by the University.
- 31. HARBORING: Knowingly harboring on, or transporting to, Universityowned or operated property a fugitive, student, employee or any other individual who has been officially barred from the University or for whom there is an outstanding warrant.
- 32. THREAT: Knowingly to intend harm verbally or cause bodily harm to another person on campus either by that particular individual or by someone else who will bring harm onto that person as a second party.
- 33. TERRORISTIC THREATS: Any act including, but not limited to, the use of force or violence and/or threat thereof against any person or group(s) of persons, whether acting alone or on behalf of, or in connection with, any organization(s) or government(s) committed for political, religious, ideological or similar purposes, including the intention to influence any government and/or to put the public or any of the public in fear. Also includes falsely reporting the presence of a bomb or any other dangerous device or condition. These acts will result in immediate suspension from the University.
- 34. RETALIATION: Harassment of complainant or other person(s) alleging misconduct, including, but not limited to, intimidation, threats or unwanted physical contact. Person(s) found in violation of this section will receive an immediate suspension from the University.
- 35. ARSON: The malicious or fraudulent burning of property, creating fires or open flames, and/or lighting flammable materials in a building or facility on University premises. Causing or creating a fire or any other condition that jeopardizes the safety of individuals. These acts will result in immediate suspension from the University.
- 36. OFF-CAMPUS STUDENT BEHAVIOR: Individuals and groups sponsoring activities off-campus have a responsibility to conduct such activities within the laws and ordinances of the community. The University expects that students will conduct themselves in a manner

that demonstrates their respect for the rights of others; this expectation is paramount when students are representing the University off-campus. The University reserves the right to take appropriate action when the behavior of an individual group and/or organization interferes with the mission of the University and presents a danger to the health, safety and wellbeing of others.

The Code of Student Conduct shall apply to all lands leased or owned by the University, as well as to any location where students are engaged in University activities. Examples of such coverage include, but are not limited to:

- 1. University athletic and academic teams traveling to off-campus events;
- 2. Student Government Association's off-campus activities;
- 3. Student clubs and/or student teaching programs;
- 4. Off-campus student internships;
- 5. Community service and/or student internship programs;
- 6. Study abroad programs; and
- 7. Participation in Consortium Program of Colleges and Universities.

For more information, visit:

udc.edu/student-life/student-conduct/code-and-policies

Article III. Student Groups & Organizations.

- A student group or organization and its officers may be held collectively or individually responsible when those associated with the group or organization have received the tacit or overt consent or encouragement of the group or organization or one of the group's or organization's leaders(s), officers or spokesperson(s) to violate the Code.
- 2. The officers, leaders, or any identifiable spokespersons for a student group or organization acting on the group's or organization's behalf may be directed by the Vice President for Student Affairs or a designee to take appropriate action designed to prevent or end violations of the Code. Failure to make reasonable efforts to comply with the Vice President for Student Affairs or designee's directives shall be considered a violation of the Code by the officers, leaders or spokesperson for the group or organization and by the group or organization itself.

Article IV. Sanctions for Misconduct

A student found by a preponderance of the evidence to be in violation of the Code of Student Conduct will be subject to University sanctions. Sanctions shall be imposed according to the severity of the misconduct. In all cases, the University shall reserve the right to require psychiatric, psychological, or other counseling and/or testing of the student as deemed appropriate.

Definition of Sanctions: The following sanctions, as defined below, may be consequences of a violation of the Code of Student Conduct. Each sanction may be separately or cumulatively applied should the behavior call for the imposition of a more severe penalty.

- Administrative Hold: A status documented in the Registrar's official file
 which precludes the student from registering, receiving transcripts or
 from graduating until clearance has been received from the Vice
 President for Student Affairs or designee or the Vice President of
 Academic Affairs or designee in accordance with University rules.
 Specification of the administrative hold will be noted on the student
 information electronic file (Banner).
- 2. Disciplinary Reprimand: The student is warned in writing that his or her behavior is unacceptable and further misconduct may result in further sanctions or disciplinary action.
- 3. Disciplinary Probation: A student may receive specified restrictions and/ or extra requirements for a specified period of time. The student may be restricted from participating in intercollegiate activities, extracurricular events, or other activities not academic in nature but consistent with the mission of the University. During the probationary period, the student shall not represent the University in any extracurricular activity, run for, or hold office in any student group or organization. Additional restrictions or conditions may also be imposed. A student may be required to meet periodically with designated persons. Notification will be sent to the appropriate University offices. Failure to comply with the conditions of probation may result in disciplinary suspension or dismissal from the University. Specification of the disciplinary probation will be noted on the student information electronic file (Banner). Summary notations of the violations will be posted on the student information electronic file.

- 4. Restitution: Compensation for loss, damage or injury. The student may be required to make payment to the University or to other persons, groups, or organizations for those damages incurred as a result of a violation of this Code. The student who is in violation of restitution will be notified in a letter of instructions of where and when to make those payments. In some cases, the student may have to make restitution by a specific deadline.
- 5. Discretionary Sanctions: Work assignments, service to the University, or other related discretionary assignments (such assignments must have prior approval of the Vice President for Student Affairs or designee, or the Vice President for Academic Affairs or designee, as appropriate, although the relevant Vice President may delegate approval authority to the various Hearing Officers). The sanction must take place on the premises of the University of the District of Columbia.
- 6. Suspension: The student shall be prohibited from attending the University and from being present on University property without the permission of the sanctioning officer or designee on University property for a specified period. The appropriate hearing authority shall determine the effective beginning and ending dates of the suspension. A suspended student will be withdrawn from all divisions of the University for at least the remainder of the semester or session in progress. A student who is suspended from the University is not eligible for return of tuition or fees paid (whether in full or pro-rated) from the University. The student shall be required to apply for readmission to the University. Suspension requires the administrative review and approval of the Vice President for Student Affairs or designee or the Vice President of Academic Affairs or designee. Specification of the suspension will be noted on the student information electronic file (Banner). Summary notations of the violations will be posted on the student information electronic file.
- 7. Interim suspension: An interim suspension is effective immediately without prior notice whenever there is evidence that the continued presence of the student on the University campus or property poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal University functions. The student shall begin the interim suspension immediately upon receipt of notice from the President, College Dean, the Vice President for Academic Affairs, or the Vice President for Student Affairs or a designee.

- (a). An interim suspension restricts the student's physical access to campus if deemed necessary by the Vice President for Student Affairs or designee, or by the Vice President for Academic Affairs or designee in order to:
 - (i) Protect the safety and health of any person;
 - (ii) Maintain order on University property;
 - (iii) Stop interference in any manner with the rights of citizens while on University-owned or controlled property, while on professional practice assignment or while representing the University;
 - (iv) Preserve the orderly functioning of the University and the pursuit of its mission; or
 - (v) Protect University property and the property of members of the University community.
- (b). The interim suspension may be imposed pending the disciplinary process.
- (c). Students on interim suspension are barred from University premises and University sponsored activities.
- (d). The suspending official shall schedule a hearing within three (3) business days of the interim suspension notice for the purpose of determining if the interim suspension shall remain in effect, be modified, or be revoked pending a disciplinary hearing. A student suspended on an interim basis shall be given an opportunity to appear before the Vice President for Student Affairs or designee or the Vice President for Academic Affairs or designee to discuss the following issues prior to the disciplinary hearing:
 - (i) The reliability of the information concerning the student's conduct; and
 - (ii) Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the University campus or property poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal University functions.
- 8. Expulsion: The student shall be permanently separated from the University. A notation will appear on the student's transcript. The student will also be barred from being on any University property, except by

- permission of the President of the University. A student who is expelled from the University is ineligible for the return of tuition and fees paid or to the University. Expulsion requires administrative review and approval by the President of the University. Specification of the expulsion will be noted on the electric file (Banner). Summary notations of the violations will be posted on the student information electronic file.
- 9. Sanctions on Student Organizations and Groups: Student organizations and groups in violation of University policy shall be subject to a maximum sanction of termination with the University or any lesser sanction, including but not limited to restriction or suspension of the use of facilities and services of the University, suspension of the privilege to sponsor fundraising events, the loss of funds allocated by the University, or restitution of damages. The club or organization in violation of the sanction must apply for reinstatement by the Vice President for Student Affairs or designee.
- 10. Other Disciplinary Sanctions: Other sanctions may be imposed by the Hearing authorities with or without disciplinary probation, including but not limited to:
 - (a). Monetary payments for restitution because of damage to or misappropriation of University or a University community member's property;
 - (b). Service to the University and/or University community;
 - (c). Restriction of access to campus facilities; and/or
 - (d). Referral for psychological, psychiatric or other counseling evaluation.

Article V. Procedures: Academic Misconduct

A. Initiating Actions

 Reporting Academic Misconduct: Academic misconduct shall be reported by any person with knowledge thereof. Academic misconduct should be reported to (1) the faculty member who is teaching the course and has responsibility for grading and (2) the respective Dean of the College/School in which the academic misconduct allegedly occurred. Any University employee who becomes aware of alleged academic misconduct must immediately report said misconduct to the Office of the Vice President for Academic Affairs. Notification of Interested Parties: Within five (5) business days of receiving an allegation of academic misconduct, the Office of the Vice President for Academic Affairs or designee will notify (1) the student, (2) the faculty member teaching the relevant course, (3) the Dean of the college in which the course is being taught and (4) the Dean of the student's home college.

B. First Level Informal Pre-Hearing Resolution

- Resolution by a faculty member: When possible, allegations of academic misconduct shall include the student and the appropriate faculty member. Upon receiving notification of a charge of misconduct, the faculty member shall schedule a meeting with the charged student in an attempt to resolve the allegation.
- 2. Remedies available to a faculty member: After meeting with the student, the faculty member must take one of the following actions based on the nature of the action:
 - (a). Dismiss the allegation,
 - (b). Alter a grade,
 - (c). Assign a failing grade to an assignment or course and/or
 - (d). Refer the matter for a Second Level Resolution.

These remedies remain at the discretion of the faculty member.

- 3. Notification of decision: The faculty member, within five (5) business days of taking action under subsection B. 2. of this Article, shall notify (1) the student, (2) the Office of the Vice President for Academic Affairs, (3) the Dean of the student's home college, and (4) the Dean of the college in which the course is taught. If the matter is not resolved at the faculty level, the Dean shall notify the Hearing Committee in the College/School in which the academic misconduct allegedly occurred within three (3) business days.
- 4. Student's right to appeal: The student may, within ten (10) business days of the date the faculty member transmits notice under subsection B. 3. of this Article, appeal the decision of the faculty member to the appropriate College Hearing Committee.

C. Second Level: Formal Hearing Resolution

Academic misconduct shall proceed to a formal hearing resolution if either (1) the faculty member determines that an informal pre-hearing resolution is inappropriate or (2) the student appeals the outcome of the informal pre-hearing resolution.

- College/School Hearing Committee: Formal hearing resolution shall be conducted by a College/School Hearing Committee, which shall investigate allegations of academic misconduct and recommend appropriate sanctions. Each college or school within the University shall maintain its own College/School Hearing Committee, following uniform standards promulgated by the Vice President for Academic Affairs.
 - (a). Chair of College/School Hearing: Each College/School Hearing Committee shall be chaired by a Dean of the student's home college or a designee appointed by the Dean for the term of one calendar year beginning at the start of each academic year. The Dean or appointed designee shall be a non-voting member of the Committee, except in the event of a tie.
 - (b). Composition of Committee: Each College/School Hearing Committee shall be composed of the Chair, two faculty members selected by the college faculty, and two students selected by the President, all of whom have received training in the University student code of conduct and the UDC academic policies and procedures; and, are selected at the start of the academic year and who serve a term of one calendar year beginning at the start of the academic year.
 - (c). Quorum: A quorum of the Committee shall be the Chair, one faculty representative, and one student representative.
 - (d). Challenges to Committee members: The student may challenge, for cause, the partiality of any student or faculty member of the Committee. Such challenge must be made to the Chair prior to the student's hearing before the committee, or else the challenge to a Committee member's partiality is waived. The Chair shall determine whether the challenge has merit, and such determination will be final. At the start of the hearing procedure, the Chair shall establish with all members present if there is any conflict of interest that may compromise the integrity of the hearing. If so, the respective members of the Committee will be directed to recuse themselves immediately from the proceedings.

- (e). Jurisdiction of Committee: Students shall be subject only to the College/School Hearing Committee of their home college.
- Formal Hearing Concerning Alleged Academic Misconduct: The relevant College/School Hearing Committee (hereafter referred to as the Committee) may conduct a formal hearing into an allegation of academic misconduct. The student must attend the hearing unless otherwise instructed by the Committee Chair.
 - (a). If the student declines to attend the hearing (or participate by other means), the hearing shall proceed in the absence of the student.
 - (b). The student may make a written submission to the hearing.
 - (c). The student may be accompanied at the hearing by an individual who is a member of the University. The individual is present as a support to the student and is not an advocate or spokesperson for the student. In exceptional cases, for example, a student with a disability that affects communication, the Chair may give permission for the individual to speak on behalf of the student.
 - (d). Neither the student nor any other person participating in the hearing is entitled to be legally represented.

Prior to the hearing, the Committee shall provide the student with a copy of (or access to) all written materials and other evidence available to the committee.

The Committee may call witnesses to give evidence at a hearing or may receive written statements of evidence. If the Committee thinks it appropriate or if the student requests it, the Committee may require persons to attend the hearing and answer questions. The student may ask questions of any witnesses in attendance at the hearing.

The student may make submissions to the Committee after the evidence of all witnesses has been given. The student's submissions may be oral or in writing.

As an outcome of the hearing, the Committee may take one of the following actions:

- (a). Dismiss the complaint of academic misconduct;
- (b). Provide the student with a warning together with information about acceptable academic conduct;

(c). Decide that the student is guilty of academic misconduct and impose a penalty as defined in the Sanctions for Misconduct section.

The student shall be informed in writing of the decision of the Committee, including the reasons for the decision. Should the decision affect the enrollment status of the student, notification will also be sent to the Registrar, who will annotate the academic record with the specific disciplinary action.

If a student has been found guilty of academic misconduct on more than one occasion and has previously been penalized, the penalty shall normally be expulsion from the program unless, in the opinion of the relevant Committee, there are mitigating circumstances.

- 3. Committee's Recommendation: The Chair, no later than five (5) business days after the Committee makes its recommendation, shall notify the Dean of the home college or school of the recommendation.
- 4. Committee Decision: The Chair shall take one of the following actions:
 - (a). Approve the Committee's recommendation,
 - (b). Modify and approve the Committee's recommendation, or
 - (c). Remand the case to the Committee with instructions for further review.
- 5. Notification of Decision: The Chair shall, within five (5) business days of taking action under Subsection C.4. of this Article, shall notify (1) the student, (2) the Office of the Vice President for Academic Affairs, (3) the Dean of the student's home college and (4) the Dean of the college in which the course is being taught.
- 6. Student's Right to Appeal: The student may, within five (5) business days of the date the Chair transmits notice under Subsection C.4. of this Article, appeal the decision of the College/School Hearing Committee to the Student Appeals Committee, as set forth in Article VII.

Article VI. Procedures: Non-Academic Misconduct

A. Initiating Actions and Preliminary Notices

 Reporting Non-Academic Misconduct: Non-academic misconduct may be reported by any person with knowledge thereof. Non-academic misconduct should be reported to (1) any member of the University of

- the District of Columbia Police Department or (2) the Office of the Vice President for Student Affairs. Any University employee who becomes aware of alleged misconduct must immediately report said misconduct to the Office of the Vice President for Student Affairs. All members of the University community should always call 9-1-1 or the University Police Department at (202) 274-5050 in case of an emergency.
- 2. Notification of Interested Parties: Within five (5) business days of receiving an incident report from the Office of Public Safety or an allegation of non-academic misconduct, the Office of the Vice President for Student Affairs will notify (1) the student, (2) the Dean of the student's home college, and (3) other interested parties pertaining to the matter as deemed appropriate by the Office of the Vice President for Student Affairs.
- 3. Failure to Appear: If the accused student fails to appear at any scheduled non-academic resolution hearing held before the Judicial Hearing Committee, then the accused student will automatically be found in violation of the allegation(s). If the accused student fails to appear before the Student Appeals Committee on the date and at the time and place specified in the notice, then the Student Appeals Committee may take the testimony and evidence from the Judicial Hearing Committee and reach a decision on the basis of that evidence. Also, the Appeals Hearing Officer can ultimately dismiss the hearing due to a failure to appear.
- 4. Student Advisor Listing: Students who receive notice to appear at a judicial proceeding may choose an advisor from a list that consists of impartial University faculty or staff. The student may meet and confer with their advisor regarding what to expect as it relates to the procedures of the judicial process. The student may also have the advisor present during the judicial hearing if the advisor complies. The advisor may not actively participate during the hearing procedure. The list of advisors will be available in the Office of the Vice President for Student Affairs.
- 5. Disclosure: Section 487(a) (26) of the Higher Education Act of 1965 (20 U.S.C. § 1094(a)(26)) provides that the University shall, upon written request, disclose to an alleged victim of any crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is alleged to be the perpetrator of such crime or offense.

If any committee or officer has procedural questions regarding this code during a hearing, they may seek the consultation of the Vice President for Student Affairs or designee.

B. Judicial Hearing Resolution

- Judicial Hearing Resolution: Judicial Hearing resolution shall be conducted by the University Judicial Hearing Committee, which will investigate allegations of non-academic misconduct and recommend appropriate sanctions. The committee shall follow standards promulgated by the Vice President for Student Affairs.
 - (a). Judicial Hearing Officer: The Judicial Hearing Officer shall be the Vice President for Student Affairs or a designee appointed to a term of one calendar year beginning at the start of each academic year.
 - (b). Judicial Hearing Committee: The Judicial Hearing Committee shall be composed of the Judicial Hearing Officer, a faculty representative, and a student representative.
 - (c). Quorum: A quorum of the Committee shall consist of the full Judicial Hearing Committee.
 - (d). Challenges to Committee members: The student may challenge, for cause, the partiality of any student, staff or faculty member of the Committee. Such challenge must be made to the Judicial Hearing Officer prior to the student's hearing before the committee, or else the challenge to a Committee member's partiality is waived. The Judicial Hearing Officer shall determine whether the challenge has merit and as such, the determination will be final. At the start of the hearing procedure, the Judicial Hearing Officer shall establish with all members present if there is any conflict of interest that may compromise the integrity of this hearing. If so, the respective Committee members will be directed to recuse themselves immediately from the proceeding.
- 2. Option of Resolution by Judicial Hearing Officer: A student charged with alleged non-academic misconduct may choose to have a hearing before the Judicial Hearing Officer only. Otherwise, the student may elect to have a hearing before the Judicial Hearing Committee. Any student wishing to participate in a Judicial Hearing Resolution must sign a waiver consenting to a hearing before the Judicial Hearing Officer.

- 3. Judicial Hearing: The Judicial Hearing will be the forum in which the accused and victim will have an opportunity to meet before the committee to go through a complete adjudication of the entire case. Both parties will be able to present evidence, information, bring witnesses, and have their advisors present. All advisors cannot actively participate during the hearing procedure. All hearings will be audio taped.
- 4. Remedies Available to Judicial Hearing Officer: During Judicial Hearing Resolution, the Judicial Hearing Officer or Committee shall have available the full range of sanctions for non-academic misconduct, subject to the provisions of this Code.
- Committee's Recommendation: The Judicial Hearing Officer or designee, no later than five (5) business days after the Committee makes its recommendation, shall notify the Vice President for Student Affairs of the recommendation.
- 6. Notification of Decision. The Vice President for Student Affairs shall, within five (5) business days of receiving notice of this decision, shall notify (1) the student, (2) the Dean of the student's home college, and (3) all interested parties pertaining to the case.
- 7. Student's Right to Appeal: The student may, within five (5) business days of the date the Vice President for Student Affairs transmits notice under Subsection C.4 of this Article, appeal the decision of the Judicial Hearing Committee to the Student Appeal Committee, as set forth in Article VII.

Article VII. Appeals

A. Initiating an Appeal:

Parties shall have the right to appeal actions resulting from disciplinary proceedings taken in accordance with the Code. An appeal shall commence upon written notice to the appropriate Office of the Vice President. All written notices of appeal for academic misconduct shall be forwarded to the Office of the Vice President for Academic Affairs. All written notices of non-academic misconduct shall be forwarded to the Office of the Vice President for Student Affairs. In either case, appeals must be received by the appropriate Office of the Vice President within five (5) business days. An official appeal form will be sent to the parties' respective addresses to complete and return to the appropriate Office of the Vice President.

B. Grounds for Appeal:

The appropriate Vice President or designee shall make the sole and final determination as to whether there exist grounds for appeal. Grounds for appeal are limited to the following:

- Discovery of new information: Discovery of information unavailable to
 the student at the time of his or her hearing shall constitute grounds for
 appeal, provided that (a) the unavailability of the information is due to a
 factor other than the failure of the student to introduce it at the hearing,
 and (b) the new information is reasonably likely to affect the outcome of
 the hearing.
- Procedural error: Failure by the University to conform to this Code or the regulations established pursuant to it in a manner reasonably likely to have affected the outcome of the student's hearing shall be grounds for appeal.
- 3. Sanction not within the permissible scope of discipline: Sanctions that are clearly excessive given the particular student and alleged misconduct shall constitute grounds for appeal.

C. Student Appeals Committee:

All appeals arising under this Section shall be heard by representatives from the Student Appeals Committee, which shall be composed of four faculty representatives and four student representatives. The Academic Senate will appoint the four faculty representatives in consultation with the Deans of each college; the Undergraduate Student Government Association will appoint the four student representatives in concert with the Offices of the Vice President for Student Affairs and Vice President for Academic Affairs.

- Appeals Hearing Officer: The Student Appeals Committee shall be chaired by the Appeals Hearing Officer, who shall be the appropriate Vice President or a designee appointed for the term of one calendar year beginning at the start of each academic year.
- 2. Non-voting member: The Appeals Hearing Officer shall be a non-voting member of the Committee, except in the event of a tie.
- 3. Standard of review: The Committee shall not reverse any findings from a lower committee except those which are clearly erroneous and without any evidentiary basis. The burden of proof shall rest solely with the student.

- 4. Quorum: A quorum will consist of the Appeals Hearing Officer or designee, one faculty representative, and one student representative.
- 5. No member of the Student Appeals Committee shall have served on the Judicial Hearing Committee below, which has heard the matter at issue.

D. Appeals Procedure:

The appropriate Vice President or designee shall promulgate procedures for appeal, which shall, at a minimum, comply with the following:

- 1. Record on appeal. The record before the appeals committee shall consist of (1) the electronic recording of the disciplinary hearing and (2) the entire file of the disciplinary proceeding, which shall be maintained by the appropriate Office of the Vice President. All such materials shall be made available to the student for review prior to the hearing. All materials cited above will be the property of the appropriate Office of the Vice President. Requests to have an audio copy of the hearing will cost \$5.00, payable to the Cashier's Office.
- 2. Party's statement: A party shall file a written statement containing its argument on appeal (i.e., the discovery of new information, procedural error, or excessive sanction), addressed and submitted to the appropriate Office of the Vice President within (5) business days of re- questing the appeal. The statement may be mailed, hand-delivered, e-mailed, or faxed to the appropriate Office of the Vice President. Failure to submit a written statement timely shall result in the dismissal of the appeal.
- Presiding Official's statement: The presiding official who heard the
 matter from which the student who has filed an appeal may file a written
 statement or present the written determination of the final decision of the
 Committee below.

E. Waiver of full appeal hearing:

The student may, upon execution of a written waiver, elect to have an expedited hearing before the Appeals Hearing Officer. Any such hearing shall have the same effect as if it were before the full Committee.

F. Appeal Hearing:

The Appeals Hearing Committee will hear an appeal based on the above criteria as stated in section (B) only. The Appeals Hearing Committee may ask the alleged violator of the Code of Conduct to provide all or certain details to help illustrate some facts pertaining to the case. The Appeals Hearing Officer may ask the alleged violator for certain evidence, information, and or witnesses to provide testimony during the appeal process.

G. Appeals Hearing Committee's Recommendation:

The Appeals Hearing Committee shall either (a) dismiss the appeal or (b) remand the matter to the Committee below with instructions. The Appeals Hearing Officer no later than five (5) business days after the Committee makes its recommendation, shall notify the appropriate Vice President of the Committee's recommendation and issue a written report.

H. Final Action:

If the Committee dismisses the appeal, the appropriate Vice President shall uphold the dismissal unless the decision of the Committee is against the weight of the evidence. If the appropriate Vice President determines that the decision of the Appeals Hearing Committee is against the weight of the evidence, the Vice President may elect to modify the decision in consultation with the Office of the General Counsel, where appropriate. The decision of the appropriate Vice President shall constitute final disciplinary action from which no further appeal may be taken. The decision of the appropriate Vice President to modify a committee's decision shall be supported in writing.

I. Notification of Decision:

The appropriate Vice President shall, within five (5) business days of taking action under Subsection H. of this Article, notify in writing (1) the student and (2) the Dean of the student's home college.

J. Failure to Appear:

If a party fails to appear before the Student Appeals Committee on the date and at the time and place specified in the notice, the Student Appeals Committee may take the testimony and evidence from the Judicial Hearing

Committee on the second level review and reach a decision on the basis of that evidence. Also, the Appeals Hearing Officer may ultimately dismiss the hearing due to a failure to appear.

Article VIII. Procedures & Guidelines Generally

Notice: Notices required by this Code shall be transmitted in accordance with this Section. Such notice shall be presumed sufficient.

- Method of Notification to Students: Any notification sent to a student shall be mailed to the student's (1) home address of record and (2) UDC e-mail address.
- Method of Notification to Faculty and Staff: Any notification sent to a UDC employee shall be sent to the employee's (1) office duty station and (2) UDC e-mail address.
- 3. Former Students: In cases where the charged student is not currently enrolled at the University, a registration hold shall be placed on the student's account until the conclusion of the disciplinary action. Also, the student will not be eligible to receive their degree or transcript until the disciplinary matter has been completely resolved. If a student decides to transfer to another institution, their transcript on file with the Office of the Registrar will not be released, or transmitted until the judicial matter is resolved. The notice will be mailed to the former student's last known address.
- 4. Reporting Misconduct: Misconduct should be reported in accordance with the procedures noted above. However, it shall be the responsibility of any University employee who becomes aware of misconduct to report the same to the Office of the Vice President for Student Affairs or the Vice President for Academic Affairs, as appropriate.
- 5. Determining the Existence of Misconduct: Prior to the commencement of disciplinary action, the Vice President for Student Affairs or Vice President for Academic Affairs shall have the power to summon any University student or employee for the purposes of determining the exact nature of the alleged misconduct, but not for the purposes of imposing sanctions of any kind.

6. Hearings:

- (a). Attendance: Attendance at disciplinary proceedings shall be restricted to the student and the hearing officer or committee, except as otherwise provided herein.
 - (i). Witnesses: Witnesses shall be present at hearings only for the time during which they give testimony.
 - (ii). Student's Advisor: The charged student may be accompanied by an advisor. How- ever, the advisor shall not be authorized to address the hearing officer or committee on behalf of the student.
 - (iii). University Representative: The University administration may elect to have a representative, including but not limited to legal counsel, present at any disciplinary hearing as a non-participant.

(b) Evidence:

- (i). Witnesses: Only witnesses with personal knowledge of alleged misconduct, or lack thereof, may testify. No character witnesses are permitted. Witnesses are strongly encouraged to testify in person. However, witnesses who are unable to appear in person may elect to submit a signed and notarized affidavit containing, to the witness's knowledge, all relevant and pertinent facts. The affidavit must be delivered to the appropriate Office of the Vice President no later than two (2) business days before the hearing.
- (ii). Electronic Record: All disciplinary proceedings shall be taperecorded. The recordings shall be housed in the appropriate Office of the Vice President in a secure manner for a period of seven (7) calendar years.

(c). Burden of Proof:

- (i). Generally: In all first-level resolution proceedings, the burden shall be by a preponderance of the evidence and shall rest with the University.
- (ii). Appeals: In all appeals hearings, the burden of proof shall be on the student. The Committee above shall only overturn the findings of the Committee below if the findings are clearly erroneous.

- 7. Records: The appropriate Office of the Vice President shall maintain records of all disciplinary matters in compliance with all applicable federal and local laws and regulations. Only the student charged with misconduct may view their disciplinary records in the presence of a Student Affairs or Academic Affairs administrator. The student may be requested to provide proof of identification in such instances. The Office of the Vice President for Student Affairs and the Office of the Vice President for Academic Affairs each comply with the requirements of the Jeanne Cleary Act, as well as the Family Educational Rights and Privacy Act.
- 8. Pendency of Other Actions: The University reserves the right to proceed with disciplinary actions under this Code, notwithstanding any pending criminal, civil, or administrative investigation or proceeding.
- 9. Pool of students for Committee Service: The President or Vice President for Student Affairs or for Academic Affairs or designee shall establish a pool of both undergraduate and graduate students from which to select members for service on the various disciplinary committees. The students shall be members of the pool for the term of one calendar year, beginning at the start of each academic year. Undergraduate students shall serve on committees' hearing charges with respect to undergraduate students, and graduate students shall serve on committees hearing charges with respect to graduate students. Students shall be appointed by the USGA and GSGA.

Article IX. Interim Suspension - Non-Academic Misconduct

- Grounds: A student shall be placed on immediate interim suspension upon a finding by the Vice President for Student Affairs or designee that a credible allegation has been made regarding the student with respect to one of the following types of misconduct:
 - (a). Fighting;
 - (b). Hazing;
 - (c). Gambling on University premises;
 - (e). Assault;
 - (f). Battery;

- (g). Sexual misconduct;
- (h). Menacing;
- (i). Drug use or possession;
- (j) Unlawful possession of alcohol or public intoxication;
- (k).Arson;
- (l). Threat, either verbal or knowingly, to cause bodily harm to another person while on campus;
- (m). Off-campus behavior in violation of the Code of Conduct; (i.e., athletic and extracurricular activities, events, trips, and conferences);
- (n). Terroristic threats;
- (o). Weapons possession;
- (p). Retaliation;
- (q). Harboring, any employee or student that has been barred from campus, or any fugitive that has an outstanding warrant. This also includes off-campus athletic housing; and
- (r). Tampering with safety equipment.
- 2. Condition of an Expedited Interim Suspension: A student will have the option to elect an expedient interim suspension. A resolution hearing will be held on the same day the Office of the Vice President of Student Affairs is notified of the event or the second day after the event, dependent on the opportunity to conduct an investigation as expediently as possible. The expedient interim suspension will last no longer than three business days from the date the Office of the Vice President of Student Affairs is notified of the incident.
- 3. Condition of an Interim Suspension: A student on interim suspension is prohibited from entering University premises or participating in University-sponsored activities. The University is required to preserve the orderly functioning of the University and to protect the safety of University students, faculty, staff, visitors, and property.
 - (a). Classes: Students on interim suspension may not attend class. Faculty may, at their sole option, make alternate arrangements such as distance learning.

- (b). Escort for Hearings: Students on interim suspension who must attend disciplinary hearings shall report to the Office of Public Safety (Building 39, A-Level) and must be escorted by a University police officer at all times while on campus.
- 4. Hearing on Interim Suspension: The Judicial Hearing Officer shall conduct a hearing within three (3) business days of the interim suspension to determine whether the student's conduct and circumstances reasonably indicate that the continued presence of the student on University property poses a substantial threat to the safety of the student or others, or to the stability and continuance of normal University operations. If the Judicial Hearing Officer determines that no substantial threat exists, the suspension may be lifted. If the Judicial Hearing Officer determines that a substantial threat does exist, the suspension shall remain in effect until the conclusion of the disciplinary proceeding.

APPENDIX



APPENDIX I GLOSSARY OF TERMS

Business Day: Any day on which University administrative offices are open and operating on a normal schedule. Business days do not include weekends, holidays, or administrative closing days.

Code: University of the District of Columbia's Code of Student Conduct.

Faculty Member: Any person hired by the University of the District of Columbia to conduct classroom activities.

Home College/School: For students in degree programs, the college in which their program exists. For students in non-degree programs accused of academic misconduct, the college in which they are alleged to have committed misconduct. For students in non-degree programs accused of non-academic misconduct, the college of the majority of the student's current classes or other college is determined by the Vice President for Student Affairs or designee.

Member of the University of the District of Columbia Community: Any person who is a student, faculty or staff official of the University of the District of Columbia. A person's status in a particular judicial case shall be determined by the Vice President for Student Affairs or designee, or the Vice President for Academic Affairs or designee, as appropriate.

Officer: Any sworn Police Officer in the Office of Public Safety and Emergency Management who presents facts, statements, evidence and/or charges in a case during a judicial hearing or proceeding.

Official Holiday: Days that are observed by the government of the District of Columbia: New Year's Day, Rev. Dr. Martin Luther King, Jr.'s Birthday, President's Birthday, Emancipation Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Policy: The written regulations of the University of the District of Columbia as found in, but not limited to, the Code of Student Conduct, Student Handbook, David A. Clarke Law School Code of Conduct, Student Athlete Code of Conduct, and the Graduate/Undergraduate Catalogs.

Student Organization: Persons who have complied with the formal requirements for student organizations at the University of the District of Columbia.

Possession: The actual or constructive act of having possession of a thing or object or when a person has the power to control possession of a thing or object.

Student: All persons who officially: (1) register and enroll on a full-time or part-time basis; (2) maintain current enrollment status; or (3) who may attend any other postsecondary educational institution while matriculating at the University; (4) who may be attending or studying internationally at either a partner University or postsecondary educational institution abroad.

University: University of the District of Columbia.

University Official: Any person employed, contracted or associated with the University in per-forming assigned administrative or professional responsibilities.

University Premises: All land, buildings, facilities, and other property in possession of or owned, used, or controlled by the University of the District of Columbia as authorized and defined by the Government of the District of Columbia

APPENDIX II UDC DRUG & ALCOHOL ABUSE POLICY

DISCLAIMER: In accordance with 20 U.S.C. § 1011i (the "Higher Education Act"), the University of the District of Columbia provides herein a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol. The University of the District of Columbia has provided the aforementioned information on alcohol and/or controlled substance violations of local and federal law for general information and general use by the University community only. This information is subject to change and is not intended to provide legal advice for any particular situation. Legal advice can only be provided in the course of an attorney-client relationship with reference to all of the facts of a given situation. Accordingly, this information must not be relied upon as a substitute for obtaining legal advice and consultation from a licensed attorney. Further, the sanctions listed below are subject to change pursuant to subsequent action by local or State governments, acts of Congress, and/or other enforcement agencies charged with prosecuting such sanctions.

The unlawful possession, use, or distribution of illicit drugs and alcohol by students on University premises or as part of any University activity is prohibited. Members of the University community who unlawfully possess, use, or distribute illicit drugs or alcohol shall be sanctioned. Sanctions may include referral for criminal prosecution, expulsion, suspension, termination, reprimand, or requiring the individual to complete an appropriate rehabilitation program.

Federal, State, and District of Columbia laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic, dangerous drug, or alcohol.

Penalties for Illegal Possession or Distribution of Alcohol under D.C. Law

In the District of Columbia,

- It is unlawful to consume or possess an alcoholic beverage in an open container in a vehicle, public area or place of business not licensed to sell alcoholic beverages. Violations of this pro-vision may result in a fine of up to \$500 and/or a prison term of up to 90 days. D.C. Code § 25-1001.
- Persons under age 21 are prohibited from possessing, drinking, purchasing or attempting to purchase an alcoholic beverage. Persons are also prohibited from falsely representing their age in an attempt to purchase alcohol or enter an establishment where alcohol is served. Violations of this law may result in:
- A fine of up to \$300 and suspension of driving privileges in the District for up to 90 days for the first violation;
- A fine of up to \$600 and suspension of driving privileges in the District for up to 180 days for the second violation; or
- A fine of up to \$1,000 and suspension of driving privileges in the District for up to one year for the third violation and each violation thereafter. D.C. Code § 25-1002.
- Persons who purchase, sell or in any other way deliver alcoholic beverages to persons under 21 may be:
 - Fined up to \$1,000 and/or imprisoned for up to 180 days for the first violation:
 - Fined up to \$2,500 and/or imprisoned for up to 180 days for the second violation if within two years of the previous violation; or
 - Fined up to \$5,000 and/or imprisoned for up to one year for the third violation if within two years of the previous violation.

D.C. Code § 25-785.

Penalties for Possession or Distribution of Illegal Drugs under D.C. Law

In the District of Columbia,

- Intentional possession of a controlled substance (other than pursuant to a valid prescription) is punishable by a fine of up to \$1,000 and/or 180 days' imprisonment. The intentional manufacture, distribution, or possession with intent to manufacture or distribute a controlled substance is punishable by prison terms ranging from not more than 180 days to not more than 30 years and/or fines ranging from not more than \$1,000 to not more than \$500,000. D.C. Code § 48-904.01. Controlled substances are defined in D.C. Code § 48-901.02 and include, but are not limited to, drugs such as marijuana, cocaine, crack, PCP, LSD, and other narcotics. See also D.C. Code §§ 48-902.04, 48902.06, 48-902.08, 48-902.10, 48-902.11.
- Persons over age 21 who are found to have distributed a controlled substance to anyone under age 18 is subject to even heavier penalties.
 Any person convicted of a second or a subsequent offense may be fined up to twice the amount authorized and/or imprisoned for a term of up to twice that authorized. D.C. Code § 48-904.06.
- Anyone found to have enlisted or encouraged an individual under age 18 to distribute or sell any controlled substance is subject to an additional fine of \$10,000 and an additional prison term of up ten years.
 D.C. Code § 48-904.07.
- A finding that an individual has attempted to commit any of these offenses subjects the individual to the same fines and terms of imprisonment as if the crime were actually committed. D.C. Code § 48-904.09.
- The use, sale, delivery or possession with intent to deliver, use, or sell drug paraphernalia to prepare or use illegal controlled substances is prohibited.
 - First conviction: \$1,000 fine or a prison term of up to six months.
 - Second conviction: Up to \$5,000 fine and/or imprisonment for up to 5 years.
- Drug paraphernalia includes pipes, tubes, roach clips, cocaine spoons and vials, bongs, ice pipes or chillers, scales, blenders, bowls, containers, spoons and other devices used for mixing or compounding a controlled substance, and capsules, balloons, envelopes and any other containers used to package, use or store a controlled substance. Delivery of paraphernalia to a minor at least three years younger results in a fine of up

to \$15,000 and/or imprisonment for up to 8 years. **D.C. Code §§ 48-1101, 48-1103.**

Penalties for Illegal Possession or Distribution of Alcohol under Maryland Law

In the State of Maryland,

- It is illegal for an occupant of a motor vehicle to possess an open container that contains any amount of an alcoholic in a passenger area of a motor vehicle on a highway. MD Code, Criminal Law § 10-125.
- It is illegal for an individual under the age of 21 to possess or have under their charge or control an alcoholic beverage. It is also illegal for an individual under the age of 21 to consume an alcoholic beverage.
 Any individual found to be in violation of the law is subject to:
 - A fine of \$500.00 for a first offense;
 - A fine of \$1,000 for subsequent offenses; and
 - Negative effects on the offending party's driver's license, whether or not issued by the State of Maryland. MD Code, Criminal Law §§ 10-114, 119.
- It is illegal for an individual under the age of 21 to knowingly and willfully make a misrepresentation or false statement as to the age of that individual or another to any person licensed to sell alcoholic beverages, for the purpose of unlawfully obtaining, procuring, or having unlawfully furnished an alcoholic beverage to an individual. Furthermore, in Maryland it is illegal for an individual under 21 to possess a card of document which falsely identifies the age of the individual. **MD Code, Criminal Law §§ 10-113, 114.**
- It is illegal for an individual to obtain or attempt to obtain an alcoholic beverage from any other person alcoholic beverages for consumption by others under the age of 21. Any individual found to be in violation of the law is subject to:
 - A fine of \$2,500 for a first offense;
 - A fine of \$5,000 for subsequent offenses; and
 - Negative consequences for the offending party's driver's license, whether
 or not issued by the State of Maryland. MD Code, Criminal Law §§
 10-116, 119.

Penalties for Possession or Distribution of Illegal Drugs under Maryland Law

In the State of Maryland,

- A person may not possess or administer to another a controlled dangerous substance without a prescription.
- The penalty for violating this law is a fine not to exceed \$25,000 and up to four years imprisonment.
- If the controlled substance is marijuana, the fine is not to exceed \$1,000 and the imprisonment no more than one year. MD Code, Criminal Law § 5-601.
- It is illegal for a person to distribute or dispense a controlled substance or
 possess a controlled dangerous substance in sufficient quantity reasonably
 to indicate under all circumstances and intent to distribute or dispense a
 controlled dangerous substance. MD Code, Criminal Law, § 5-602.
- It is illegal for a person may to manufacture a controlled dangerous substance, or manufacture, distribute, or possess a machine, equipment, instrument, implement, device, or combination of them that is adapted to produce a controlled substance under circumstances that reasonably indicate an intent to use it to produce, sell, or dispense a controlled dangerous substance in violation of this title. MD Code, Criminal Law § 5-603.
- An offender of the possession/manufacture/distribution of Schedule I and II narcotics laws in the State of Maryland shall be guilty:
 - First-time offender: A felony and subject to a period of imprisonment not to exceed 20 years, as well as a fine not to exceed \$25,000; or
 - Second-time offender: A minimum of 10 years imprisonment and a fine not to exceed \$100,000;
 - Third-time offender: Imprisonment of no less than 25 years and a fine not to exceed \$100,000; or
 - Fourth-time offender: Imprisonment for a minimum of 40 years and a fine not to exceed \$100,000. **MD Code, Criminal La w § 5-609.**
- In Maryland, the Court may not suspend the mandatory minimum imprisonment, and any similar violation of the laws of another State or Federal law can be used as the first offense to trigger the greater sanction,

including conspiracy to commit a similar crime. MD Code, Criminal Law § 5-609.

 If an individual uses a minor to aid them in the manufacture, delivery, or solicitation of controlled substances, they will be guilty of a felony and subject to imprisonment for no more than 20 years and a fine not to exceed \$20,000 or both. MD Code, Criminal Law § 5-628.

Penalties for Illegal Possession or Distribution of Alcohol under Virginia Law

In the Commonwealth of Virginia,

- If any person takes a drink of an alcoholic beverage or offers a drink to another, whether accepted or not, at or in any public place, he shall be subject to a fine of not more than \$250.00. **Va. Code § 4.1-308.**
- Persons under the age of 21 are prohibited from possessing, drinking, purchasing, or attempting to purchase alcohol. Persons are also prohibited from attempting to have another person purchase alcohol for them.
 Violation of this law subjects the individual to a fine of up to
- \$2,500.00, up to one year in jail, or both and shall also have their Driver's License suspended for a period not to exceed one year. Va. Code §§ 4.1-304, 306.
- If an individual under the age of 21 is found to be operating a motor vehicle
 with a Blood Alcohol Content of .02 or higher, they shall be subject to a
 fine of no more than \$500.00, suspension of their Driver's License for six
 months from the time of conviction, attendance in a sub-stance abuse
 treatment program. Va. Code § 18.2-266.1 (effective July 1, 2010).

Penalties for Possession or Distribution of Illegal Drugs under Virginia Law

In the Commonwealth of Virginia,

It is unlawful for any person knowingly or intentionally to possess a
controlled substance unless the substance was obtained directly from, or
pursuant to, a valid prescription or order of a practitioner while acting in the
course of his professional practice, or except as otherwise authorized by
the Drug Control Act.

- Schedule I or II Drug: Subject to a term of imprisonment of not less than one year nor more than ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than 12 months and a fine of not more than \$2,500, either or both;
- Schedule III Drug: Subject to a fine of no more than \$2,500.00, up to one year in jail, or both.
- Schedule IV Drug: Subject to a fine of no more than \$1,000.00, up to six months in jail, or both.
- Schedule V Drug: Subject to a fine of no more than \$500.00.
- Schedule VI Drug: Subject to a fine of no more than \$250.00. Va. Code § 18.2-250.
- It shall be unlawful for any person to manufacture, sell, give, distribute, or possess with intent to manufacture, sell, give or distribute a controlled substance or an imitation controlled substance.
 - Schedule I or II Drug: Upon conviction, imprisonment for not less than five nor more than 40 years and fined not more than \$500,000.
 - Upon a second conviction of such a violation (if the warrant, indictment, or information states that there has been a prior conviction of the offense or a substantially similar offense in any other jurisdiction which would be a felony if committed in the Commonwealth), any such person may, in the discretion of the court or jury imposing the sentence, be sentenced to imprisonment for life or for any period not less than five years and be fined not more than \$500,000.
 - When a person is convicted of a third or subsequent offense under this subsection (if the warrant, indictment, or information states that there have been two or more prior convictions of the offense or substantially similar offenses in any other jurisdiction which would be a felony if committed in the Commonwealth), he shall be sentenced to imprisonment for life or for a period of not less than five years, five years of which shall be a mandatory minimum term of imprisonment to be served consecutively with any other sentence and he shall be fined not more than \$500,000. Va. Code § 18.2-248.
- It is unlawful for any person knowingly or intentionally to possess marijuana unless the substance was obtained directly from, or pursuant to, a valid prescription. Any person who violates this section shall be guilty of a

misdemeanor, and be confined in jail not more than thirty days and a fine of not more than \$500, either or both; any person, upon a second or subsequent conviction of a violation of this section, shall subject to a fine of no more than \$2,500.00, up to one year in jail, or both. **Va. Code § 18.2-250.1.**

Penalties for Possession or Distribution of Illegal Drugs under Federal Law

It is a violation of federal law to possess, manufacture, or distribute a controlled substance. Defined by federal statute, controlled substances include, but are not limited to, marijuana, cocaine, PCP, LSD, and other narcotics

A student or employee found guilty of possessing a controlled substance in violation of federal law may be subject to some or all of the following sanctions:

- First conviction: Any person who violates this subsection may be sentenced to a term of imprisonment of not more than one year, and/or fined a minimum of \$1,000.
- Second conviction: Sentenced to a term of imprisonment for not less than 15 days but not more than two years, and/or fined minimum of \$2,500.
- Subsequent drug convictions: Sentenced to a term of imprisonment for not less than 90 days but not more than three years and shall be fined a minimum of \$5,000.
- Special sentencing provisions for possession of a mixture or substance which contains cocaine base mandate imprisonment of not less than five years and not more than 20 years, and a fine of a minimum of \$1,000, in accordance with the following:
- First conviction and the amount of mixture or substance exceeds 5g.
- Second conviction and the amount of mixture or substance exceeds 3g.
- Subsequent convictions where the amount of mixture or substance exceeds 1g. **21 U.S.C. § 844.**

Health Risks

The health risks associated with the use of illicit drugs and the abuse of alcohol include physical and mental impairment, emotional and psychological deterioration, fine and gross motor degeneration, and death.

University Services

The University of the District of Columbia provides confidential counseling and referral services to members of the UDC Community with problems related to drug use and alcohol abuse. The University also provides information about other substance abuse and treatment programs available to members of the UDC community.

For further information regarding substance abuse or treatment programs, contact University Health Services in Building 44, Room A-33 or call (202) 274-5030.

APPENDIX III AMERICANS WITH DISABILITIES ACT (ADA) & SECTION 504 OF THE REHABILITATION ACT OF 1973 POLICY STATEMENT

The university is committed to providing equal and integrated access for individuals with disabilities to all the academic, social, cultural, and recreational programs it offers.

Students who believe that they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations as required by law, or denied participation in University programs and activities, have the right to file a grievance. Student should contact the Accessibility Resource Center located in Building 39, Room 102, (202) 272-6417.

www.udc.edu/arc/grievance-procedure

Students alleging that they have been excluded from participation in, denied the benefits of, or otherwise have been subjected to discrimination in University programs or activities may also contact the Section 504 Compliance Officer, located in Building 39, Room 209, (202) 274-5442.

APPENDIX IV INVOLUNTARY STUDENT ADMINISTRATIVE LEAVE POLICY

The University of the District of Columbia Involuntary Student Administrative Leave Policy is applicable to a student who exhibits behavior, in or out of the classroom that poses or threatens a significant risk of substantial harm to the health or safety of the student or others.

The Vice President for Student Affairs or designee determines the appropriate action that will place the student on involuntary administrative leave for a period to be determined by the Vice President for Student Affairs in consultation with other appropriate officials. The specific details of the actions will be noted on the student information electronic file.

The policy statement is located in the Office of the Associate Vice President and Dean of Students, Student Development, Student Center, Rm. 130B.

APPENDIX V DIGITAL COPYRIGHT MILLENNIUM ACT

All students who display a pattern of conduct in their use of the UDC computer network that creates legal liability for the University may have their computer privileges terminated. Students should be aware that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities.

Persons found guilty of civil copyright infringement may be ordered to pay damages ranging from \$750 to \$150,000 per work infringed, plus costs and attorneys' fees. (See Title 17, U. S. Code, §504, 505).

Persons found guilty of willful copyright may be subject to criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

APPENDIX VI DISCRIMINATION & HARASSMENT POLICY/TITLE IX APPROVED

Approved by The Board of Trustees of The University of the District of Columbia August 2, 2021

The following information is an excerpt from the UDC Discrimination and Harassment Policy located at <a href="https://doi.org/10.2016/nd.2016/

DISCRIMINATION & HARASSMENT

The University is committed to maintaining learning and working environments that are free from all forms of discrimination and harassment. Each member of the community is responsible for fostering civility, being familiar with the Discrimination and Harassment policy, and for refraining from conduct that violates this policy.

For further information regarding this policy statement: https://docs.udc.edu/hr/Discrimination Harassment Policy updated.pdf

To file a complaint of discrimination or harassment, please contact:

Thomas Redmond, Esq.
Interim Compliance Officer/Title IX Coordinator
4200 Connecticut Avenue, NW
Washington, DC 20008

(202) 274-5622 | tredmond@udc.edu

TITLE IX

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance.

Title IX requires the appointment of a Title IX Coordinator, who ensures notification of the University's Title IX policy. A student may file a complaint with the University's Title IX Coordinator.

All other individuals may also file a complaint with the University's Title IX Coordinator, who will commence an investigation and make recommendations in accordance with the established policy on sexual misconduct.

For further information regarding this policy statement or to file a complaint of discrimination or harassment, please contact:

Thomas Redmond, Esq.
Interim Compliance Officer/Title IX Coordinator
4200 Connecticut Avenue, NW
Washington, DC 20008

(202) 274-5622 | tredmond@udc.edu or titleix@udc.edu

WHAT DOES TITLE IX REQUIRE?

ALL University community members must comply with Title IX, including and without limitation to students, faculty, staff, university administrators, coaches, counselors, and visitors. University community members, including students, in positions of authority, who know or receive a complaint of sex-based discrimination, including sexual harassment/violence, MUST report what they have knowledge of to UDC's Title IX Coordinator and relay any request for confidentiality by the complainant. Failure to do so can result in disciplinary action.

WHAT IS SEXUAL HARASSMENT?

Sexual Harassment is a form of sex-based discrimination prohibited by Title IX. Sexual Harassment includes but is not limited to-unwelcome verbal, non-verbal, or physical conduct relating to sex or gender. The conduct must

be sufficiently severe, persistent or pervasive to limit a person's ability to participate in or benefit from the education program or to create a hostile or abusive educational environment. *

Sexual Violence includes any physical sexual act perpetrated against a person's will or where the person is incapable of giving consent (e.g., due to the person's use of drugs or alcohol, being a minor, or having an intellectual or other disability that prevents them from having the capacity to understand the situation and give consent). Types of sexual violence include rape, sexual assault, sexual battery, sexual abuse and sexual coercion.*

Stalking is defined as conduct that would cause a reasonable person to fear for their or another's safety, or behavior that causes substantial emotional distress.*

* The conduct described above, as well as any other conduct prohibited by Title IX, includes same-sex harassment regardless of either party's sexual orientation or gender identity. Additionally, it applies to students, faculty and visitors on the campus.

IS RETALIATION PROHIBITED?

Yes, Title IX prohibits retaliation for making a good faith complaint about sex-based discrimination or for participating in or otherwise being associated with an investigation of alleged sex-based discrimination. Anyone who believes or receives a complaint that prohibited retaliation has or is occurring should immediately contact the Title IX Coordinator.

More information:

https://docs.udc.edu/misc/Title-IX-Policy-Updated-4-28-22.pdf

Contact: Thomas Redmond, Esq.
Interim Compliance Officer/Title IX Coordinator
4200 Connecticut Avenue, NW
Washington, DC 20008
tredmond@udc.edu

REPORTING SEXUAL CRIMES

Always report sexual assault and other sexual harassment that may constitute a crime to law enforcement. **Contact UDC's Office of Public Safety at 202.274.5050 or any police jurisdiction by dialing 9-1-1.**

APPENDIX VII EQUAL OPPORTUNITY POLICY STATEMENT

The University of the District of Columbia is an Equal Opportunity Affirmative Action institution. The University prohibits discrimination or harassment against any person on the basis of the actual or perceived actual race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, marital status, personal appearance, genetic information, familial status, source of income, status as a victim of an intra-family offense, place of residence or business, or status as a covered veteran, as provided for and to the extent required by District and Federal statutes and regulations.

This policy covers all programs, services, policies, and procedures of the University, including admission to educational programs and employment. The University emphasizes the recruitment of minorities, women, disabled individuals, disabled veterans, Vietnam era veterans, and other eligible veterans. For further information regarding this policy:

www.udc.edu/human-resources/equal-opportunity/

APPENDIX VIII UDC CLUBS & ORGANIZATIONS

To learn more about UDC Clubs and Organizations, please contact the Office of Student Life.

Van Ness

Melinda Jennings | melinda.jennings@udc.edu | (202) 274-5751

Community College

Shola Ijoyah | oluwasola.ijoyah@udc.edu | (202) 274-5800

CLUBS & ORGANIZATIONS – VAN NESS

- Accounting Club (National Association of Black Accountants/NABA)
- Active Minds
- African Student Association
- American Humanics Student Association
- American Institute of Architecture Students (AIAS)
- American Society for Civil Engineers (ASCE)
- American Society for Mechanical Engineers
- American Society of Heating, Refrigerating and Air Conditioning Engineers
- American Transcendental Meditation
- Animation Club Art Student Union
- Association for Computing Machinery (ACM)
- Aviation Student Association
- Baha'i Club Biology Club
- Black Women United
- Business Finance Association Inc.
- Business Management Association
- Caribbean Student Association

- Chemistry Club
- Chinese Club Chorale
- Cine Media Club
- UDC College Democrats
- Collegiate Cancer Council
- Communicative Arts Association
- Computer Science and Information Technology Club
- Cooke Society
- Council for Exceptional Children
- UDC Chapter Criminal Justice Association
- Dance Company
- DC History Club
- Drama Club
- Early Childhood Education Club
- Economics & Finance Club Elementary Education Club
- Entrepreneurship Club of the SBPA
- Environmental Sustainability Leaders
- Fashion Merchandising Club
- Firebird Cheerleaders
- French Club
- Freshman Class
- Global Affairs and Diplomacy Association (GADA)
- Graduate Counseling Club
- Health Education Professional Student Association
- Honda Varsity Team
- Hospitality & Tourism Club
- Institute of Electrical and Electronics Engineers (IEEE)
- International Students Association
- Journalism Club

- Junior Class
- Knights of the Firebird's Square (Chess Club)
- LatinX Student Association
- Lesbian, Gay, Bisexual and Transgender Support Association
- Literary Club at UDC
- Marketing Club
- Management Club
- Men of Action (MOA)
- Minority in Agriculture Natural Resource and Related Sciences (MANRRS)
- Migration Matters
- Mortuary Science
- Music Education National Conference Music Student Senate
- Muslim Student Association (MSA)
- NAACP UDC Student Chapter National Institute of Science
- National Organization of Minority Architect Students (NOMAS)
- National Society for Black Engineers (NSBE)
- National Society of Collegiate Scholars (NSCS)
- National Society for Professional Engineers (NSPE)
- National Student Speech Language/Hearing Association (NSSLHA)
- Paralegal/Legal Assistant Studies Organization
- Persons with Abilities Photography Club
- Political Science and History Organization (PSHO)
- Psychology Students Club of UDC
- Psychology Students for Social Responsibility (PsySSR)
- Public Contracting Club
- Public Health (PHHESA)
- Reparations Study Club Respiratory Therapy Club
- Saudi Students Association at UDC Senior Class
- Social Work Association

- Society of Aviation Professionals
- Society for Human Resource Management Society of Women in Engineering (SWE) Sophomore Class
- South Asian Students Association
- Spanish Club
- Special Activities Club
- Student Dietetic Association (SDA)
- Student National Education Association
- Student Nursing Association
- Students Overcoming All Risk (SOAR)
- Student Support Services Student Organization Student Teaching Club
- Tae Kwon Do Club
- The Alliance Group (T.A.G. LGBTQ+)
- Theatre Arts Ensemble
- Truth Club
- Turkish Student Association
- UDC Buddhist Discussion Group
- UDC Cheerleaders
- UDC Collective Dance Works
- UDC Debate Society
- UDC Voice
- Undergraduate Student Government Association
- VIRTUES
- Student Veterans Club
- Women of Worth

CLUBS & ORGANIZATIONS — COMMUNITY COLLEGE

- Aviation Club Phi Beta Lambda Business Club
- Fashion Merchandising
- Hospitality Club National Society of Minorities in Hospitality (NSMH) Mortuary Science
- National Society of Collegiate Scholars (NSCS) Nursing Club
- Phi Theta Kappa (PTK) Respiratory Therapy
- Student Government Association (CCSGA)
- Trap and Skeet Club

HONOR SOCIETIES

- Alpha Phi Omega
- Beta Kappa Chi Scientific Honor Society
- Chi Sigma Iota Honor Society-Epsilon Delta Chi Chapter
- Delta Mu Delta International Honor Society Epsilon Sigma Chapter Epsilon Tau Sigma Honor Society
- Kappa Delta Pi International Honor Society in Education -Theta Sigma Chapter International Honor Society in Economics – Omicron Delta Epsilon Chapter
- National Society of Leadership and Success
- Phi Eta Sigma Honor Society
- Phi Sigma Pi National Honor Fraternity-Rho Chapter Pi Sigma Alpha Chi Rho Chapter
- Psi Chi Honorary Society in Psychology
- Sigma Tau Delta International English Honor Society

2022-2024 CALENDARS & 2022-2023 PLANNER



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MONDAY AUGUST 1

Continuing Students Online Registration for Fall 2022 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Advisement/Registration for New, Readmitted, Special & Transfer Students

TUESDAY AUGUST 2

Continuing Students Online Registration for Fall 2022 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Advisement/Registration for New, Readmitted, Special & Transfer Students

WEDNESDAY AUGUST 3

Continuing Students Online Registration for Fall 2022 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Advisement/Registration for New, Readmitted, Special & Transfer Students

THURSDAY AUGUST 4	
Continuing Students Online Registration for Fall 2022 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Advisement/Registration for New, Readmitted, Special & Transfer Students	
FRIDAY AUGUST 5	
Continuing Students Online Registration for Fall 2022 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Advisement/Registration for New, Readmitted, Special & Transfer Students	
SATURDAY AUGUST 6	
SUNDAY AUGUST 7	

MONDAY AUGUST 8

Continuing Students Online Registration for Fall 2022 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Advisement/Registration for New, Readmitted, Special & Transfer Students

TUESDAY AUGUST 9

Continuing Students Online Registration for Fall 2022 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Advisement/Registration for New, Readmitted, Special & Transfer Students

WEDNESDAY AUGUST 10

Continuing Students Online Registration for Fall 2022 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Advisement/Registration for New, Readmitted, Special & Transfer Students

THURSDAY AUGUST 11
Continuing Students Online Registration for Fall 2022 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Advisement/Registration for New, Readmitted, Special & Transfer Students
FRIDAY AUGUST 12
Continuing Students Online Registration for Fall 2022 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Advisement/Registration for New, Readmitted, Special & Transfer Students
SATURDAY AUGUST 13
SUNDAY AUGUST 14

MONDAY AUGUST 15

Continuing Students Online Registration for Fall 2022 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Advisement/Registration for New, Readmitted, Special & Transfer Students

TUESDAY AUGUST 16

Continuing Students Online Registration for Fall 2022
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022
Advisement/Registration for New, Readmitted, Special & Transfer Students
Faculty Due Back
Professional Development Days

WEDNESDAY AUGUST 17

Continuing Students Online Registration for Fall 2022
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022
Advisement/Registration for New, Readmitted, Special & Transfer Students
Professional Development Days

THURSDAY AUGUST 18
Continuing Students Online Registration for Fall 2022 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Advisement/Registration for New, Readmitted, Special & Transfer Students
FRIDAY AUGUST 19
Continuing Students Online Registration for Fall 2022 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Advisement/Registration for New, Readmitted, Special & Transfer Students
SATURDAY AUGUST 20
SUNDAY AUGUST 21

MUN			

Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Classes Begin
Late registration and Add/Drop (Online) (Late Fee Imposed)

TUESDAY AUGUST 23

Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Late registration and Add/Drop (Online) (Late Fee Imposed)

WEDNESDAY AUGUST 24

Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Late registration and Add/Drop (Online) (Late Fee Imposed)

THURSDAY AUGUST 25
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Late registration and Add/Drop (Online) (Late Fee Imposed)
FRIDAY AUGUST 26
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2022 Late registration and Add/Drop (Online) (Late Fee Imposed)
SATURDAY AUGUST 27
SUNDAY AUGUST 28

MONDAY AUG	GUST 29	
	n and Add/Drop (Online) (Late Fee Imposed) ification Reports Due (Online)	
TUESDAY AU	GUST 30	

WEDNESDAY AUGUST 30

Attendance Verification Reports Due (Online)
Withdrawal Deadline for 100% Refund (Tuition Only)

THURSDAY SEPTEMBER 1
Attendance Verification Reports Due (Online)
FRIDAY SEPTEMBER 2
Attendance Verification Reports Due (Online)
Accidence volumedatori rioporte Bae (erimile)
SATURDAY SEPTEMBER 3
SUNDAY SEPTEMBER 4

MONDAY SEPTEMBER 5	
Labor Day (University Closed)	
TUESDAY SEPTEMBER 6	
Classes Resume	
WEDNESDAY SEPTEMBER 7	
WEDNESDAY SELFERIDER /	

THURSDAY SEPTEMBER 8	
FRIDAY SEPTEMBER 9	
SATURDAY SEPTEMBER 10	
SUNDAY SEPTEMBER 11	

MONDAY SEPTEMBER 12		
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THURSDAY SEPTEMBER 15				
FRIDAY SEPTEMBER 16				
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SUNDAY SEPTEMBER 18				

MONDAY SEPTEMBER 19	
TUESDAY SEPTEMBER 20	
WEDNESDAY SEPTEMBER 21	

THURSDAY SEPTEMBER 22 Opening Convocation	
FRIDAY SEPTEMBER 23	
SATURDAY SEPTEMBER 24	
SUNDAY SEPTEMBER 25 Insert Key Date Activity Note Here e.g. Late Registration	

MONDAY SEPTEMBER 26		
TUESDAY SEPTEMBER 27		
WEDNESDAY SEPTEMBER 28		

THURSDAY SEPTEMBER 29	
FRIDAY SEPTEMBER 30	
SATURDAY OCTOBER 1	
SUNDAY OCTOBER 2	
Insert Key Date Activity Note Here e.g. Late Registration	
	_

MONDAY OCTOBER 3		
TUESDAY OCTOBER 4		
WEDNESDAY OCTOBER 5		

THURSDAY OCTOBER 6	
FRIDAY OCTOBER 7	
SATURDAY OCTOBER 8	
SUNDAY OCTOBER 9	

MONDAY OCTOBER 10
Indigenous Peoples' Day (University Closed)
TUESDAY OCTOBER 11
Classes Resume Mid-term Exams
Mid-term Exams
WEDNESDAY OCTOBER 12
Mid-term Exams

THURSDAY OCTOBER 13		
Mid-term Exams		
FRIDAY OCTOBER 14		
Mid-term Exams		
SATURDAY OCTOBER 15		
Mid-term Exams		
SUNDAY OCTOBER 16		
Mid-term Exams		

MONDAY OCTOBER 17	
Mid-term Exams	
TUESDAY OCTOBER 18	
WEDNESDAY OCTOBER 19	
Last day to Enter Mid-Term Grades Online	

THURSDAY OCTOBER 20		
FRIDAY OCTOBER 21		
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THURSDAY OCTOBER 27	
FRIDAY OCTOBER 28	
SATURDAY OCTOBER 29	
SUNDAY OCTOBER 30	

MUNDAY OCTUBER 31
TUESDAY NOVEMBER 1
Last day to Withdraw from Classes with "W" grade (Online)
WEDNESDAY NOVEMBER 2
WEDNESDAY NOVEMBER 2 Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

THURSDAY NOVEMBER 3

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

FRIDAY NOVEMBER 4

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

SATURDAY NOVEMBER 5

SUNDAY NOVEMBER 6

MONDAY NOVEMBER 7

Continuing Students Advisement for Spring 2021
Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students

TUESDAY NOVEMBER 8

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

WEDNESDAY NOVEMBER 9

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

THURSDAY NOVEMBER 10

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

FRIDAY NOVEMBER 11

Continuing Students Advisement for Spring 2021
Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Veterans Day (University Closed)

SATURDAY NOVEMBER 12

SUNDAY NOVEMBER 13

MONDAY NOVEMBER 14

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students Classes Resume

TUESDAY NOVEMBER 15

Continuing Students Advisement for Spring 2021
Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Last Day for Deans to Submit Degree Completers' Clearance Forms to the Office of the Registrar

WEDNESDAY NOVEMBER 16

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

THURSDAY NOVEMBER 17

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

FRIDAY NOVEMBER 18

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

SATURDAY NOVEMBER 19

SUNDAY NOVEMBER 20

MONDAY NOVEMBER 21

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

TUESDAY NOVEMBER 22

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

WEDNESDAY NOVEMBER 23

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

THURSDAY NOVEMBER 24

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students Thanksgiving Day Observance (University Closed)

FRIDAY NOVEMBER 25

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students Thanksgiving Day Observance (University Closed)

SATURDAY NOVEMBER 26

SUNDAY NOVEMBER 27

MONDAY NOVEMBER 28

Continuing Students Advisement for Spring 2021
Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Classes Resume

TUESDAY NOVEMBER 29

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

WEDNESDAY NOVEMBER 30

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

FRIDAY DECEMBER 2

Continuing Students Advisement for Spring 2021
Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Deadline for Clearing Incomplete ("I") Grades for Spring and Summer 2021 – Roster Due in the
Office of the Registrar
Last Day to Effect a Total Withdrawal

SATURDAY DECEMBER 3

Last Day of Classes

SUNDAY DECEMBER 4

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students Reading Day

TUESDAY DECEMBER 6

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students Reading Day

WEDNESDAY DECEMBER 7

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students Final Examination Period

Continuing Students Advisement for Spring 2021 Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students Final Examination Period

FRIDAY DECEMBER 9

Continuing Students Advisement for Spring 2021
Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Final Examination Period

SATURDAY DECEMBER 10

SUNDAY DECEMBER 11

Continuing Students Advisement for Spring 2021
Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Final Examination Period

TUESDAY DECEMBER 13

Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Final Examination Period

WEDNESDAY DECEMBER 14

Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students

Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students

FRIDAY DECEMBER 16

Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Last Day to Summit Grades Online
Fall Semester Ends

SATURDAY DECEMBER 17

SUNDAY DECEMBER 18

Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Winterim Intercession (TBD)

TUESDAY DECEMBER 20

Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Winterim Intercession (TBD)

WEDNESDAY DECEMBER 21

Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Winterim Intercession (TBD)

Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Winterim Intercession (TBD)

FRIDAY DECEMBER 23

Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Winterim Intercession (TBD)

SATURDAY DECEMBER 24

SUNDAY DECEMBER 25

Christmas Day

Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Winterim Intercession (TBD)

TUESDAY DECEMBER 27

Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Winterim Intercession (TBD)

WEDNESDAY DECEMBER 28

Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Winterim Intercession (TBD)

Continuing Students Online Registration for Spring 2023 Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students Winterim Intercession (TBD)

FRIDAY DECEMBER 30

Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Winterim Intercession (TBD)

SATURDAY DECEMBER 31

SUNDAY JANUARY 1, 2023

New Year's Day

MONDAY JANUARY 2

Continuing Students Online Registration for Spring 2023
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023
Advising & Registration for New, Readmitted, Special, & Transfer Students
Winterim Intercession (TBD)

TUESDAY JANUARY 3

Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students Winterim Intercession (TBD) Professional Development Days

WEDNESDAY JANUARY 4

Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students Winterim Intercession (TBD) Professional Development Days

THURSDAY JANUARY 5
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students Winterim Intercession (TBD)
FRIDAY JANUARY 6
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Advising & Registration for New, Readmitted, Special, & Transfer Students Winterim Intercession (TBD)
SATURDAY JANUARY 7
SUNDAY JANUARY 8

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Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Classes Begin Late Registration and Add/Drop (Online) (Late Fee Imposed)

TUESDAY JANUARY 10

Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Late Registration and Add/Drop (Online) (Late Fee Imposed)

WEDNESDAY JANUARY 11

Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Late Registration and Add/Drop (Online) (Late Fee Imposed)

THURSDAY JANUARY 12
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Late Registration and Add/Drop (Online) (Late Fee Imposed)
FRIDAY JANUARY 13
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Late Registration and Add/Drop (Online) (Late Fee Imposed)
SATURDAY JANUARY 14
SAIURDAI JANUARI 14
SUNDAY JANUARY 15

MONDAY JANUARY 16

Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Late Registration and Add/Drop (Online) (Late Fee Imposed) Martin Luther King Day Holiday (University Closed)

TUESDAY JANUARY 17

Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Late Registration and Add/Drop (Online) (Late Fee Imposed) Classes Resume Attendance Verification Reports Due (Online)

WEDNESDAY JANUARY 18

Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Attendance Verification Reports Due (Online) Withdrawal Deadline for 100% Refund (Tuition Only)

THURSDAY JANUARY 19
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Attendance Verification Reports Due (Online)
FRIDAY JANUARY 20
Tuition Installment Plan Enrollment Period for Continuing Students Spring 2023 Attendance Verification Reports Due (Online) Deadline to Submit Change of Major Forms to Registrar's Office Last Day to Apply for Graduation
SATURDAY JANUARY 21
SUNDAY JANUARY 22
SUNDAT JANUART 22

MONDAY JANUARY 23		
TUESDAY JANUARY 24		
WEDNESDAY JANUARY 25		

THURSDAY JANUARY 26		
EDIDAV IANIIADV 27		
FRIDAY JANUARY 27		
SATURDAY JANUARY 28		
SUNDAY JANUARY 29		

MONDAY JANUARY 30		
TUESDAY JANUARY 31		
TOLSDAI JANOANI SI		
WEDNESDAY FEBRUARY 1		

THURSDAY FEBRUARY 2		
FRIDAY FEBRUARY 3		
FRIDAT FEDRUART 3		
SATURDAY FEBRUARY 4		
SUNDAY FEBRUARY 5		

MONDAY FEBRUARY 6		
TUESDAY FEBRUARY 7		
WEDNESDAY FEBRUARY 8		

THURSDAY FEBRUARY 9	
FRIDAY FEBRUARY 10	
SATURDAY FEBRUARY 11	
SUNDAY FEBRUARY 12	
ONDAL LEDIOAKT 12	

MONDAY FEBRUARY 13		
TUESDAY FEBRUARY 14		
WEDNESDAY FEBRUARY 15		

THURSDAY FEBRUARY 16 Founders' Day	
FRIDAY FEBRUARY 17	
SATURDAY FEBRUARY 18	
SUNDAY FEBRUARY 19	

MONDAY FEBRUARY 20	
Presidents' Day (University Closed)	
TUESDAY FEBRUARY 21	
Classes Resume	
WEDNESDAY FEBRUARY 22	

THURSDAY FEBRUARY 23		
FRIDAY FEBRUARY 24		
TRIBATTEDROART 24		
SATURDAY FEBRUARY 25		
SUNDAY FEBRUARY 26		

MONDAY FEBRUARY 27 Mid-term Exams			
TUESDAY FEBRUARY 28 Mid-term Exams			
WEDNESDAY MARCH 1 Mid-term Exams			

THURSDAY MARCH 2		
Mid-term Exams		
FRIDAY MARCH 3		
Mid-term Exams		
SATURDAY MARCH 4		
Mid-term Exams		
SUNDAY MARCH 5		
SUNDAT MARGE 3		

MUNDAY MARCH 6	
Spring Break (Classes Suspended)	
TUESDAY MARCH 7	
Spring Break (Classes Suspended)	
WEDNESDAY MARCH 8	
Spring Break (Classes Suspended) Last Day to Enter Mid-Term Grades Online)	
· · · · · · · · · · · · · · · · · · ·	

THURSDAY MARCH 9	
Spring Break (Classes Suspended)	
FRIDAY MARCH 10	
Spring Break (Classes Suspended)	
SATURDAY MARCH 11	
Spring Break (Classes Suspended)	
SUNDAY MARCH 12	
Spring Break (Classes Suspended)	

Classes Resume
TUESDAY MARCH 14
TOESDAT MARGIT 14
WEDNESDAY MARCH 15

THURSDAY MARCH 16	
FDIDAY MADOU 17	
FRIDAY MARCH 17	
SATURDAY MARCH 18	
SUNDAY MARCH 19	

MONDAY MARCH 20
Last Day to Withdraw from Classes with "W" grade (Online)
TUESDAY MARCH 21
WEDNESDAY MARCH 22

THURSDAY MARCH 23
FRIDAY MARCH 24 Insert Key Date Activity Note Here e.g. Late Registration
SATURDAY MARCH 25
SUNDAY MARCH 26

MONDAY MARCH 27		
TUESDAY MARCH 28		
WEDNESDAY MARCH 29		

THURSDAY MARCH 30	
FRIDAY MARCH 31	
SATURDAY APRIL 1	
SUNDAY APRIL 2	

MONDAY APRIL 3

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

TUESDAY APRIL 4

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

WEDNESDAY APRIL 5

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

THURSDAY APRIL 6

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

FRIDAY APRIL 7

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

SATURDAY APRIL 8

SUNDAY APRIL 9

MONDAY APRIL 10

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

TUESDAY APRIL 11

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

WEDNESDAY APRIL 12

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

THURSDAY APRIL 13

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

FRIDAY APRIL 14

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Deadline for Completers to Clear Any Financial Obligations
Deadline for Clearing Incomplete ("I") Grades for Fall: Roster Due in Office of the Registrar

SATURDAY APRIL 15

SUNDAY APRIL 16

MONDAY APRIL 17

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Emancipation Day Observed (University Closed)

TUESDAY APRIL 18

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Classes Resume

WEDNESDAY APRIL 19

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

THURSDAY APRIL 20

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

FRIDAY APRIL 21

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

SATURDAY APRIL 22

SUNDAY APRIL 23

MONDAY APRIL 24

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Final Examination Period for Completers

TUESDAY APRIL 25

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Final Examination Period for Completers

WEDNESDAY APRIL 26

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Final Examination Period for Completers

THURSDAY APRIL 27

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Final Examination Period for Completers

FRIDAY APRIL 28

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Final Examination Period for Completers
Last Day to Effect a Total Withdrawal

SATURDAY APRIL 29

Last Day of Spring Classes

SUNDAY APRIL 30

MONDAY MAY 1

Continuing Students Advisement Period for Fall 2023
Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Last Day for Deans to Submit Degree Completers' Clearance Forms to Registrar Reading Day

TUESDAY MAY 2

Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Completer Grades Due (Online) by Close of Business
Final Examination Period for Non-Completers

WEDNESDAY MAY 3

Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Final Examination Period for Non-Completers

THURSDAY MAY 4

Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Final Examination Period for Non-Completers

FRIDAY MAY 5

Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Final Examination Period for Non-Completers

SATURDAY MAY 6

Final Examination Period for Non-Completers

SUNDAY MAY 7

Final Examination Period for Non-Completers

MONDAY MAY 8

Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Final Examination Period for Non-Completers

TUESDAY MAY 9

Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

WEDNESDAY MAY 10

Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

THURSDAY MAY 11

Continuing Students Online Registration for Fall 2023
Registration for First Six-Week Summer Session 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Final Grades Due for Non-Completers

FRIDAY MAY 12

Continuing Students Online Registration for Fall 2023 Registration for First Six-Week Summer Session 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023 Spring Semester Ends

SATURDAY MAY 13

Commencement

SUNDAY MAY 14

MONDAY MAY 15

Continuing Students Online Registration for Fall 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Classes Begin
Late Registration and Add/Drop (Online) (Late Fee Imposed)

TUESDAY MAY 16

Continuing Students Online Registration for Fall 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Late Registration and Add/Drop (Online) (Late Fee Imposed)
Attendance Verification Reports Due (Online)

WEDNESDAY MAY 17

Continuing Students Online Registration for Fall 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Late Registration and Add/Drop (Online) (Late Fee Imposed)
Attendance Verification Reports Due (Online)

THURSDAY MAY 18

Continuing Students Online Registration for Fall 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Late Registration and Add/Drop (Online) (Late Fee Imposed)
Attendance Verification Reports Due (Online)

FRIDAY MAY 19

Continuing Students Online Registration for Fall 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Late Registration and Add/Drop (Online) (Late Fee Imposed)
Attendance Verification Reports Due (Online)

SATURDAY MAY 20

Attendance Verification Reports Due (Online)

SUNDAY MAY 21

Attendance Verification Reports Due (Online)

MONDAY MAY 22

Continuing Students Online Registration for Fall 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Attendance Verification Reports Due (Online)

TUESDAY MAY 23

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

WEDNESDAY MAY 24

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

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Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

FRIDAY MAY 26

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

SATURDAY MAY 27

SUNDAY MAY 28

MONDAY MAY 29

Continuing Students Online Registration for Fall 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Memorial Day Holiday (University Closed)

TUESDAY MAY 30

Continuing Students Online Registration for Fall 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Classes Resume

WEDNESDAY MAY 31

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

THURSDAY JUNE 1

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

FRIDAY JUNE 2

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

SATURDAY JUNE 3

SUNDAY JUNE 4

Withdrawal Deadline for 100% Refund (Tuition Only)

MONDAY JUNE 5

Continuing Students Online Registration for Fall 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Last Day to Withdraw from Classes (First Six-Week Term)

TUESDAY JUNE 6

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

WEDNESDAY JUNE 7

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

THURSDAY JUNE 8

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

FRIDAY JUNE 9

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023 Last Day to Apply for Summer Degree

SATURDAY JUNE 10

SUNDAY JUNE 11

MONDAY JUNE 12

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

TUESDAY JUNE 13

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

WEDNESDAY JUNE 14

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

THURSDAY JUNE 15

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

FRIDAY JUNE 16

Continuing Students Online Registration for Fall 2023
Registration for Second Six-Week Summer Session 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Last Day to Request a Total Withdrawal

SATURDAY JUNE 17

SUNDAY JUNE 18

MONDAY JUNE 19

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

TUESDAY JUNE 20

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

WEDNESDAY JUNE 21

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

THURSDAY JUNE 22

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

FRIDAY JUNE 23

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

SATURDAY JUNE 24

Last Day of Classes

SUNDAY JUNE 25

MONDAY JUNE 26

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023 Last Day to Enter Grades Online (First Six-Week Term)

TUESDAY JUNE 27

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

WEDNESDAY JUNE 28

Continuing Students Online Registration for Fall 2023 Registration for Second Six-Week Summer Session 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

THIIRSDAY IIINF 2	

Continuing Students Online Registration for Fall 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Classes Begin
Late Registration and Add/Drop (Online) (Late Fee Imposed)

FRIDAY JUNE 30

Continuing Students Online Registration for Fall 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Late Registration and Add/Drop (Online) (Late Fee Imposed)

SATURDAY JULY 1

SUNDAY JULY 2

MONDAY JULY 3

Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023 Late Registration and Add/Drop (Online) (Late Fee Imposed)

TUESDAY JULY 4

Continuing Students Online Registration for Fall 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Late Registration and Add/Drop (Online) (Late Fee Imposed)
Independence Day Observed (University Closed)

WEDNESDAY JULY 5

Continuing Students Online Registration for Fall 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Late Registration and Add/Drop (Online) (Late Fee Imposed)
Classes Resume
Verification of Attendance Reports Due (Online)

THURSDAY JULY 6

Continuing Students Online Registration for Fall 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Late Registration and Add/Drop (Online) (Late Fee Imposed)
Verification of Attendance Reports Due (Online)

FRIDAY JULY 7

Continuing Students Online Registration for Fall 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Late Registration and Add/Drop (Online) (Late Fee Imposed)
Verification of Attendance Reports Due (Online)

SATURDAY JULY 8

SUNDAY JULY 9

MONDAY JULY 10

Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023 Verification of Attendance Reports Due (Online)

TUESDAY JULY 11

Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023 Verification of Attendance Reports Due (Online)

WEDNESDAY JULY 12

Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023 Verification of Attendance Reports Due (Online)

THURSDAY JULY 13
Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023 Withdrawal Deadline for 100% Refund (Tuition Only)

FRIDAY JULY 14

Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023 Last Day to Withdraw from Classes (Second Six-Week Term)

SATURDAY JULY 15

SUNDAY JULY 16

MONDAY JULY 17
Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

TUESDAY JULY 18

Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

WEDNESDAY JULY 19

Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

THURSDAY JULY 20
Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
FRIDAY JULY 21
Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
SATURDAY JULY 22
SUNDAY JULY 23

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Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

TUESDAY JULY 25

Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

WEDNESDAY JULY 26

Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

THURSDAY JULY 27
Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
EDIDAV IIII V 20
FRIDAY JULY 28 Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
SATURDAY JULY 29
SUNDAY JULY 30

MONDAY JULY 31
Continuing Students Online Registration for Fall 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

TUESDAY AUGUST 1

Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

WEDNESDAY AUGUST 2

Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

THURSDAY AUGUST 3
Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
FRIDAY AUGUST 4
Continuing Students Online Registration for Fall 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023 Last Day to Request a Total Withdrawal
SATURDAY AUGUST 5
SUNDAY AUGUST 6
SUNDAY AUGUST 6

MONDAY AUGUST 7
Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

TUESDAY AUGUST 8

Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

WEDNESDAY AUGUST 9

Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

THURSDAY AUGUST 10
Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
FRIDAY AUGUST 11
Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
SATURDAY AUGUST 12 Last Day of Classes
Last Day Of Classes
SUNDAY AUGUST 13

MONDAY AUGUST 14

Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

TUESDAY AUGUST 15

Continuing Students Online Registration for Fall 2023
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
Last Day to Enter Grades Online (Second Six-Week Term)

WEDNESDAY AUGUST 16

Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023

THURSDAY AUGUST 17
Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
FRIDAY AUGUST 18
Continuing Students Online Registration for Fall 2023 Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023
SATURDAY AUGUST 19
SUNDAY AUGUST 20

UDC ACADEMIC CALENDAR 2022-2023 FALL 2022 SEMESTER

Continuing Students Online Registration for Fall 2022 April 1-August 21, 2022

Tuition Installment Plan Enrollment Period for Continuing

Students for Fall 2022 April 1-August 26

Advisement/Registration for New, Readmitted, Special

& Transfer Students August 1-19

Faculty Due Back August 16

Professional Development Days August 16-17

Classes Begin August 22

Late registration and Add/Drop (Online) (Late Fee Imposed) August 22-29

Attendance Verification Reports Due (Online)

August 29-September 3

September 6

September 6

September 22

Withdrawal Deadline for 100% Refund (Tuition Only)

August 31

Labor Day (University Closed) September 5

Classes Resume September 6

Deadline Date to Submit Change of Major Forms to Registrar's Office

Last Day to Apply for Fall 2022 Degree

Opening Convocation

Indigenous Peoples' Day (University Closed)

October 10

Classes Resume October 11

Mid-term Exams October 11-17

Last day to Enter Mid-Term Grades Online October 19

Last day to Withdraw from Classes with "W" grade

(Online) November 1

UDC ACADEMIC CALENDAR 2022-2023 FALL 2022 SEMESTER (CONTINUED)

November 2-December 12 Continuing Students Advisement for Spring 2022

Continuing Students Online Registration for Spring 2023 November 2-January 2, 2023

Tuition Installment Plan Enrollment Period for Continuing

Students Spring 2022 November 2-January 20, 2023

November 15

December 2

November 24-26

November 11 Veterans Day (University Closed)

November 14 Classes Resume

Last Day for Deans to Submit Degree Completers' Clearance Forms to the Office of the Registrar

Thanksgiving Day Observance (University Closed)

Classes Resume November 28

Deadline for Clearing Incomplete ("I") Grades for Spring and Summer 2021 - Roster Due in the Office of the Registrar

December 2 Last Day to Effect a Total Withdrawal

Last Day of Classes December 3

December 5 Reading Day

Common Exams (English) December 6

Final Examination Period December 7-13

Last Day to Summit Grades Online December 16

Fall Semester Ends December 16

Winterim Intercession (TBD) December 19-January 6, 2023

December 26 Christmas Holiday (University Closed)

UDC ACADEMIC CALENDAR 2022-2023 SPRING 2023 SEMESTER

Continuing Students Online Registration for Spring 2023 November 2–January 2, 2023

Tuition Installment Plan Enrollment Period for Continuing

Students for Spring 2023 November 2–January 2, 2023

Advising & Registration for New, Readmitted, Special,

& Transfer Students November 2-January 7, 2023

Professional Development Days January 3-4, 2023

Classes Begin January 9

Late Registration and Add/Drop (Online) (Late Fee Imposed)

January 9-17

Martin Luther King Day Holiday (University Closed)

January 16

Classes Resume January 17

Attendance Verifi cation Reports Due (Online)

January 17-20

Withdrawal Deadline for 100% Refund (Tuition Only)

January 18

Deadline to Submit Change of Major Forms to Registrar's Office January 20

Last Day to Apply for Graduation January 20

Founders' Day February 16

Presidents' Day (University Closed) February 20

Classes Resume February 21

Mid-term Exams February 27-March 4

Spring Break (Classes Suspended) March 6-12

Last Day to Enter Mid-Term Grades Online March 8

Classes Resume March 13

Last Day to Withdraw from Classes with "W" grade (Online) March 20

UDC ACADEMIC CALENDAR 2022-2023 SPRING 2023 SEMESTER (CONTINUED)

Continuing Students Advisement Period for Fall 2023	April 3-May 1
Continuing Students Online Registration for Fall 2023	April 3-August 20
Registration for First Six-Week Summer Session 2023	April 3-May 14
Registration for Second Six-Week Summer Session 2023	April 3-June 28
Tuition Installment Plan Enrollment Period for Continuing Students for Fall 2023	April 3-August 25
Deadline for Completers to Clear Any Financial Obligations	April 14
Deadline for Clearing Incomplete ("I") Grades for Fall: Roster Due in Office ofthe Registrar	April 14
Emancipation Day Observed (University Closed)	April 17
Classes Resume	April 18
Final Examination Period for Completers	April 24-28
Last Day to Effect a Total Withdrawal	April 28
Last Day of Spring Classes	April 29
Last Day for Deans to Submit Degree Completers' Clearance Forms to Registrar	May 1
Reading Day	May 1
Completer Grades Due (Online) by Close of Business	May 2
Final Examination Period for Non-Completers	May 2-8
Final Grades Due for Non-Completers	May 11
Spring Semester Ends	May 12
Commencement	May 13

UDC ACADEMIC CALENDAR 2022-2023 SUMMER 2023 SEMESTER

First Six-Week Session:	
Students may register for both sessions	May 15-June 24, 2023
Registration for First Six-Week Summer Session	April 3-May 19
Registration for Second Six-Week Summer Session	April 3-June 28
Classes Begin	May 15, 2023
Late Registration and Add/Drop (Online)	Mov 15 10
(Late Fee Imposed)	May 15-19
Attendance Verifi cation Reports Due (Online)	May 16-22
Memorial Day (University Closed)	May 29
Classes Resume	May 30
Withdrawal Deadline for 100% Refund (Tuition Only)	June 4
Last Day to Withdraw from Classes (First Six-Week Term)	June 5
Last Day to Apply for Summer Degree	June 9
Deadline Date to Submit Change of Major Forms to Registrar's Office	June 9
Last Day to request a Total Withdrawal	June 16
Last Day of Classes	June 24

Final Class

Final Examination

UDC ACADEMIC CALENDAR 2022-2023 SUMMER 2023 SEMESTER (CONTINUED)

Last day to Enter Grades Online (First Six-Week Term) June 26 Second Six-Week Summer Session June 29-August 12 Classes Begin June 29 Late Registration and Add/Drop (Online) (Late Fee Imposed) June 29-July 7 Independence Day Observed (University Closed) July 4 Classes Resume July 5 Verification of Attendance Reports Due (Online) July 5-12 Withdrawal Deadline for 100% Refund (Tuition Only) July 13 Last day to Withdraw from Classes (Second Six-Week Term) July 14 Last day to Request a Total Withdrawal August 4 **Last Day of Classes** August 12 **Final Examinations Final Class** Last Day to Enter Grades Online (Second Six-week Term) August 15





OFFICE OF THE DEAN OF STUDENTS UNIVERSITY OF THE DISTRICT OF COLUMBIA

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