



**Cavalla  
International  
University**

# **UNIVERSITY COURSE CATALOG**

## **2024-2025**



**Barclay College of Law**

**Department of Arts, Humanities & Social Sciences**

**Department of Business Management & Administration**

**Department of Education & Human Development**

**Department of Health Sciences, Natural Sciences & Technology**



**Cavalla  
International  
University**

**Effective: April 1, 2024 - December 31, 2025**



**Cavalla  
International  
University**

## **UNIVERSITY COURSE CATALOG**



### **Vision**

*To be a center of excellence in  
learner-centered transformative education.*

### **Mission**

*To provide excellent life-long, enduring, globally competent, and transformative teaching-learning experiences that empower learners to become effective leaders and agents of change in society.*

**Welcome to CIU Global Community, be part of our family.**



**Cavalla  
International  
University**

## History

**Cavalla International University** is named after the USS Cavalla 244 Submarine (“Avenger of Pearl Harbor”) because of its fierceness in the international waters of Asia during World War II. From 1944-1946, Cavalla was an attack submarine, sinking over 34,000 tons of enemy shipping including the Imperial Japanese Navy’s carrier, Shokaku during the Battle of the Philippine Seas. After the war, she was decommissioned and placed in the Navy Reserve Fleet, New London CT.

The USS Cavalla (SS-244) was awarded the Presidential Unit Citation for actions on her first patrol near the Philippines from May 31 to Aug 3, 1944, under the command of Lt. Cdr. Herman J. Kossler (1911-1988). She was also awarded four Battle Stars for operations in the Pacific. The USS Cavalla is best known as the “**Avenger of Pearl Harbor**” and **earned the prestigious Presidential Unit Citation for sinking the Japanese Aircraft Carrier, Shokaku, a vessel that attacked Pearl Harbor.**

On 21 Jan 1971, the USS Cavalla became a museum ship at Seawolf Park, in Galveston, Texas. In 1971, the U.S. Navy transferred possession of Cavalla to the Texas Submarine Veterans of WWII as a memorial to the lost submarine USS Seawolf. (**Galveston Naval Museum – USS Cavalla, History**)

## About Us

At **Cavalla International University of America**, you are part of an international community of students and highly distinguished professors. The University welcomes all our students from around the world. Our online community of faculty and students bring together creative, passionate, and intellectually engaged students from all around the globe, with the common goal of obtaining excellent, innovative, and creative education along with high a standard of research skills.

**Cavalla International University** of America is an American online university or an American Accelerated University as it is commonly called. The university uses internet/electronics methods to conduct live classes for its students. Students are also encouraged to study independently with the help of an assigned faculty mentor.

**Cavalla International University** of America offers over 100 degrees and over 20 specialized certification courses from the graduate school, Barclay College of Law and the 5 undergraduate colleges. The university offers doctoral degrees, Law degrees and undergraduate degrees, including Arts and Sciences, Education, Engineering and Technology, Health and Sciences, Business Administration and Management and many Specialized Certification Courses that will meet the interest and needs of our global students. The university endeavors to hire and recruit highly qualified and reputable local and international professors to guide the students as faculty members and mentors.

The programs are flexible and affordable and take into consideration the busy schedule of students that are working adults. Our global community is open and welcomes all to be part of the wonderful learning experience at Cavalla International University.

## Accreditation

**Cavalla University International of America** is an academic institution registered in the State of Louisiana to conduct legal business and it is approved by the Board of Trustees and the Executive Leadership of the university to grant professional and academic degrees. The University adheres to the educational standards and requirements of the U.S. Department of Education and complies with the rules and regulations of the Louisiana State board of regents (department of education) regarding educational integrity and recruiting requirements for hiring qualified professors with the right academic qualifications to teach.

**Cavalla International University of America** is accredited by CPD, a UK based internationally recognized, respectable, and reputable accrediting body.

**Cavalla International University of America** is accredited by CPD Certification Services in the UK. Continuing Professional Development Certification Services is a well-recognized accreditation System throughout the UK and internationally, which confirms that Cavalla International University learning activities have been Scrutinized to ensure Integrity and quality. Cavalla International University qualifications and degree programs have reached the required industry standard and benchmarks for professional and academic development. The Certification provides the following assurance:

- ✚ **CPD certification** or accreditation means our programs have been independently evaluated for Continuing Professional Development purposes by The CPD Certification Service. This means our courses comply with universally accepted principles of Continual Professional Development (CPD) and have been structured to meet the criteria of personal development plans authorized by the CPD.
- ✚ **CPD certified** training means the learning activity has reached the required CPD standards and benchmarks. The learning value has been thoroughly examined to ensure integrity and quality. The CPD Certification Service provides recognized independent CPD assessment compatible with global CPD standards.
- ✚ **CPD certification** means that the content and structure of the courses have been independently assessed and approved for multi-disciplinary and industry-wide continuing personal, academic and professional development purposes.

The accreditation ensures that Cavalla International combines different methodologies of teaching for professional development, such as e-learning, research, the Socrates method, case study methods, best practice techniques and idea sharing, while actively engaging students' participation during lectures. The goal is to ensure that our students are well-rounded with skills that are marketable and acceptable. The CPD accreditation also ensures that programs taught at Cavalla International University are up to date and not obsolete.

**Cavalla International University of America** is an American Accelerated online research university with focus on providing well-rounded, recognized, respectable and reputable academic and professional education, while meeting the high educational standards and evaluation of the CPD Certification Services of the United Kingdom. Cavalla International University has not sought accreditation with any US based accrediting bodies.



## CORE VALUES

**Cavalla International University** is an American International Accelerated University. Currently, the university offers all its programs online. The faculty at Cavalla International University (CIU) endeavors to provide excellent, affordable, and flexible educational programs to all its students. Cavalla International University was established in 1990 as a correspondence school, specializing in providing high quality professional education to working adults who wanted to pursue a specific area of expertise in Accounting, Business, Finance, Human Resource, Computer training and Marketing. The school continues to provide professional education on a course-by-course basis until 1998 when the board and faculty approved the college to be a full-fledged degree granting institution. The Doctor of Juris (J.D.) and the undergraduate degrees were subsequently initiated in the same year and the college was reclassified as a university.

The primary goal of the university since then has been to provide excellent professional education to busy working adults who may not be able to attend traditional university due to family commitment, job commitment, high cost of attending college/university and other demands of society that may prevent career minded people from pursuing their academic goals. In 2005 the university was approved to begin granting master's degrees and three years later in 2008 the Board of Trustees approved the university to grant Doctor of Philosophy Degrees. The university does not have residency requirements for students. As an international university, CIU endeavors to recruit qualified and reputable professors from the international community. The university offers professional and academic degrees. Cavalla International University has excellent world class educational programs. The programs are inexpensive in comparison to American Universities with similar programs, it has flexible programs to meet the needs of busy working adults and mothers. The online nature of the University affords students the chance to learn both theory and practice of their specific area of study.

The University has an open enrollment policy. Students can apply anytime during a semester. However, applications received after a semester has begun will be processed and evaluated for the next semester. Students can choose to enroll in one of our accelerated programs. The standard semester is 12 weeks, and the University has two accelerated programs: 6 weeks and 8 weeks. Cavalla International University has excellent world class educational programs. The programs are inexpensive in comparison to American Universities with similar programs, it has flexible programs to meet the needs of busy working adults and mothers. The online nature of the University affords students the chance to learn both theory and practice of their specific area of study.

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**Cavalla  
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**MESSAGE FROM THE PRESIDENT**



**Dr. Horatius Jackie Williams, JD, LLM, PhD  
President and Chancellor  
Cavalla International University**

We would like to welcome you to **Cavalla International University (CIU)** and to congratulate you on your decision to become part of our international community of students and professors. The university values and welcomes everyone and takes special interest in helping students achieve their academic goals. The goal of CIU is to provide excellent, flexible, and affordable education to anyone from anywhere in the world. “CIU actually brings high quality American Education at your door, with three accelerated options to help you complete your program a year earlier.”

We provide high quality educational study programs that will benefit our students and help them appreciate their decision to study at our institution. We take pride in the fact that our students graduate with high confidence and possess the necessary skills needed to enhance their expertise and career advancement.

The University has six colleges and a graduate School, including Barclay College of Law, and three accelerated semester options to help our students complete their programs a year earlier and to begin earning income before what would have been their graduation date at another university. We are pleased that you are considering our world class research programs that are also designed to develop professionals with advanced research skills. Please take time to read through our academic programs, while paying attention to your area of interest as well as the course descriptions.

We would like to commend you for your interest in studying at Cavalla International University. An education at Cavalla International University will enable you to appreciate the art of studying and help you develop the confidence needed to approach all angles of your professional life. We look forward to formerly welcome you and to introduce you to our international faculties to and to create a program that fits your educational and career needs.

## MISSION STATEMENT OF THE UNIVERSITY

The mission of Cavalla University is to provide high quality and excellent education to its students. The university seeks to prepare students to meet the challenges of today's complex and rapidly changing society. Students and faculty at CIU foster a commitment of excellence in studying traditional academic disciplines, as well as innovation in exploring questions that cross disciplinary boundaries. CIU encourages faculty and students to be independent thinkers or less restrictive in their ideas while conducting research. This may involve exploring and investing in established academic research areas and contradicting the findings if necessary. The mission of CIU therefore challenges the students to integrate their personal and professional life experiences with the required academic work in their areas of specialization.

## GOALS

The goal of the university is to enable students to develop high level of confidence that will be useful in their professional life and to their employers. At the end of the program students should be able to assimilate their theoretical knowledge with their areas of practice. This will enable students to generate high quality research, understanding of their specialties and to put the learned knowledge to practical use. The university is committed to providing an exchange of knowledge, understanding and scholarly work with their global communities. The university does this by making students and faculty research work available to various communities, individuals, businesses, and organizations that may seek to utilize research the findings. At the end, the ultimate goal of CIU is to produce graduates that are highly qualified and possess the necessary skills which will enable them to be confident and productive to their communities.

## OBJECTIVES

1. To enable students to learn through high level research with the help of faculty mentors.
2. To provide a high level of education to students who may not otherwise have the financial means or flexibility to attend traditional universities.
3. To enable students to become scholars or experts with a broadened approach in their area of specialization that can benefit them professionally.
4. To prepare students to be independent thinkers who have great intellectual, analytical, and critical skills.
5. To produce highly qualified and productive professionals for the global community.

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### Notice of Non-Discrimination

It is the policy of Cavalla International University not to discriminate in its educational programs, activities, or employment policies on the basis of race, sex, sexual orientation, gender identity, color, creed, age, ethnic or national origin, or non-disqualifying handicap, as required by federal laws and regulations, including Title IX of the 1972 Educational Amendments. Cavalla International University complies with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380 as Amended.

### Governance

Cavalla International University accepts in principle that the governance of the University is a shared responsibility of administration, faculty, and students. Administrators provide executive continuity; faculty and students participate in governance mainly through the constituent assemblies and the work of committees. The latter provides for constructive interactions among administrators, faculty, and students. Organizationally, the Board of Trustees has oversight of the operations of the Corporation. Leadership is headed by the Chancellor, who is responsible for determining the overall strategic direction and priorities for the University. The President is Cavalla International University's chief academic officer. A full description of the organizational structure of the University, including current administrators and a list of Board of Trustees members, can be found at

<https://cavallauniversity.education/>

## Organizational Chart

**Dr. Horatius Jackie Williams**  
President and Chancellor

**Dr. B.K. Robertson**  
Provost and Vice President of Academic Affairs & Institutional Advancement

**Dr. Valencia T. Johnson**  
Acting Vice Provost/Vice President of Academic Affairs & Dean of Graduate Studies

**Mrs. Raquel Williams**, Vice President for Administration and Finance

**Dr. Hammed Massaley**, Vice President for Student Affairs and Enrollment Management

**Dr. Abebayehu Yilma**, Advisor to the President/Chancellor

**Dr. Beatrice Bischof**, Board of Trustees and Advisor to the University

**Mr. Thomas M. Carden**, Board of Trustees and Advisor to the University

**Dr. Clifford Frank**, Board of Trustees and CIU UK Representative/Director

**Mr. S. Mynah C. Karmo**, Country Director – Liberia

**Dr. Morris Koffa**, Board of Trustees and Director of the Environmental Center

**TBD**, Vice President Information Technology and Chief Information Officer

**TBD**, Chief Accreditation, International, Government, and Legislative Affairs Officer

**Marjorie Ramos**, Registrar/Director of Student Enrollment, Records and Registration

**Raisa Padilla**, Director of Admissions and Alumni Association and Engagement

✚ **TBD**, Office Manager

✚ **Howa Massaley**, Admissions Advisor

✚ **TBD**, Administrative Assistant

✚ **TBD**, Administrative Assistant

**TBD**, Director of Financial Aid and Library Services

**TBD**, Financial Aid Advisor

**TBD**, Grant Researcher and Writer

**TBD**, Research, Community Outreach, and Fundraising Director

**TBD**, Director of Human Resources and Career Services

**TBD**, Director of Institutional Review Board, Commencement, and Student Activities

**Dr. Ikechi Abugba**, Dean of Undergraduate Studies and Director of Agribusiness Studies

**Dr. Ciro Martinez**, Dean, Barclay College of Law

**TBD**, Dean of Arts and Sciences

**TBD**, Dean of Business Management and Administration

**TBD**, Dean of Education and Human Development

**TBD**, Dean of Health Sciences and Technology

\***TBD – To Be Determined**





**Cavalla  
International  
University**

## University Contact Information

For general information or application materials:

### U.S. Citizens and International Students

- + Phone: 1-888-233-5356
- + Office: 651-488-0975
- + E-mail: [Info@cavallauniversity.edu](mailto:Info@cavallauniversity.edu)
- + Website: <https://cavallauniversity.edu/>

### International Students to U.S. Campuses

- + Phone: international access code +1-888-233-5356
- + Office: international access code +1-651-488-0975

### Hours of Operation

- + Monday - Friday: 9:00AM - 5:00PM
- + Saturday: 10:30AM -12:00PM

Email the Office of Admissions: [admissions@cavallauniversity.edu](mailto:admissions@cavallauniversity.edu)

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Cavalla International University is academically organized into six schools and colleges:

- + Barclay College of Law
- + College of Arts, Humanities & Social Sciences
- + College of Business Management & Administration
- + College of Education & Human Development
- + College of Health Sciences, Natural Sciences & Technology

The policies and courses listed in this catalog represent the curriculum for the following degrees.



**Cavalla  
International  
University**

**University Admissions Requirements  
GRADUATE STUDIES**

**General Admissions Requirements for all New Students submission of the following:**

- ✦ Application Form
- ✦ Goal Statement
- ✦ Transcript of Records or Diploma
- ✦ Letters of Recommendation
- ✦ Resume

**Admissions Requirements for Graduate School Masters' Degree Program**

- ✦ Bachelor's degree and some work experience.
- ✦ Must be able to speak English.
- ✦ Must pass the entrance interview.
- ✦ Must submit all the General Admissions Requirements for all New Students

**Admissions Requirements for Doctorate/Doctoral Degree Program**

- ✦ Master's Degree and at least two years of work experience in the student's area
- ✦ of specialization and must possess good reading and writing skills.
- ✦ Required to speak, read, and write English fluently (must be able to speak and write English)
- ✦ Must pass the entrance interview.
- ✦ Must submit all the General Admissions Requirements for all New Students.

**University Admissions Requirements  
UNDERGRADUATE STUDIES**

**General Admissions Requirements for all New Students submission of the following:**

- ✦ Application Form
- ✦ Goal Statement
- ✦ Transcript of Records or Diploma
- ✦ Letters of Recommendation
- ✦ Resume

**Note: More than 30 add concentrations and Customized degree programs available.  
Please contact the admissions offices for your specific program of interest**



**Cavalla  
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## **SCHOOL OF GRADUATE STUDIES**

### **BARCLAY COLLEGE OF LAW**

#### **Law/Jurisprudence**

- ✚ Doctor of Jurisprudence (JD)
- ✚ Executive Juris Doctor (EJD)
- ✚ Doctor of Juridical Science (SJD)
- ✚ **Dual Programs:**
  - Doctor of Juridical Science/Doctor of Philosophy (SJD/PhD)
  - Doctor of Jurisprudence/Master of Business Administration (SJD/MBA)
  - Doctor of Jurisprudence/Master of Science/Master of Arts (JD/MS/MA)
  - Doctor of Jurisprudence/Master of Laws (JD/LLM)
  - Doctor of Juridical Science/Master of Laws/Master of Legal Studies (SJD/LLM/MLS)
  
- ✚ Master of Laws (LLM)
- ✚ Master of Legal Studies (MLS)





**Cavalla  
International  
University**

**DOCTORAL PROGRAMS**

**DEPARTMENT OF ARTS, HUMANITIES, AND SOCIAL SCIENCES**

**Arts, Humanities, and Sciences**

- ✦ Doctor of Philosophy in Industrial Psychology and Leadership
  - ✦ Doctor of Philosophy in International Human Rights and Humanitarian Studies
  - ✦ Doctor of Philosophy in International Relations and Diplomacy
  - ✦ Doctor of Philosophy in International Peace and Dispute Resolution
  - ✦ Doctor of Philosophy in Criminal Justice Systems
  - ✦ Doctor of Philosophy in Environment Science and Management
  - ✦ Doctor of Philosophy in Environmental Studies
  - ✦ Doctor of Philosophy in Agribusiness Management and Policy
  - ✦ Doctor of Philosophy in Agribusiness Management
- 

**DEPARTMENT OF BUSINESS MANAGEMENT AND ADMINISTRATION**

**Business Management and Administration**

- ✦ Doctor of Business Administration (DBA)
  - ✦ Doctor of Philosophy in Business Management and Administration
  - ✦ Doctor of Philosophy in Forensic Accounting and Auditing
  - ✦ Doctor of Philosophy in Financial Management
  - ✦ Doctor of Philosophy in Information Management Systems
  - ✦ Doctor of Philosophy in Human Resource Management
  - ✦ Doctor of Philosophy in Organizational Leadership and Management
  - ✦ Doctor of Philosophy in Public Policy and Management
- 

**DEPARTMENT OF EDUCATION & HUMAN DEVELOPMENT**

**Education and Human Development**

- ✦ Doctor of Philosophy in Education
  - ✦ Doctor of Philosophy in Educational Leadership and Management
  - ✦ Doctor of Philosophy in Human Development, Learning and Culture
- 

**DEPARTMENT OF HEALTH SCIENCES, NATURAL SCIENCES & TECHNOLOGY**

**Health Sciences and Technology**

- ✦ Doctor of Philosophy in Health Services
  - ✦ Doctor of Philosophy in Health Care Management
  - ✦ Doctor of Philosophy in Public Health (DPH)
  - ✦ Doctor of Science in Engineering Management
  - ✦ Doctor of Philosophy in Management Information Systems
-



**Cavalla  
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**MASTER PROGRAMS**

**DEPARTMENT OF ARTS, HUMANITIES, AND SOCIAL SCIENCES**

**Arts, Humanities, and Sciences**

- ✦ Master of Arts in Industrial Psychology and Leadership
- ✦ Master of Arts in International Human Rights and Humanitarian Studies
- ✦ Master of Arts in International Relations and Diplomacy
- ✦ Master of Arts in International Peace and Dispute Resolution
- ✦ Master of Science in Criminal Justice Systems
- ✦ Master of Science in Environment Science and Management
- ✦ Master of Science in Environmental Studies
- ✦ Master of Science in Agribusiness Management and Policy
- ✦ Master of Science in Agribusiness Management

**DEPARTMENT OF BUSINESS MANAGEMENT AND ADMINISTRATION**

**Business Management and Administration**

- ✦ Master of Business Administration (MBA)
- ✦ Master of Science in Business Management and Administration
- ✦ MBA in Forensic Accounting
- ✦ MBA in Financial Management
- ✦ Master of Science in Information Management
- ✦ MBA in Human Resource Management
- ✦ MBA in Organizational Leadership and Management
- ✦ MBA in Marketing
- ✦ MBA in Public Policy and Management
- ✦ Executive Master of Business Administration (EMBA)

**DEPARTMENT OF EDUCATION & HUMAN DEVELOPMENT**

**Education and Human Development**

- ✦ Master of Arts in Education Management
- ✦ Master of Arts in Educational Leadership & Management
- ✦ Master of Arts in Human Development, Learning and Culture
- ✦ Master of Arts in Educational Psychology & Management

**DEPARTMENT OF HEALTH SCIENCES, NATURAL SCIENCES & TECHNOLOGY**

**Health Sciences and Technology**

- ✦ Master of Science in Health Services
- ✦ Master of Science in Health Care Management
- ✦ Master of Science in Public Health (MPH)
- ✦ Master of Science in Industrial Engineering
- ✦ Master of Science in Information Technology



**Cavalla  
International  
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## **SCHOOL OF UNDERGRADUATE STUDIES**

### **DEPARTMENT OF ARTS, HUMANITIES, AND SOCIAL SCIENCES**

#### **Arts, Humanities, and Sciences**

- ✦ Bachelor of Arts in Industrial Psychology and Leadership
- ✦ Bachelor of Arts in International Human Rights and Humanitarian Studies
- ✦ Bachelor of Arts in International Relations and Diplomacy
- ✦ Bachelor of Arts in International Peace and Dispute Resolution
- ✦ Bachelor of Science in Criminal Justice Systems
- ✦ Bachelor of Science in Environmental Science & Management
- ✦ Bachelor of Science in Environmental Studies
- ✦ Bachelor of in Science Agribusiness Management

### **DEPARTMENT OF BUSINESS MANAGENENT AND ADMINISTRATION**

#### **Business Management and Administration**

- ✦ Bachelor of Business Administration (BBA)
- ✦ Bachelor of Business Administration in Business Management & Administration
- ✦ Bachelor of Business Administration in Banking
- ✦ Bachelor of Business Administration in Hotel & Restaurant Management
- ✦ Bachelor of Business Administration in Accounting
- ✦ Bachelor of Business Administration in Customer Service and Management
- ✦ Bachelor of Business Administration in Community Development
- ✦ Bachelor of Business Administration in International Relations and Diplomacy
- ✦ Bachelor of Business Administration in International Peace & Dispute Resolution
- ✦ Bachelor of Business Administration in Economics
- ✦ Bachelor of Business Administration Human Development & Management
- ✦ Bachelor of Business Administration in Financial Management
- ✦ Bachelor of Business Administration in Forensic Accounting
- ✦ Bachelor of Business Administration in Human Resources Management
- ✦ Bachelor of Business Administration in International Business Management
- ✦ Bachelor of Business Administration in Marketing Management
- ✦ Bachelor of Business Administration in Organizational Leadership
- ✦ Bachelor of Business Administration in Operations Management
- ✦ Bachelor of Business Administration in Organizational Management and Development
- ✦ Bachelor of Business Administration in Management Information Systems
- ✦ Bachelor of Business Administration in Public Policy and Administration
- ✦ Bachelor of Business Administration in Project Management

**DEPARTMENT OF EDUCATION & HUMAN DEVELOPMENT**

**Education and Human Development**

- ✚ Bachelor of Arts in Education
  - ✚ Bachelor of Arts in Elementary Education
  - ✚ Bachelor of Arts in Secondary Education
  - ✚ Bachelor of Arts in Special Education
- 

**DEPARTMENT OF HEALTH SCIENCES, NATURAL SCIENCES & TECHNOLOGY**

**Health Sciences and Technology**

- ✚ Bachelor of Science in Health Sciences
  - ✚ Bachelor of Health Care Management
  - ✚ Bachelor of Science in Public Health Management
  - ✚ Bachelor of Science in Industrial Engineering
  - ✚ Bachelor of Science in Information Technology
  - ✚ Bachelor of Science in Information Management
  - ✚ Bachelor of Science in Cybersecurity
  - ✚ Bachelor of Science in Computer Science
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# Cavalla International University

## Barclay College of Law

### LLB SPECIALIZATION/DUAL PROGRAM

Cavalla International University Barclay School of Law new LLB Program will attract prospective students who wish to become future lawyers. The policies and courses listed are represented in the curriculum for the following degrees. Confer with the Registrar's Office and Admissions.

#### LLB Program with Specialization

LLB (Hons.) Law  
LLB (Hons.) w/specialization in Criminal Law  
LLB (Hons.) w/specialization in International Law  
LLB (Hons.) w/specialization in Immigration  
LLB (Hons.) w/specialization in Intellectual Property  
LLB (Hons.) w/specialization in Employment Law  
LLB (Hons.) w/specialization in Federal Courts/Judicial Administration

#### Dual Program

LLB (Hons.)/Juris Doctor (JD)  
LLB (Hons.)/Master of Business Administration (MBA)  
LLB (Hons.)/Doctor of Juridical Studies (SJD)  
LLB (Hons.)/Master of Law (LLM)  
LLB (Hons.)/Doctor of Philosophy (PhD)

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# Cavalla International University

## BACHELOR OF LAW (LLB)

The Bachelor of Law (LLB) requires 120 credits for completion. Students have the option to complete the program in 2-3 years. Dual degree programs will take up to 4 years to complete. General courses, which may be altered, are listed below:

<b>BACHELOR OF LAW (LLB) PROGRAM – FIRST YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
LLB 6000	Introduction to Law, Legal Writing & Research	6
LLB 6005	Laws of Contract	6
LLB 6010	Criminal Law	6
LLB 6015	Law of Torts	6
LLB 6020	Civil & Criminal Procedures	6
LLB 6025	Equity & Trusts (Wills, Trusts & Estates)	6
<b>BACHELOR OF LAW (LLB) PROGRAM – SECOND YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
LLB 6030	Land Law (Property Law)	6
LLB 6035	Constitutional & Administrative Law	6
LLB 6040	Evidence	6
LLB 6045	Commercial and International Trade Law	6
LLB 6050	Human Rights & Social Justice Law	6
LLB 6055	Remedies & Public Law	6
LLB 6056	Law, Ethics & Governance	6
<b>BACHELOR OF LAW (LLB) PROGRAM – THIRD YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
LLB 6060	Conflict of Law/International Law	6
LLB 6065	Law of the European Union (EU Law)	6
LLB 6070	Professional Responsibility/Public Interest Lawyering	6
LLB 6075	Employment & Labor Law	6
LLB 6080	Advance Criminal Practice and Immigration	6
<b>BACHELOR OF LAW (LLB) PROGRAM – ELECTIVES</b>		
Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such decision.		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
LLB 6085	Family Law	6
LLB 6090	Intellectual Property	6
LLB 6095	International Law	6
LLB 7000	Security Law	6
LLB 7005	Bankruptcy Law	6
LLB 7010	Legal Practice Management/Professional Skills	6
LLB 7030	Banking & Security of Financial Institutions	6
LLB 7035	Environmental Law	6
LLB 7040	Patent Law	6
LLB 7045	Worker's Compensation Law	6
LLB 7050	Federal Courts/Judicial Administration	6
LLB 7055	Introduction to Internship	6
LLB 7060	Bar Examination Practicum	6

**JURIS DOCTOR (JD)**

The Juris Doctor requires 108 credits for completion. Students have the option to complete the program in 2-3 years. General courses, which may be altered, are listed below:

<b>JURIS DOCTOR (JD) PROGRAM – FIRST YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
LAW 6000	Introduction to Law, Legal Research and Writing	6
LAW 6005	Contracts	6
LAW 6010	Criminal Law	6
LAW 6015	Torts	6
LAW 6020	Civil Procedure	6
LAW 6025	Criminal Procedure	6

<b>JURIS DOCTOR (JD) PROGRAM – SECOND YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
LAW 6030	Real Property	6
LAW 6035	Constitutional Law	6
LAW 6040	Evidence	6
LAW 6045	Corporate and Business Law	6
LAW 6050	Wills, Trusts & Estates	6
LAW 6055	Remedies	6
LAW 6056	Federal Courts/Judicial Administration	6

<b>JURIS DOCTOR (JD) PROGRAM – THIRD YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
LAW 6060	Conflict of Law/International Law	6
LAW 6065	Administrative Law	6
LAW 6070	Professional Responsibility	6
LAW 6075	Practical Skills (select an elective)	6
LAW 6080	Immigration Law (or another elective)	6
LAW 6085	Introduction to Internship	6
LAW 6086	Bar Examination Practicum	6

<b>JURIS DOCTOR (JD) PROGRAM – ELECTIVES</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
LAW 6088	Family Law	6
LAW 6090	Intellectual Property	6
LAW 6095	International Law	6
LAW 7000	Security Law	6
LAW 7005	Bankruptcy Law	6
LAW 7010	Legal Practice Management/Professional Skills	6
LAW 7030	Immigration Law	6
LAW 7035	Environmental Law	6
LAW 7040	Patent Law	6
LAW 7045	Worker's Compensation Law	6

**EXECUTIVE JURIS DOCTOR (EJD)**

The program requires 90 credits for completion. Students enrolled in the accelerated option can complete the **Executive Juris Doctor degree in about a 1 ½ – 2 years**, while those enrolled in the Standard Semester Options may complete the degree in about 2-3 years.

<b>DOCTORAL (EJD) PROGRAM – FIRST YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
EJD 6000	Introduction to Law, Legal Research & Writing	6
EJD 6005	Contracts	6
EJD 6010	Torts	6
EJD 6015	Research Methods, Design, and Analysis	6
EJD 6020	Professional Responsibility/Ethics	6

<b>DOCTORAL (EJD) PROGRAM – SECOND YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
EJD 6025	Real Property	6
EJD 6030	Corporate and Business Law	6
EJD 6035	Strategic Leadership and Management	6
EJD 6040	Wills, Trusts, and Estates	6
EJD 6045	Administrative Law	6

<b>DOCTORAL (EJD) PROGRAM – THIRD YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
EJD 6050	Business Law and Regulation	6
EJD 6055	International Relations and Diplomacy	6
EJD 6060	Strategic Management and Human Resource Management	6
EJD 6065	Conflict and Dispute Resolution	6
EJD 6070	Capstone	6
EJD 6075	Introduction to Internship	6

<b>DOCTORAL (EJD) PROGRAM</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
EJD 7000	Family Law	6
EJD 7005	Intellectual Property	6
EJD 7010	International Law	6
EJD 7015	Security Law	6
EJD 7020	Bankruptcy Law	6
EJD 7025	Legal Practice Management/Professional Skills	6
EJD 7030	Immigration Law	6
EJD 7035	Environmental Law	6
EJD 7040	Patent Law	6
EJD 7045	Worker's Compensation Law	6
EJD 7050	Labor & Employment Law	6

**DOCTOR OF JURIDICAL (SJD) – REQUIRED COURSES**

**Doctoral/Doctorate Programs at Cavalla International University require 67 credit hours for completion.** The program is a research-focused program guided by faculty advisers and designed for completion in 4 – 5 years after obtaining a master’s degree. However, students enrolled in the accelerated option can complete the program in 2-3 years. Prerequisite to Dissertation: Comprehensive Exam

<b>DOCTORAL (SJD) PROGRAM – FIRST YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
SJD 800	Introduction to Doctoral Studies	1
SJD 805	Seminar Courses	21
SJD 810	Research Courses	24
SJD 830	Cognate Courses	6
SJD 835	Independent Field Study/Practicum	0

<b>DOCTORAL (SJD) PROGRAM – SECOND YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
SJD 840	Legal Research & Writing Practicum I	3
SJD 845	Legal Research & Writing Practicum II	3
SJD 850	Advance Jurisprudence	3
SJD 855	Advanced Specialized Topics in the Students’ area of Study	3

<b>DOCTORAL (SJD) PROGRAM – THIRD YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
SJD 860	Teaching/Training	1
SJD 865	Advanced Specialized Topics in the Students’ area of Study	4

<b><u>DOCTORAL (SJD) PROGRAM – TRADE RELATIONS &amp; INVESTMENT LAW</u></b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
TRD 886	Applied Doctoral Studies to Trade Relations & Investment Law	6
TRD 887	Domestic & International Trade Law	6
TRD 888	Advanced Principles of Investment Law	6
TRD 889	World Trading, Wall Street, and Investment Law	6
TRD 890	Ethics in Trade Relations and Investment Law	6
TRD 891	Asset Management in Investment Law	6
TRD 892	Securities & Exchange Commission	6
TRD 893	United States & Foreign Trade Agreements	6
TRD 894	White Collar Crimes in Trade Relations & Investment Law	6

<b>DOCTORAL (SJD) PROGRAM – CRIMINAL JUSTICE</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
CJD 922	Applied Doctoral Studies to Criminal Justice	6
CJD 923	Fundamentals of Policing	6
CJD 924	Advance Criminology	6
CJD 925	Juvenile Delinquency	6
CJD 926	CJ Management and Leadership	6
CJD 927	Principles of Investigation	6
CJD 928	Principles of Investigation	6

**DOCTORAL (SJD) PROGRAM – ENVIRONMENTAL LAW**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
ELD 929	Applied Doctoral Studies to Environmental Law	6
ELD 930	Food, Farming, and Sustainability Law	6
ELD 931	International Environmental Law	6
ELD 932	Climate Change: Emerging Issues	6
ELD 933	Advance Legal Research: Environmental Law	6
ELD 934	Ethical Practices in Environmental Law	6
ELD 935	Energy Law & Clean Water Act	6
ELD 936	Fundamentals Environmental Law	6
ELD 937	Energy, Oil, and Gas Law	6
ELD 938	Federal, State, and Local Environmental Law	6

**DOCTORAL (SJD) PROGRAM- BUSINESS LAW**

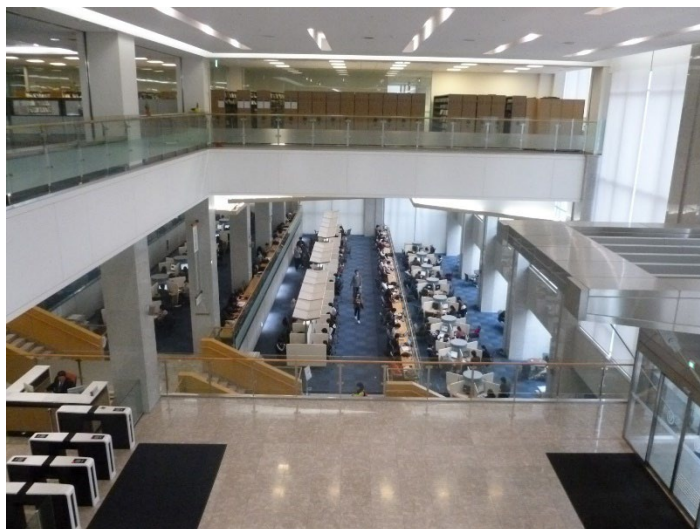
Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
BLD 939	Applied Doctoral Studies to Business Law	6
BLD 940	Law & Accounting	6
BLD 941	Law & Economics	6
BLD 942	International Business Law	6
BLD 943	U.S. Business Law	6
BLD 944	Fundamentals of Contracts	6
BLD 945	Corporate Finance	6
BLD 946	Corporate & Business Association	6
BLD 947	Virtual Currency Law	6
BLD 948	Domestic & International Antitrust Law	6

**DOCTORAL (SJD) PROGRAM – COMPLIANCE & REGULATION**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
CRD 949	Applied Doctoral Studies to Compliance & Regulation	6
CRD 950	Data Protection and Intellectual Property	6
CRD 951	Advanced Corporate Law: Corporate Governance	6
CRD 952	Mergers & Acquisitions	6
CRD 953	Corporate & Business Associations	6
CRD 954	Regulation of Derivatives	6
CRD 955	International Regulation of Securities Markets	6
CRD 956	Business Planning & Securities Regulation	6
CRD 957	Banking & Financial Institutions	6
CRD 958	Antitrust Law	6



**MASTER OF LAWS (LLM)**

The degree is designed to help students develop specialized skills and expertise in their field of study. It is a post Juris Doctorate degree and requires 39 semester credit hours for completion. The program usually takes one year for completion. Thesis requirements for the MLS and LLM are the same, students may elect to work on a capstone. Students enrolled in the concurrent MLS/JSD programs are required to submit a research thesis as a final research project. **Note:** Graduates of the Master of Legal Studies are eligible to enroll in the Doctor of Juridical Science degree (JSD) program. Students can also enroll in the programs concurrently. Students enrolled in the concurrent MLS/JSD will have 30 semester credits of the MLS program transfer towards the 66 required semester credits hours for the JSD.

<b>MASTER OF LAWS (LLM) PROGRAM – FIRST YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
LLM 6000	Introduction to Law, Legal Research and Writing	3
LLM 6005	Contracts	3
LLM 6010	Criminal Law	3
LLM 6015	Torts	3
LLM 6020	Civil Procedure	3
LLM 6025	Criminal Procedure	3

<b>MASTER OF LAWS (LLM) PROGRAM – SECOND YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
LLM 6030	Real Property	3
LLM 6035	Constitutional Law	3
LLM 6040	Evidence	3
LLM 6045	Corporate and Business Law	3
LLM 6050	Wills, Trusts & Estates	3
LLM 6055	Remedies	3
LLM 6056	Federal Courts/Judicial Administration	3

**MASTER OF LAWS (LLM) PROGRAM**  
**TRADE RELATIONS & INVESTMENT LAW**  
 Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
LLM 7046	Applied Master Studies in Trade Relations & Investment Law	3
LLM 7047	Domestic & International Trade Law	3
LLM 7048	Advanced Principles of Investment Law	3
LLM 7049	World Trading, Wall Street, and Investment Law	3
LLM 7050	Ethics in Trade Relations and Investment Law	3
LLM 7051	Asset Management in Investment Law	3
LLM 7052	Securities & Exchange Commission	3
LLM 7053	United States & Foreign Trade Agreements	3
LLM 7054	White Collar Crimes in Trade Relations & Investment Law	3

**MASTER OF LAWS (LLM) PROGRAM – TAX & FINANCIAL LAW**  
 Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
LLM 7055	Applied Master Studies in Tax & Financial Law	3
LLM 7056	Domestic & International Taxation	3
LLM 7057	Advanced Principles of Finance	3
LLM 7058	Drafting Partnerships & LLC Agreements	3
LLM 7059	Ethics in Tax Law	3
LLM 7060	Asset Management	3
LLM 7061	Loan Workouts, Collections & Foreclosure	3
LLM 7062	Bank Secrecy Act	3
LLM 7063	Financial Crimes & Institutional Security	3

**MASTER OF LAWS (LLM) PROGRAM – SOCIAL JUSTICE**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
LLM 7064	Applied Master Studies in Social Justice	3
LLM 7065	Drugs, Value, and Society	3
LLM 7066	Fundamentals of Social Justice	3
LLM 7067	Entertainment & Sports Law	3
LLM 7068	Contemporary Social Problems	3
LLM 7069	Diversity and Social Justice in Social Work	3
LLM 7070	Leadership Through Social Influence	3
LLM 7071	Music and Social Action	3
LLM 7072	Social Justice and Human Development	3

**MASTER OF LAWS (LLM) PROGRAM – COMMERCIAL LAW**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
LLM 7073	Applied Master Studies in Commercial Law	3
LLM 7074	Fundamentals of Real Estate Law	3
LLM 7075	Sales and Lease Agreement in Commercial Law	3
LLM 7076	Securities and Law Enforcement	3
LLM 7077	Taxation of Business Entities	3
LLM 7078	Corporate & Business Association	3
LLM 7079	U.S. & International Business Transactions	3
LLM 7080	Foundations of eCommerce	3
LLM 7081	Commercial Law in the Decision-Making Process	3

**MASTER OF LAWS (LLM) PROGRAM – AMERICAN LEGAL STUDIES**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
LLM 7082	Applied Master Studies in American Legal Studies	3
LLM 7083	Professional Responsibility	3
LLM 7084	Civil Procedure	3
LLM 7085	Criminal Law	3
LLM 7086	Property Law	3
LLM 7087	Torts	3
LLM 7088	Contracts	3
LLM 7089	Constitutional Law	3
LLM 7090	Legal Writing, Analysis, and Research	3

**MASTER OF LAWS (LLM) PROGRAM – CRIMINAL JUSTICE**

Course No.	Course	Credit(s)
LLM 6060	Applied Master Studies in Criminal Justice	3
LLM 6065	Fundamentals of Policing	3
LLM 6070	Advance Criminology	3
LLM 6075	Juvenile Delinquency	3
LLM 6080	CJ Management and Leadership	3
LLM 6085	Principles of Investigation I	3
LLM 6086	Principles of Investigation II	3

**MASTER OF LAWS (LLM) PROGRAM – ENVIRONMENTAL LAW**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
LLM 6088	Applied Master Studies in Environmental Law	3
LLM 6090	Food, Farming, and Sustainability Law	3
LLM 6095	International Environmental Law	3
LLM 7000	Climate Change: Emerging Issues	3
LLM 7005	Advance Legal Research: Environmental Law	3
LLM 7010	Ethical Practices in Environmental Law	3
LLM 7030	Energy Law & Clean Water Act	3
LLM 7035	Fundamentals Environmental Law	3
LLM 7040	Energy, Oil, and Gas Law	3
LLM 7045	Federal, State, and Local Environmental Law	3

**MASTER OF LAWS (LLM) PROGRAM – BUSINESS LAW**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
LLM 7091	Applied Master Studies in Business Law	3
LLM 7092	Law & Accounting	3
LLM 7093	Law & Economics	3
LLM 7094	International Business Law	3
LLM 7095	U.S. Business Law	3
LLM 7096	Fundamentals of Contracts	3
LLM 7097	Corporate Finance	3
LLM 7098	Corporate & Business Association	3
LLM 7099	Virtual Currency Law	3
LLM 8000	Domestic & International Antitrust Law	3

**MASTER OF LAWS (LLM) PROGRAM – COMPLIANCE & REGULATION**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
LLM 8001	Applied Master Studies in Compliance & Regulation	3
LLM 8002	Data Protection and Intellectual Property	3
LLM 8003	Advanced Corporate Law: Corporate Governance	3
LLM 8004	Mergers & Acquisitions	3
LLM 8005	Corporate & Business Associations	3
LLM 8006	Regulation of Derivatives	3
LLM 8007	International Regulation of Securities Markets	3
LLM 8008	Business Planning & Securities Regulation	3
LLM 8009	Banking & Financial Institutions	3
LLM 8010	Antitrust Law	3

**MASTER OF LAWS (LLM) PROGRAM****INTERNATIONAL DISPUTE RESOLUTION & ARBITRATION**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
LLM 8011	Applied Master Studies in International Dispute Resolution & Arbitration	3
LLM 8012	Advanced International Commercial Arbitration	3
LLM 8013	Advocacy in International Arbitration	3
LLM 8014	Jurisdictional and Procedural Aspects	3
LLM 8015	International Business Negotiations	3
LLM 8016	International Investment Law	3
LLM 8017	Peace Treaty Negotiations	3
LLM 8018	International Trade Law & Regulation	3
LLM 8019	World Trade Organization: Agreements, Negotiations, and Disputes	3
LLM 8020	Domestic and International Courts in Mediation and Arbitration	3



<b>MASTER OF LAWS (LLM) PROGRAM – INTERNATIONAL LEGAL STUDIES</b>		
Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.		
Course No.	Course	Credit(s)
LLM 8021	Applied Master Studies in International Legal Studies	3
LLM 8022	The Art of Negotiation	3
LLM 8023	Artificial Intelligence in Legal Studies	3
LLM 8024	Law Office Administration	3
LLM 8025	Forensic Accounting Law	3
LLM 8026	Computers and the Law	3
LLM 8027	Terrorism: Perpetrators & Detainees	3
LLM 8028	International Labor & Employment Relations	3
LLM 8029	Diversity, Ethics, & Neutrality	3
LLM 8030	Sex, Gender, and Women’s Law	3
LLM 8031	Fundamentals of Paralegal Administration	3

<b>MASTER OF LAWS (LLM) PROGRAM INTERNATIONAL HUMAN RIGHTS &amp; HUMANITARIAN LAW</b>		
Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.		
Course No.	Course	Credit(s)
LLM 8032	Applied Master Studies in Human Rights & Humanitarian Law	3
LLM 8033	Business and Human Rights	3
LLM 8034	Economic Social and Cultural Law	3
LLM 8035	International Legal Studies	3
LLM 8036	International Humanitarian Law	3
LLM 8037	International Rights of Women and Gender-Related Discrimination	3
LLM 8038	Human Rights and Environmental Law	3
LLM 8039	Religion and Human Rights	3
LLM 8040	Racial Discrimination, Minorities, and Indigenous Peoples	3
LLM 8041	Conflicts of International Human Rights & Humanitarian Law	3

**MASTER OF LEGAL STUDIES (MLS)**

The program requires 39 semester credit hours and usually takes one year for completion. Thesis requirements for the MLS and LLM are the same, students may elect to work on a capstone. Students enrolled in the concurrent MLS/JSD programs are required to submit a research thesis as a final research project. **Note: Graduates of the Master of Legal Studies** are eligible to enroll in the **Doctor of Juridical Science degree (JSD)** program. Students can also enroll in the programs concurrently. Students enrolled in the concurrent MLS/JSD will have 30 semester credits of the MLS program transfer towards the 66 required semester credits hours for the JSD.

<b>MASTER OF LEGAL STUDIES (MLS) PROGRAM – FIRST YEAR</b>		
Course No.	Course	Credit(s)
MLS 400	Introduction to Law, Legal Research and Writing	3
MLS 401	Contracts	3
MLS 402	Criminal Law	3
MLS 403	Torts	3
MLS 404	Civil Procedure	3
MLS 405	Criminal Procedure	3

<b>MASTER OF LEGAL STUDIES (MLS) – SECOND YEAR</b>		
Course No.	Course	Credit(s)
MLS 407	Real Property	3
MLS 408	Constitutional Law	3
MLS 409	Evidence	3
MLS 410	Corporate and Business Law	3
MLS 411	Wills, Trusts & Estates	3
MLS 412	Remedies	3
MLS 413	Federal Courts/Judicial Administration	3

<b>MASTER OF LEGAL STUDIES (MLS) – THIRD YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
MLS 514	Legal Studies Capstone	6
MLS 515	Legal Studies Thesis	6

**MASTER OF LEGAL STUDIES (MLS) PROGRAM  
TRADE RELATIONS & INVESTMENT LAW**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
MLS 431	Applied Master Studies in Trade Relations & Investment Law	3
MLS 432	Domestic & International Trade Law	3
MLS 433	Advanced Principles of Investment Law	3
MLS 434	World Trading, Wall Street, and Investment Law	3
MLS 435	Ethics in Trade Relations and Investment Law	3
MLS 436	Asset Management in Investment Law	3
MLS 437	Securities & Exchange Commission	3
MLS 438	United States & Foreign Trade Agreements	3
MLS 439	White Collar Crimes in Trade Relations & Investment Law	3

**MASTER OF LEGAL STUDIES (MLS) – TAX & FINANCIAL LAW**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
MLS 440	Applied Master Studies in Tax & Financial Law	3
MLS 441	Domestic & International Taxation	3
MLS 442	Advanced Principles of Finance	3
MLS 443	Drafting Partnerships & LLC Agreements	3
MLS 444	Ethics in Tax Law	3
MLS 445	Asset Management	3
MLS 446	Loan Workouts, Collections & Foreclosure	3
MLS 447	Bank Secrecy Act	3
MLS 448	Financial Crimes & Institutional Security	3

**MASTER OF LEGAL STUDIES (MLS) – SOCIAL JUSTICE**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
MLS 449	Applied Master Studies in Social Justice	3
MLS 450	Drugs, Value, and Society	3
MLS 451	Fundamentals of Social Justice	3
MLS 452	Entertainment & Sports Law	3
MLS 453	Contemporary Social Problems	3
MLS 454	Diversity and Social Justice in Social Work	3
MLS 455	Leadership Through Social Influence	3
MLS 456	Music and Social Action	3
MLS 447	Social Justice and Human Development	3

**MASTER OF LEGAL STUDIES (MLS) – COMMERCIAL LAW**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
MLS 448	Applied Master Studies in Commercial Law	3
MLS 449	Fundamentals of Real Estate Law	3
MLS 450	Sales and Lease Agreement in Commercial Law	3
MLS 451	Securities and Law Enforcement	3
MLS 452	Taxation of Business Entities	3
MLS 453	Corporate & Business Association	3
MLS 454	U.S. & International Business Transactions	3
MLS 455	Foundations of eCommerce	3
MLS 456	Commercial Law in the Decision-Making Process	3

**MASTER OF LEGAL STUDIES (MLS) – AMERICAN LEGAL STUDIES**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
MLS 457	Applied Master Studies in American Legal Studies	3
MLS 458	Professional Responsibility	3
MLS 459	Civil Procedure	3
MLS 460	Criminal Law	3
MLS 461	Property Law	3
MLS 462	Torts	3
MLS 463	Contracts	3
MLS 464	Constitutional Law	3
MLS 465	Legal Writing, Analysis, and Research	3

**MASTER OF LEGAL STUDIES (MLS) PROGRAM – CRIMINAL JUSTICE**

Course No.	Course	Credit(s)
MLS 414	Applied Master Studies in Criminal Justice	3
MLS 415	Fundamentals of Policing	3
MLS 416	Advance Criminology	3
MLS 417	Juvenile Delinquency	3
MLS 418	CJ Management and Leadership	3
MLS 419	Principles of Investigation	3
MLS 420	Principles of Criminal Justice Administration	3

**MASTER OF LEGAL STUDIES (MLS) – ENVIRONMENTAL LAW**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
MLS 421	Applied Master Studies in Environmental Law	3
MLS 422	Food, Farming, and Sustainability Law	3
MLS 423	International Environmental Law	3
MLS 424	Climate Change: Emerging Issues	3
MLS 425	Advance Legal Research: Environmental Law	3
MLS 426	Ethical Practices in Environmental Law	3
MLS 427	Energy Law & Clean Water Act	3
MLS 428	Fundamentals Environmental Law	3
MLS 429	Energy, Oil, and Gas Law	3
MLS 430	Federal, State, and Local Environmental Law	3

**MASTER OF LEGAL STUDIES (MLS) PROGRAM  
INTERNATIONAL DISPUTE RESOLUTION & ARBITRATION**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
MLS 486	Applied Master Studies in International Dispute Resolution & Arbitration	3
MLS 487	Advanced International Commercial Arbitration	3
MLS 488	Advocacy in International Arbitration	3
MLS 489	Jurisdictional and Procedural Aspects	3
MLS 490	International Business Negotiations	3
MLS 491	International Investment Law	3
MLS 492	Peace Treaty Negotiations	3
MLS 493	International Trade Law & Regulation	3
MLS 494	World Trade Organization: Agreements, Negotiations, and Disputes	3
MLS 495	Domestic and International Courts in Mediation and Arbitration	3

**MASTER OF LEGAL STUDIES (MLS) – BUSINESS LAW**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
MLS 466	Applied Master Studies in Business Law	3
MLS 467	Law & Accounting	3
MLS 468	Law & Economics	3
MLS 469	International Business Law	3
MLS 470	U.S. Business Law	3
MLS 471	Fundamentals of Contracts	3
MLS 472	Corporate Finance	3
MLS 473	Corporate & Business Association	3
MLS 474	Virtual Currency Law	3
MLS 475	Domestic & International Antitrust Law	3

**MASTER OF LEGAL STUDIES (MLS) – COMPLIANCE & REGULATION**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
MLS 476	Applied Master Studies in Compliance & Regulation	3
MLS 477	Data Protection and Intellectual Property	3
MLS 478	Advanced Corporate Law: Corporate Governance	3
MLS 479	Mergers & Acquisitions	3
MLS 480	Corporate & Business Associations	3
MLS 481	Regulation of Derivatives	3
MLS 482	International Regulation of Securities Markets	3
MLS 483	Business Planning & Securities Regulation	3
MLS 484	Banking & Financial Institutions	3
MLS 485	Antitrust Law	3

**MASTER OF LEGAL STUDIES (MLS) – INTERNATIONAL LEGAL STUDIES**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
MLS 496	Applied Master Studies in International Legal Studies	3
MLS 497	The Art of Negotiation	3
MLS 498	Artificial Intelligence in Legal Studies	3
MLS 499	Law Office Administration	3
MLS 500	Forensic Accounting Law	3
MLS 501	Computers and the Law	3
MLS 502	Terrorism: Perpetrators & Detainees	3
MLS 503	International Labor & Employment Relations	3
MLS 504	Diversity, Ethics, & Neutrality	3
MLS 505	Sex, Gender, and Women's Law	3
MLS 506	Fundamentals of Paralegal Administration	3

**MASTER OF LEGAL STUDIES (MLS) PROGRAM  
INTERNATIONAL HUMAN RIGHTS & HUMANITARIAN LAW**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
MLS 507	Applied Master Studies in Human Rights & Humanitarian Law	3
MLS 508	Business and Human Rights	3
MLS 509	Economic Social and Cultural Law	3
MLS 507	International Legal Studies	3
MLS 508	International Humanitarian Law	3
MLS 509	International Rights of Women and Gender-Related Discrimination	3
MLS 510	Human Rights and Environmental Law	3
MLS 511	Religion and Human Rights	3
MLS 512	Racial Discrimination, Minorities, and Indigenous Peoples	3
MLS 513	Conflicts of International Human Rights & Humanitarian Law	3



**Cavalla  
International  
University**

## DOCTORAL PROGRAMS

### DEPARTMENT OF ARTS, HUMANITIES, AND SOCIAL SCIENCES

#### Arts, Humanities, and Sciences

- ✦ Doctor of Philosophy in Industrial Psychology and Leadership
- ✦ Doctor of Philosophy in International Human Rights and Humanitarian Studies
- ✦ Doctor of Philosophy in International Relations and Diplomacy
- ✦ Doctor of Philosophy in International Peace and Dispute Resolution
- ✦ Doctor of Philosophy in Criminal Justice Systems
- ✦ Doctor of Philosophy in Environment Science and Management
- ✦ Doctor of Philosophy in Environmental Studies
- ✦ Doctor of Philosophy in Agribusiness Management and Policy
- ✦ Doctor of Philosophy in Agribusiness Management

**Students enrolled in Accelerated semesters option** can complete their degree in 2 – 3 years by enrolling in 4 academic semesters during the year (Year 1 and year 2 academic requirements can be completed in 1 year – see structure below). **Students enrolled in the standard semester's option** can complete their degree in 3 – 4 years or more but not more than 6 years. **Note: Most students in the accelerated semesters option complete the doctoral program in 2 ½ years.**

DOCTORAL (PHD) PROGRAM – FIRST YEAR		
Course No.	Course	Credit(s)
DOC 800	Introduction to Doctoral Studies	1
DOC 805	Research Methods – Design & Analysis	3
DOC 810	Specialized Topic 1 in Students Area of Study	9
DOC 830	Quantitative Research	3
DOC 865	Specialized Topic IV in Students Area of Study	9

DOCTORAL (PHD) PROGRAM – SECOND YEAR		
Course No.	Course	Credit(s)
DOC 825	Qualitative Research	3
DOC 865	Specialized Topic II in Students Area of Study	9
DOC 835	Strategic Planning; Team Coordination, Cooperation and Collaboration	3
DOC 870	Specialized Topic III in Students Area of Study	9

DOCTORAL (PHD) PROGRAM – THIRD YEAR		
Course No.	Course	Credit(s)
DOC 840	Teaching/Training	1
DOC 885	Advanced Specialized Topics in the Students' area of Study	4

DOCTORAL (PHD) PROGRAM – FOURTH YEAR		
Course No.	Course	Credit(s)
DOC 845	Independent Field Study/Practicum	1
DOC 890	Advanced Specialized Topics in the Students' area of Study	5
DOC 000	Concept Paper	0
DOC 895	Dissertation Proposal	3
DOC 900	Dissertation (Final Chapters/Defense)	12

<b>DOCTORAL (PHD) PROGRAM – IR&amp;D/IP&amp;DR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
IRD 7066	Applied Doctoral Studies in International Relations & Diplomacy	6
IRD 7067	Foundation of International Relations	6
IRD 7068	International Law and Diplomacy	6
IRD 7069	U.S. and International Government	6
IRD 7070	U.S. and International Politics	6
IRD 7071	U.S. and International Finance	6
IRD 7072	U.S. and Global Trade Law	6
IRD 7073	International Political Systems	6
IPD 7074	Applied Doctoral Studies in International Peace & Dispute Resolution	6
IPD 7075	Economics of Violence and Peace	6
IPD 7076	Immigration & Environmental Law	6
IPD 7077	The United Nations and World Politics	6
IPD 7078	Alternative Dispute and Resolution	6
IPD 7079	Worker's Compensation Law	6
IPD 7080	Comparative Peace Processes	6
IPD 7081	Negotiation Analysis and Skills	6
IPD 7082	Democracy and Political Change Reform	6

<b>DOCTORAL (PHD) PROGRAM – ES&amp;M/DES/DAM</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
ESM 6088	Applied Doctoral Studies in Environmental Science & Management	6
ESM 6090	Environmental Economics in Leadership	6
ESM 6095	Global Environment Change & Environmental Justice	6
ESM 7000	Environmental Politics & Policy	6
DES 7005	Applied Doctoral Studies in Environmental Studies	6
DES 7010	Wildlife Ecology & Management	6
DES 7030	Soil, Water, & Land Resources	6
DAM 7035	Environmental Technology and Human Affairs	6
DAM 7040	Culture and the Environment	6
DAM 7045	Environmental Education & Interpretation	6
<b>DOCTORAL (PHD) PROGRAM – IHR&amp;HS</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
IHR 6060	Applied Doctoral Studies in International Human Rights & Humanitarian Studies	6
IHR 6065	International Humanitarian Law	6
IHR 6070	Human Rights Law	6
IHR 6075	Public Health in Humanitarian Crises	6
IHR 6080	Global Health and Humanitarianism	6
IHR 6085	Leadership in Human Rights & Humanitarian Studies	6
IHR 6086	Sustainable Development in Human Rights & Humanitarian Action	6

<b>DOCTORAL (PHD) PROGRAM – AM&amp;P/IP&amp;L</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
AMP 7046	Applied Doctoral Studies in Agribusiness Management and Agribusiness Management & Policy	6
AMP 7047	Sustainable Agriculture	6
AMP 7048	Agricultural Leadership & Communication	6
AMP 7048	Agricultural Science & Technology	6
AMP 7050	U.S. and International Agriculture & Natural Resources	6
IPL 7051	Applied Doctoral Studies in Industrial Psychology & Leadership	6
IPL 7052	Industrial/Organizational Psychology	6
IPL 7053	Leadership and Management	6
IPL 7054	Organizational Development	6

IPL 7055	Recruitment, Selection, and Training	6
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<b>DOCTORAL (PHD) PROGRAM – CJS</b>		
Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.		
Course No.	Course	Credit(s)
CJS 7056	Applied Doctoral Studies in Criminal Justice Systems	6
CJS 7057	Cybersecurity Systems	6
CJS 7058	Policy & Surveillance	6
CJS 7059	Corporate and Community Crimes	6
CJS 7060	Artificial Intelligence in Criminal Justice Systems	6
CJS 7061	Crime and Forensics	6
CJS 7062	Juvenile Delinquency	6
CJS 7063	National Security, Terrorism, and Prevention	6
CJS 7064	Advance Criminology	6
CJS 7065	Constitutional Law in the Criminal Justice System	6

**DEPARTMENT OF BUSINESS MANAGEMENT AND ADMINISTRATION**

**Business Management and Administration**

- ✚ Doctor of Business Administration (DBA)
- ✚ Doctor of Philosophy in Business Management and Administration
- ✚ Doctor of Philosophy in Forensic Accounting and Auditing
- ✚ Doctor of Philosophy in Financial Management
- ✚ Doctor of Philosophy in Information Management Systems
- ✚ Doctor of Philosophy in Human Resource Management
- ✚ Doctor of Philosophy in Organizational Leadership and Management
- ✚ Doctor of Philosophy in Public Policy and Management

Students enrolled in Accelerated semesters option can complete their degree in 2 – 3 years by enrolling in 4 academic semesters during the year (Year 1 and year 2 academic requirements can be completed in 1 year – see structure below). Students enrolled in the standard semester’s option can complete their degree in 3 – 4 years or more but not more than 6 years. Note: Most students in the accelerated semesters option complete the doctoral program in 2 ½ years.

<b>DOCTORAL (PHD) PROGRAM – FIRST YEAR</b>		
Course No.	Course	Credit(s)
DOC 800	Introduction to Doctoral Studies	1
DOC 805	Research Methods – Design & Analysis	3
DOC 810	Specialized Topic 1 in Students Area of Study	9
DOC 830	Quantitative Research	3
DOC 865	Specialized Topic IV in Students Area of Study	9

<b>DOCTORAL (PHD) PROGRAM – SECOND YEAR</b>		
Course No.	Course	Credit(s)
DOC 825	Qualitative Research	3
DOC 865	Specialized Topic II in Students Area of Study	9
DOC 835	Strategic Planning; Team Coordination, Cooperation and Collaboration	3
DOC 870	Specialized Topic III in Students Area of Study	9

<b>DOCTORAL (PHD) PROGRAM – THIRD YEAR</b>		
Course No.	Course	Credit(s)
DOC 840	Teaching/Training	1
DOC 885	Advanced Specialized Topics in the Students’ area of Study	4

<b>DOCTORAL (PHD) PROGRAM – FOURTH YEAR</b>		
Course No.	Course	Credit(s)
DOC 845	Independent Field Study/Practicum	1
DOC 890	Advanced Specialized Topics in the Students’ area of Study	5
DOC 000	Concept Paper	0

DOC 895	Dissertation Proposal	3
DOC 900	Dissertation (Final Chapters/Defense)	12

<b>DOCTORAL (PHD) PROGRAM – DBA/DMA/OL&amp;M</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
DBA 6060	Applied Doctoral Studies in Business Administration	6
DBA 6065	Business Strategy & Innovation	6
DBA 6070	Legal Ethical & Decision-Making	6
BMA 6075	Advance Business Management	6
BMA 6080	Theory & Practice of Business Management	6
OLA 6085	Organizational Change	6
OLA 6086	Theory & Practice of Organizational Leadership	6

<b>DOCTORAL (PHD) PROGRAM – FM/PP&amp;M</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
FM 6088	Applied Doctoral Studies in Financial Management	6
FM 6090	Financial Strategy & Innovation	6
FM 6095	Ethics in Financial Management	6
FM 7000	Managing Financial Institutions	6
FM 7005	Corporate Finance	6
PPM 7010	Applied Doctoral Studies in Project Management	6
PPM 7030	Applied Doctoral Studies in Business	6
PPM 7035	Foundation of Project Management	6
PPM 7040	Leading Projects and Programs	6
PPM 7045	Managerial Budgets and Project Management	6

<b>DOCTORAL (PHD) PROGRAM – HRM/FA&amp;A</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
HRM 6088	Applied Doctoral Studies in Human Resources	6
HRM 6090	Legal Issues in Human Resources Management	6
HRM 6095	Compensation & Benefits	6
HRM 7000	Hiring, Interviewing, and Auditing	6
HRM 7005	Labor and Employment Relations	6
FAA 7010	Applied Doctoral Studies in Financial Accounting & Auditing	6
FAA 7030	Advanced Managerial Accounting & Auditing	6
FAA 7035	Advanced Accounting Theory & Policy	6
FAA 7040	Advanced Forensic Accounting Theory & Practice	6
FAA 7045	Advanced Accounting & Fraud Examination Techniques	6

<b>DOCTORAL (PHD) PROGRAM – IMS</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
IMS 6088	Applied Doctoral Studies in Information Management Systems	6
IMS 6090	Business Strategy and Innovation	6
IMS 6095	Ethics in Information Management Systems	6
IMS 7000	Computer Networks and Global Management	6
IMS 7005	Databases and Business Intelligence	6
IMS 7010	Principals of Cybersecurity	6
IMS 7030	Artificial Intelligence in Information Management Systems	6
IMS 7035	Technology Policy and Strategy	6
IMS 7040	Foundation of Information Assurance	6
IMS 7045	Foundation of Information Systems Engineering	6



## DEPARTMENT OF EDUCATION &amp; HUMAN DEVELOPMENT

## Education and Human Development

- ✚ Doctor of Philosophy in Education
- ✚ Doctor of Philosophy in Educational Leadership and Management
- ✚ Doctor of Philosophy in Human Development, Learning and Culture

**Students enrolled in Accelerated semesters option** can complete their degree in 2 – 3 years by enrolling in 4 academic semesters during the year (Year 1 and year 2 academic requirements can be completed in 1 year – see structure below). **Students enrolled in the standard semester's option** can complete their degree in 3 – 4 years or more but not more than 6 years. **Note: Most students in the accelerated semesters option complete the doctoral program in 2 ½ years.**

DOCTORAL (PHD) PROGRAM – FIRST YEAR		
Course No.	Course	Credit(s)
DOC 800	Introduction to Doctoral Studies	1
DOC 805	Research Methods – Design & Analysis	3
DOC 810	Specialized Topic 1 in Students Area of Study	9
DOC 830	Quantitative Research	3
DOC 865	Specialized Topic IV in Students Area of Study	9

DOCTORAL (PHD) PROGRAM – SECOND YEAR		
Course No.	Course	Credit(s)
DOC 825	Qualitative Research	3
DOC 865	Specialized Topic II in Students Area of Study	9
DOC 835	Strategic Planning; Team Coordination, Cooperation and Collaboration	3
DOC 870	Specialized Topic III in Students Area of Study	9

DOCTORAL (PHD) PROGRAM – THIRD YEAR		
Course No.	Course	Credit(s)
DOC 840	Teaching/Training	1
DOC 885	Advanced Specialized Topics in the Students' area of Study	4

DOCTORAL (PHD) PROGRAM – FOURTH YEAR		
Course No.	Course	Credit(s)
DOC 845	Independent Field Study/Practicum	1
DOC 890	Advanced Specialized Topics in the Students' area of Study	5
DOC 000	Concept Paper	0
DOC 895	Dissertation Proposal	3
DOC 900	Dissertation (Final Chapters/Defense)	12

DOCTORAL (PHD) PROGRAM – EDUCATION		
Course No.	Course	Credit(s)
EDU 6060	Applied Doctoral Studies in Education	6
EDU 6065	Creativity and Innovation	6
EDU 6070	Education Law	6
EDU 6075	U.S. and International Education	6
EDU 6080	Secondary & Higher Education Leadership	6
EDU 6085	Digital Age Learning & Educational Technology	6
EDU 6086	Education Internship/Practicum	6

**DOCTORAL (PHD) PROGRAM – EL&M**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
ELM 6088	Applied Doctoral Studies in Educational Leadership & Management	6
ELM 6090	Entrepreneurship in Educational Leadership	6
ELM 6095	Decision Making in Educational Leadership	6
ELM 7000	Organizational Finance in Management	6
ELM 7005	Partnerships in Educational Organization	6
ELM 7010	Curriculum and Development	6
ELM 7030	Conflict Resolution and Mediation	6
ELM 7035	Educational Leadership Theories	6
ELM 7040	PK-12 Curriculum, Instruction, and Assessment	6
ELM 7045	Innovation for Change in Educational Organizations	6

**DOCTORAL (PHD) PROGRAM – HD/L/C**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
HDL 6088	Applied Doctoral Studies in Human Development, Learning, & Culture	6
HDL 6090	Leadership for Diversity, Equity, Inclusion, and Social Justice	6
HDL 6095	Leadership Development in Higher Learning	6
HDL 7000	Leadership Ethics to Attain Organizational Excellence	6
HDL 7005	Policy Development & Implementation in PK-12 and Higher Education	6
HDL 7010	Leadership, Law, and Finance in Special Education	6
HDL 7030	Comprehensive Planning for SEL Initiatives	6
HDL 7035	Trauma-Informed Educational Practices within Community Contexts and Conditions	6
HDL 7040	Leadership Paradigms in Safety, Security, and Emergency Management	6
HDL 7045	Finance and Budgeting in Educational Organizations	6

**DEPARTMENT OF HEALTH SCIENCES, NATURAL SCIENCES & TECHNOLOGY****Health Sciences and Technology**

- ✚ Doctor of Philosophy in Health Services
- ✚ Doctor of Philosophy in Health Care Management
- ✚ Doctor of Philosophy in Public Health (DPH)
- ✚ Doctor of Science in Engineering Management
- ✚ Doctor of Philosophy in Management Information Systems

Students enrolled in Accelerated semesters option can complete their degree in 2 – 3 years by enrolling in 4 academic semesters during the year (Year 1 and year 2 academic requirements can be completed in 1 year – see structure below). Students enrolled in the standard semester's option can complete their degree in 3 – 4 years or more but not more than 6 years. Note: Most students in the accelerated semesters option complete the doctoral program in 2 ½ years.

**DOCTORAL (PHD) PROGRAM – FIRST YEAR**

Course No.	Course	Credit(s)
DOC 800	Introduction to Doctoral Studies	1
DOC 805	Research Methods – Design & Analysis	3
DOC 810	Specialized Topic 1 in Students Area of Study	9
DOC 830	Quantitative Research	3
DOC 865	Specialized Topic IV in Students Area of Study	9

<b>DOCTORAL (PHD) PROGRAM – SECOND YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
DOC 825	Qualitative Research	3
DOC 865	Specialized Topic II in Students Area of Study	9
DOC 835	Strategic Planning; Team Coordination, Cooperation and Collaboration	3
DOC 870	Specialized Topic III in Students Area of Study	9

<b>DOCTORAL (PHD) PROGRAM – THIRD YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
DOC 840	Teaching/Training	1
DOC 885	Advanced Specialized Topics in the Students' area of Study	4

<b>DOCTORAL (PHD) PROGRAM – FOURTH YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
DOC 845	Independent Field Study/Practicum	1
DOC 890	Advanced Specialized Topics in the Students' area of Study	5
DOC 000	Concept Paper	0
DOC 895	Dissertation Proposal	3
DOC 900	Dissertation (Final Chapters/Defense)	12

<b>DOCTORAL (PHD) PROGRAM – DHS</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
DHS 6060	Applied Doctoral Studies in Health Services	6
DHS 6065	Mental Health Services	6
DHS 6070	Health Organizational Management	6
DHS 6075	Quality Appraisal and Evaluation	6
DHS 6080	Health Services Planning & Marketing	6
DHS 6085	Health Services in Human Resources Management	6
DHS 6086	Human/Health Services Practicum	6

<b>DOCTORAL (PHD) PROGRAM – HMS/DPH</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
HMS 6088	Applied Doctoral Studies in Healthcare Administration	6
HMS 6090	Health Law, Ethics, and Policy	6
HMS 6095	Healthcare Quality Management	6
HMS 7000	Healthcare Financial Management & Economics	6
HMS 7005	Communication, Marketing, and Public Relations for Healthcare Administration Leaders	6
DPH 7010	Applied Doctoral Studies in Public Health	6
DPH 7030	U.S. and International Healthcare System	6
DPH 7035	Theories of Health Behavior	6
DPH 7040	Leadership in Public Health	6
DPH 7045	Health Advocacy & Policy	6

**DOCTORAL (PHD) PROGRAM – DEM**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
DEM 6088	Applied Doctoral Studies in Engineering Management	6
DEM 6090	Project Engineering Management	6
DEM 6095	Quality Assurance Management	6
DEM 7000	Global Economic & Tech Trends	6
DEM 7005	Operations and Supply Chain Management	6
DEM 7010	Software Engineering Management	6
DEM 7030	Systems Engineering Management	6
DEM 7035	Applied Probability & Statistics	6
DEM 7040	Artificial Intelligence Engineering Management	6
DEM 7045	Leadership in Engineering Management	6

**DOCTORAL (PHD) PROGRAM – MIS**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
MIS 6088	Applied Doctoral Studies in Management Information Systems	6
MIS 6090	Applied Probability & Statistics	6
MIS 6095	Cybersecurity for Leaders and Managers	6
MIS 7000	Information Systems in Organizations	6
MIS 7005	Telecommunications in Management Information Systems	6
MIS 7010	Business Intelligence & Data Management	6
MIS 7030	Ethics in Management Information Systems	6
MIS 7035	Advanced Systems Analysis and Design	6
MIS 7040	Concepts & Applications of Information Management Systems	6
MIS 7045	Leadership in Management Information Systems	6





# Cavalla International University

## MASTERS PROGRAM

### DEPARTMENT OF ARTS, HUMANITIES, AND SOCIAL SCIENCES

#### Arts, Humanities, and Sciences

- ✦ Master of Arts in Industrial Psychology and Leadership
- ✦ Master of Arts in International Human Rights and Humanitarian Studies
- ✦ Master of Arts in International Relations and Diplomacy
- ✦ Master of Arts in International Peace and Dispute Resolution
- ✦ Master of Science in Criminal Justice Systems
- ✦ Master of Science in Environment Science and Management
- ✦ Master of Science in Environmental Studies
- ✦ Master of Science in Agribusiness Management and Policy
- ✦ Master of Science in Agribusiness Management

The program is structured to be completed in **18 Months – 2 years**. Students enrolled in accelerated programs can complete their degrees in 9 – 12 months. Please contact the admissions office if you have any questions: [admissions@cavallauniversity.edu](mailto:admissions@cavallauniversity.edu). **Required Core Course (39 CREDITS): 18 Credit Hours; General & Specialized Electives: 15 Credit Hours; Research Thesis/Capstone: 6 Credits**

MASTER OF ARTS & SCIENCE (MA/MS) PROGRAM – FIRST YEAR		
Course No.	Course	Credit(s)
MAS 400	Introduction to Master Studies	3
MAS 401	Research Methods – Design & Analysis	3
MAS 402	Specialized Topic I in Students Area of Study	3
MAS 403	Quantitative Research	3
MAS 404	Specialized Topic II in Students Area of Study	3

MASTER OF ARTS & SCIENCE (MA/MS) PROGRAM SECOND YEAR		
Course No.	Course	Credit(s)
MAS 405	Qualitative Research	3
	Specialized Electives	3
	Specialized Electives	3
	Specialized Electives	3

MASTER OF ARTS & SCIENCE (MA/MS) PROGRAM – THIRD YEAR		
Course No.	Course	Credit(s)
	Specialized Electives	3
	Specialized Electives	3

<b>MASTER OF ARTS &amp; SCIENCE (MA/MS) PROGRAM – IR&amp;D/IP&amp;DR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
IRD 451	Applied Master Studies in International Relations & Diplomacy	3
IRD 452	Foundation of International Relations	3
IRD 453	International Law and Diplomacy	3
IRD 454	U.S. and International Government	3
IRD 455	U.S. and International Politics	3
IRD 456	U.S. and International Finance	3
IRD 457	U.S. and Global Trade Law	3
IRD 458	International Political Systems	3
IPD 459	Applied Master Studies in International Peace & Dispute Resolution	3
IPD 460	Economics of Violence and Peace	3
IPD 461	Immigration & Environmental Law	3
IPD 462	The United Nations and World Politics	3
IPD 463	Alternative Dispute and Resolution	3
IPD 464	Worker's Compensation Law	3
IPD 465	Comparative Peace Processes	3
IPD 466	Negotiation Analysis and Skills	3
IPD 467	Democracy and Political Change Reform	3
<b>MASTER OF ARTS &amp; SCIENCE (MA/MS) PROGRAM – ES&amp;M/DES/DAM</b>		
Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
ESM 413	Applied Master Studies in Environmental Science & Management	3
ESM 414	Environmental Economics in Leadership	3
ESM 415	Global Environment Change & Environmental Justice	3
ESM 416	Environmental Politics & Policy	3
DES 417	Applied Master Studies in Environmental Studies	3
DES 418	Wildlife Ecology & Management	3
DES 419	Soil, Water, & Land Resources	3
DAM 420	Environmental Technology and Human Affairs	3
DAM 421	Culture and the Environment	3
DAM 422	Environmental Education & Interpretation	3
<b>MASTER OF ARTS &amp; SCIENCE (MA/MS) PROGRAM – IHR&amp;HS</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
IHR 423	Applied Master Studies in International Human Rights & Humanitarian Studies	3
IHR 424	International Humanitarian Law	3
IHR 425	Human Rights Law	3
IHR 426	Public Health in Humanitarian Crises	3
IHR 427	Global Health and Humanitarianism	3
IHR 428	Leadership in Human Rights & Humanitarian Studies	3
IHR 429	Sustainable Development in Human Rights & Humanitarian Action	3
<b>MASTER OF ARTS &amp; SCIENCE (MA/MS) PROGRAM – AM&amp;P/IP&amp;L</b>		
Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
AMP 430	Applied Master Studies in Agribusiness Management and Agribusiness Management & Policy	3
AMP 431	Sustainable Agriculture	3
AMP 432	Agricultural Leadership & Communication	3
AMP 434	Agricultural Science & Technology	3
AMP 435	U.S. and International Agriculture & Natural Resources	3
IPL 436	Applied Master Studies in Industrial Psychology & Leadership	3
IPL 437	Industrial/Organizational Psychology	3
IPL 438	Leadership and Management	3
IPL 439	Organizational Development	3
IPL 440	Recruitment, Selection, and Training	3

**MASTER OF ARTS & SCIENCE (MA/MS) PROGRAM – CJS**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
CJS 441	Applied Master Studies in Criminal Justice Systems	3
CJS 442	Cybersecurity Systems	3
CJS 443	Policy & Surveillance	3
CJS 444	Corporate and Community Crimes	3
CJS 445	Artificial Intelligence in Criminal Justice Systems	3
CJS 446	Crime and Forensics	3
CJS 447	Juvenile Delinquency	3
CJS 448	National Security, Terrorism, and Prevention	3
CJS 449	Advance Criminology	3
CJS 450	Constitutional Law in the Criminal Justice System	3

**DEPARTMENT OF BUSINESS MANAGEMENT AND ADMINISTRATION****Business Management and Administration**

- ✚ Master of Business Administration (MBA)
- ✚ Master of Science in Business Management and Administration
- ✚ MBA in Forensic Accounting
- ✚ MBA in Financial Management
- ✚ Master of Science in Information Management
- ✚ MBA in Human Resource Management
- ✚ MBA in Organizational Leadership and Management
- ✚ MBA in Marketing
- ✚ MBA in Public Policy and Management
- ✚ Executive Master of Business Administration (EMBA)

The program is structured to be completed in **18 Months – 2 years**. Students enrolled in accelerated programs can complete their degrees in 9 – 12 months. Please contact the admissions office if you have any questions: [admissions@cavallauniversity.edu](mailto:admissions@cavallauniversity.edu). **Required Core Course (39 CREDITS): 18 Credit Hours; General & Specialized Electives: 15 Credit Hours; Research Thesis/Capstone: 6 Credits**

**MBA/MS PROGRAM – FIRST YEAR**

Course No.	Course	Credit(s)
MBA 400	Introduction to Master Studies	3
MBA 401	Research Methods – Design & Analysis	3
MBA 402	Specialized Topic I in Students Area of Study	3
MBA 403	Quantitative Research	3
MBA 404	Specialized Topic II in Students Area of Study	3

**MBA/MS PROGRAM – SECOND YEAR**

Course No.	Course	Credit(s)
MBA 405	Qualitative Research	3
	Specialized Electives	3
	Specialized Electives	3
	Specialized Electives	3

**MBA/MS PROGRAM – THIRD YEAR**

Course No.	Course	Credit(s)
	Specialized Electives	3
	Specialized Electives	3

<b>MBA/MS PROGRAM – FOURTH YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
MBA 406	Research Capstone	3
MBA 407	Research Thesis	3

<b>MBA/MS PROGRAM – EMBA/MKTG</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
EBA 446	Applied Executive Master of Business Administration	3
EBA 447	Corporate Finance	3
EBA 448	Fundamentals of Financial & Managerial Accounting	3
EBA 449	Executive Decision-Making	3
EBA 450	Executive Management & Communication	3
EBA 451	Fundamentals of Teamwork & Leadership	3
EBA 452	Responsibility in Global Management	3
EBA 453	Macroeconomics and the Global Economic Environment	3
EBA 454	Corporate Development: Mergers & Acquisitions	3
EBA 455	Managing Organizational Change	3
MKT 456	Applied Master of Business Administration - Marketing	3
MKT 457	Marketing Management	3
MKT 458	Marketing Strategy	3
MKT 459	Marketing Research	3
MKT 460	Leadership in Marketing	3
MKT 461	Marketing and Operations Management	3

<b>MBA/MS PROGRAM – MBA/DMA/OL&amp;M</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
MBA 408	Applied Master Studies in Business Administration	3
MBA 409	Business Strategy & Innovation	3
MBA 410	Legal Ethical & Decision-Making	3
BMA 411	Advance Business Management	3
BMA 412	Theory & Practice of Business Management	3
OLA 413	Organizational Change	3
OLA 414	Theory & Practice of Organizational Leadership	3

<b>MBA/MS PROGRAM – FM/PP&amp;M</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
FM 415	Applied Master Studies in Financial Management	3
FM 416	Financial Strategy & Innovation	3
FM 417	Ethics in Financial Management	3
FM 418	Managing Financial Institutions	3
FM 419	Corporate Finance	3
PPM 420	Applied Master Studies in Project Management	3
PPM 422	Applied Master Studies in Business	3
PPM 423	Foundation of Project Management	3
PPM 424	Leading Projects and Programs	3
PPM 425	Managerial Budgets and Project Management	3

<b>MBA/MS PROGRAM – HRM/FA</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
HRM 426	Applied Master Studies in Human Resources	3
HRM 427	Legal Issues in Human Resources Management	3
HRM 428	Compensation & Benefits	3
HRM 429	Hiring, Interviewing, and Auditing	3
HRM 430	Labor and Employment Relations	3
FAA 431	Applied Master Studies in Financial Accounting & Auditing	3
FAA 432	Advanced Managerial Accounting & Auditing	3
FAA 433	Advanced Accounting Theory & Policy	3
FAA 434	Advanced Forensic Accounting Theory & Practice	3



FAA 435	Advanced Accounting & Fraud Examination Techniques	3
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**MBA/MS PROGRAM – IMS**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
IMS 436	Applied Master Studies in Information Management Systems	3
IMS 437	Business Strategy and Innovation	3
IMS 438	Ethics in Information Management Systems	3
IMS 439	Computer Networks and Global Management	3
IMS 440	Databases and Business Intelligence	3
IMS 441	Principals of Cybersecurity	3
IMS 442	Artificial Intelligence in Information Management Systems	3
IMS 443	Technology Policy and Strategy	3
IMS 444	Foundation of Information Assurance	3
IMS 445	Foundation of Information Systems Engineering	3

**DEPARTMENT OF EDUCATION & HUMAN DEVELOPMENT****Education and Human Development**

- ✚ Master of Arts in Education Management
- ✚ Master of Arts in Educational Leadership & Management
- ✚ Master of Arts in Human Development, Learning and Culture
- ✚ Master of Arts in Educational Psychology & Management

The program is structured to be completed in **18 Months – 2 years**. Students enrolled in accelerated programs can complete their degrees in 9 – 12 months. Please contact the admissions office if you have any questions: [admissions@cavallauniversity.edu](mailto:admissions@cavallauniversity.edu). **Required Core Course (39 CREDITS): 18 Credit Hours; General & Specialized Electives: 15 Credit Hours; Research Thesis/Capstone: 6 Credits**

**MASTER OF ARTS (MA) PROGRAM – FIRST YEAR**

Course No.	Course	Credit(s)
MAS 400	Introduction to Master Studies	3
MAS 401	Research Methods – Design & Analysis	3
MAS 402	Specialized Topic I in Students Area of Study	3
MAS 403	Quantitative Research	3
MAS 404	Specialized Topic II in Students Area of Study	3

**MASTER OF ARTS (MA) PROGRAM – SECOND YEAR**

Course No.	Course	Credit(s)
MAS 405	Qualitative Research	3
	Specialized Electives	3
	Specialized Electives	3
	Specialized Electives	3

**MASTER OF ARTS (MA) PROGRAM – THIRD YEAR**

Course No.	Course	Credit(s)
	Specialized Electives	3
	Specialized Electives	3

**MASTER OF ARTS (MA) PROGRAM – FOURTH YEAR**

Course No.	Course	Credit(s)
MAS 406	Research Capstone	6
MAS 407	Research Thesis	6

<b>MASTER OF ARTS (MA) PROGRAM – EM</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
EDU 408	Applied Master Studies in Education Management	3
EDU 408	Creativity and Innovation	3
EDU 410	Education Law in Management	3
EDU 411	U.S. and International Education Leadership	3
EDU 412	Secondary & Higher Education Leadership	3
EDU 413	Digital Age Learning & Educational Technology	3
EDU 414	Education Internship/Practicum	3

<b>MASTER OF ARTS (MA) PROGRAM – EL&amp;M</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
ELM 415	Applied Master Studies in Educational Leadership & Management	3
ELM 416	Entrepreneurship in Educational Leadership	3
ELM 417	Decision Making in Educational Leadership	3
ELM 418	Organizational Finance in Management	3
ELM 419	Partnerships in Educational Organization	3
ELM 420	Curriculum and Development	3
ELM 421	Conflict Resolution and Mediation	3
ELM 422	Educational Leadership Theories	3
ELM 423	PK-12 Curriculum, Instruction, and Assessment	3
ELM 424	Innovation for Change in Educational Organizations	3

<b>MASTER OF ARTS (MA) PROGRAM – HD/L/C</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
HDL 425	Applied Master Studies in Human Development, Learning, & Culture	3
HDL 426	Leadership for Diversity, Equity, Inclusion, and Social Justice	3
HDL 427	Leadership Development in Higher Learning	3
HDL 428	Leadership Ethics to Attain Organizational Excellence	3
HDL 429	Policy Development & Implementation in PK-12 and Higher Education	3
HDL 430	Leadership, Law, and Finance in Special Education	3
HDL 431	Comprehensive Planning for SEL Initiatives	3
HDL 432	Trauma-Informed Educational Practices within Community Contexts and Conditions	3
HDL 433	Leadership Paradigms in Safety, Security, and Emergency Management	3
HDL 434	Finance and Budgeting in Educational Organizations	3

<b>MASTER OF ARTS (MA) PROGRAM – EP&amp;M</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
EPM 435	Applied Master Studies in Educational Psychology & Management	3
EPM 436	Leadership for Diversity, Equity, Inclusion, and Psychology	3
EPM 437	Leadership Development in Higher Learning	3
EPM 438	Leadership Ethics to Attain Organizational Excellence	3
EPM 439	Policy Development & Implementation in PK-12 and Higher Education	3
EPM 440	Leadership, Law, and Finance in Higher Learning	3
EPM 441	Student Services & Enrollment Management	3
EPM 442	Trauma-Informed Educational Practices within Community Contexts and Conditions	3
EPM 443	Leadership Paradigms in Safety, Security, and Emergency Management	3

## DEPARTMENT OF HEALTH SCIENCES, NATURAL SCIENCES &amp; TECHNOLOGY

## Health Sciences and Technology

- ✚ Master of Science in Health Services
- ✚ Master of Science in Health Care Management
- ✚ Master of Science in Public Health (MPH)
- ✚ Master of Science in Industrial Engineering
- ✚ Master of Science in Information Technology

**Students** The program is structured to be completed in **18 Months – 2 years**. Students enrolled in accelerated programs can complete their degrees in 9 – 12 months. Please contact the admissions office if you have any questions: [admissions@cavallauniversity.edu](mailto:admissions@cavallauniversity.edu). **Required Core Course (39 CREDITS): 18 Credit Hours; General & Specialized Electives: 15 Credit Hours; Research Thesis/Capstone: 6 Credits.**

MASTER OF SCIENCE (MS) PROGRAM – FIRST YEAR		
Course No.	Course	Credit(s)
MOS 400	Introduction to Master Studies	3
MOS 401	Research Methods – Design & Analysis	3
MOS 402	Specialized Topic I in Students Area of Study	3
MOS 403	Quantitative Research	3
MOS 404	Specialized Topic II in Students Area of Study	3

MASTER OF SCIENCE (MS) PROGRAM – SECOND YEAR		
Course No.	Course	Credit(s)
MOS 405	Qualitative Research	3
	Specialized Electives	3
	Specialized Electives	3
	Specialized Electives	3

MASTER OF SCIENCE (MS) PROGRAM – THIRD YEAR		
Course No.	Course	Credit(s)
	Specialized Electives	3
	Specialized Electives	3

MASTER OF SCIENCE (MS) PROGRAM – FOURTH YEAR		
Course No.	Course	Credit(s)
MOS 406	Research Capstone	3
MOS 407	Research Thesis	3

MASTER OF SCIENCE (MS) PROGRAM – MHS		
Course No.	Course	Credit(s)
MHS 408	Applied Master Studies in Health Services	3
MHS 409	Mental Health Services	3
MHS 410	Health Organizational Management	3
MHS 411	Quality Appraisal and Evaluation	3
MHS 412	Health Services Planning & Marketing	3
MHS 413	Health Services in Human Resources Management	3
MHS 414	Human/Health Services Practicum	3

**MASTER OF SCIENCE (MS) PROGRAM – HMS/MPH**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
MMS 415	Applied Master Studies in Healthcare Administration	3
MMS 416	Health Law, Ethics, and Policy	3
MMS 417	Healthcare Quality Management	3
MMS 418	Healthcare Financial Management & Economics	3
MMS 419	Communication, Marketing, and Public Relations for Healthcare Administration Leaders	3
MPH 420	Applied Master Studies in Public Health	3
MPH 421	U.S. and International Healthcare System	3
MPH 422	Theories of Health Behavior	3
MPH 423	Leadership in Public Health	3
MPH 424	Health Advocacy & Policy	3

**MASTER OF SCIENCE (MS) PROGRAM – MIE**

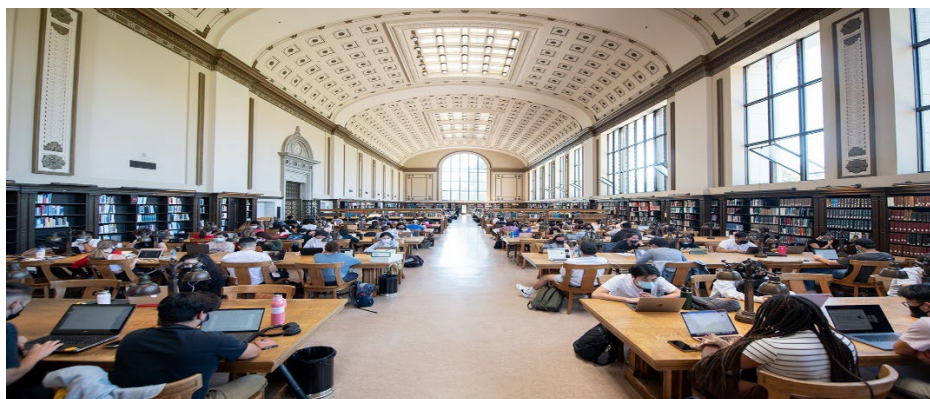
Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
MIE 425	Applied Master Studies in Industrial Engineering	3
MIE 426	Project Engineering Management	3
MIE 427	Quality Assurance Management	3
MIE 428	Global Economic & Tech Trends	3
MIE 429	Operations and Supply Chain Management	3
MIE 430	Software Engineering Management	3
MIE 431	Systems Engineering Management	3
MIE 432	Applied Probability & Statistics	3
MIE 433	Artificial Intelligence Industrial Engineering	3
MIE 434	Leadership in Industrial Engineering	3

**MASTER OF SCIENCE (MS) PROGRAM – MIT**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
MIT 435	Applied Master Studies in Information Technology	3
MIT 436	Applied Probability & Statistics	3
MIT 437	Cybersecurity for Leaders and Managers	3
MIT 438	Information Technology in Organizations	3
MIT 439	Telecommunications in Management Information Technology	3
MIT 440	Business Intelligence & Data Management	3
MIT 441	Ethics in Management Information Technology	3
MIT 442	Advanced Systems Analysis and Design	3
MIT 443	Concepts & Applications of Information Technology	3
MIT 444	Leadership in Management Information Technology	3





# Cavalla International University

## BACHELORS PROGRAM

### DEPARTMENT OF ARTS, HUMANITIES, AND SOCIAL SCIENCES

#### Arts, Humanities, and Sciences

- ✦ Bachelor of Arts in Industrial Psychology and Leadership
- ✦ Bachelor of Arts in International Human Rights and Humanitarian Studies
- ✦ Bachelor of Arts in International Relations and Diplomacy
- ✦ Bachelor of Arts in International Peace and Dispute Resolution
- ✦ Bachelor of Science in Criminal Justice Systems
- ✦ Bachelor of Science in Environmental Science & Management
- ✦ Bachelor of Science in Environmental Studies
- ✦ Bachelor of in Science Agribusiness Management

The degree typically takes 4-5 years to complete. However, students enrolled in the accelerated option can complete the bachelor's degree within 3-4 years. Students with 2 years of previous college credits, and students who possess professional educational backgrounds with diplomas in their field studies can complete the bachelor's degree program within 2 – 2 ½ years. **Bachelor's Degree Completion: 3-4 years accelerated program.** **Bachelor's Degree Specialized completion program – 18 Months – 2 years.** Students admitted to the bachelor's degree program can enroll in the 8 weeks accelerated semester or in the regular 12 weeks semester, and they can take up 9 credits during each semester. **128 credit hours are required for completion.** General Education: 64 credit hours; Required Core Courses: 28; Required and Specialized Electives: 30; Research Project: 6.

BACHELOR OF ARTS & SCIENCE (BA/BS) PROGRAM – FIRST YEAR (CORE COURSES)		
Course No.	Course	Credit(s)
ORI 101	Freshman Orientation	1
RED 101	College Reading	3
ALG 101	Elementary Algebra	3
ENG 101	English Composition I	3
HLTH 101	Personal Health	3
BACHELOR OF ARTS & SCIENCE (BA/BS) PROGRAM SECOND YEAR (CORE COURSES)		
Course No.	Course	Credit(s)
ENG 102	English Composition II	3
TECH 102	Technology Fluency	3
ALG 102	College Algebra	3
SPC 102	Introduction to Speech Communication	3
BACHELOR OF ARTS (BA) PROGRAM – THIRD YEAR (CORE/REQUIRED & SPECIALIZED COURSES)		
Course No.	Course	Credit(s)
SOC 101	Introduction to Social Sciences	3
MGT 102	Management Concepts	3
ECO 103	Introduction to Economics	3
HIST 104	U.S. & World History	3

<b>BACHELOR OF ARTS (BA) PROGRAM – FOURTH YEAR (REQUIRED &amp; SPECIALIZED COURSES)</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Required & Specialized Electives	3

<b>BACHELOR OF ARTS (BA) PROGRAM (REQUIRED &amp; SPECIALIZED COURSES)</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Research Project	6

<b>BACHELOR OF ARTS &amp; SCIENCE (BA/BS) PROGRAM – IR&amp;D/IP&amp;DR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
IRD 237	Introduction International Relations & Diplomacy	3
IRD 238	Foundation of International Relations	3
IRD 239	International Law and Diplomacy	3
IRD 240	U.S. and International Government	3
IRD 241	U.S. and International Politics	3
IRD 242	U.S. and International Finance	3
IRD 243	U.S. and Global Trade Law	3
IRD 244	International Political Systems	3
IPD 245	Introduction to International Peace & Dispute Resolution	3
IPD 246	Economics of Violence and Peace	3
IPD 247	Immigration & Environmental Law	3
IPD 248	The United Nations and World Politics	3
IPD 249	Alternative Dispute and Resolution	3
IPD 250	Worker's Compensation Law	3
IPD 251	Comparative Peace Processes	3
IPD 252	Negotiation Analysis and Skills	3
IPD 253	Democracy and Political Change Reform	3

<b>BACHELOR OF ARTS &amp; SCIENCE (BA/BS) PROGRAM – ES&amp;M/BES/BAM</b>		
Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
ESM 200	Introduction to Environmental Science & Management	3
ESM 201	Environmental Economics in Leadership	3
ESM 202	Global Environment Change & Environmental Justice	3
ESM 203	Environmental Politics & Policy	3
BES 204	Introduction to Environmental Studies	3
BES 205	Wildlife Ecology & Management	3
BES 206	Soil, Water, & Land Resources	3
BAM 207	Environmental Technology and Human Affairs	3
BAM 208	Culture and the Environment	3

<b>BACHELOR OF ARTS &amp; SCIENCE (BA/BS) PROGRAM – IHR&amp;HS</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
IHR 210	Introduction to International Human Rights & Humanitarian Studies	3
IHR 211	International Humanitarian Law	3
IHR 212	Human Rights Law	3
IHR 213	Public Health in Humanitarian Crises	3
IHR 214	Global Health and Humanitarianism	3
IHR 215	Leadership in Human Rights & Humanitarian Studies	3
IHR 216	Sustainable Development in Human Rights & Humanitarian Action	3

<b>BACHELOR OF ARTS &amp; SCIENCE (BA/BS) PROGRAM – AM&amp;P/IP&amp;L</b>		
Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.		
Course No.	Course	Credit(s)
AMP 217	Introduction to Agribusiness Management and Agribusiness Management & Policy	3
AMP 218	Sustainable Agriculture	3
AMP 219	Agricultural Leadership & Communication	3
AMP 220	Agricultural Science & Technology	3
AMP 221	U.S. and International Agriculture & Natural Resources	3
IPL 222	Introduction to Industrial Psychology & Leadership	3
IPL 223	Industrial/Organizational Psychology	3
IPL 224	Leadership and Management	3
IPL 225	Organizational Development	3
IPL 226	Recruitment, Selection, and Training	3

<b>BACHELOR OF ARTS &amp; SCIENCE (BA/BS) PROGRAM – CJS</b>		
Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.		
Course No.	Course	Credit(s)
CJS 227	Introduction Criminal Justice Systems	3
CJS 228	Cybersecurity Systems	3
CJS 229	Policy & Surveillance	3
CJS 230	Corporate and Community Crimes	3
CJS 231	Artificial Intelligence in Criminal Justice Systems	3
CJS 232	Crime and Forensics	3
CJS 233	Juvenile Delinquency	3
CJS 234	National Security, Terrorism, and Prevention	3
CJS 235	Advance Criminology	3
CJS 236	Constitutional Law in the Criminal Justice System	3

## DEPARTMENT OF BUSINESS MANAGEMENT AND ADMINISTRATION

### Business Management and Administration

- ✚ Bachelor of Business Administration (BBA)
- ✚ Bachelor of Business Administration in Business Management & Administration
- ✚ Bachelor of Business Administration in Banking
- ✚ Bachelor of Business Administration in Hotel & Restaurant Management
- ✚ Bachelor of Business Administration in Accounting
- ✚ Bachelor of Business Administration in Customer Service and Management
- ✚ Bachelor of Business Administration in Community Development
- ✚ Bachelor of Business Administration in International Relations and Diplomacy
- ✚ Bachelor of Business Administration in International Peace & Dispute Resolution
- ✚ Bachelor of Business Administration in Economics
- ✚ Bachelor of Business Administration Human Development & Management
- ✚ Bachelor of Business Administration in Financial Management
- ✚ Bachelor of Business Administration in Forensic Accounting
- ✚ Bachelor of Business Administration in Human Resources Management
- ✚ Bachelor of Business Administration in International Business Management
- ✚ Bachelor of Business Administration in Marketing Management
- ✚ Bachelor of Business Administration in Organizational Leadership
- ✚ Bachelor of Business Administration in Operations Management
- ✚ Bachelor of Business Administration in Organizational Management and Development
- ✚ Bachelor of Business Administration in Management Information Systems
- ✚ Bachelor of Business Administration in Public Policy and Administration
- ✚ Bachelor of Business Administration in Project Management

The degree typically takes 4-5 years to complete. However, students enrolled in the accelerated option can complete the bachelor's degree within 3-4 years. Students with 2 years of previous college credits, and students who possess professional educational backgrounds with diplomas in their field studies can complete the bachelor's degree program within 2 – 2 ½ years. **Bachelor's Degree Completion: 3-4 years accelerated program. Bachelor's Degree Specialized completion program – 18 Months – 2 years.** Students admitted to the bachelor's degree program can enroll in the 8 weeks accelerated semester or in the regular 12 weeks semester, and they can take up 9 credits during each semester. **128 credit hours are required for completion.** General Education: 64 credit hours; Required Core Courses: 28; Required and Specialized Electives: 30; Research Project: 6.

<b>BACHELOR OF BUSINESS ADMINISTRATION (BBA) PROGRAM FIRST YEAR (CORE COURSES)</b>		
Course No.	Course	Credit(s)
ORI 101	Freshman Orientation	1
RED 101	College Reading	3
ALG 101	Elementary Algebra	3
ENG 101	English Composition I	3
HLTH 101	Personal Health	3

<b>BACHELOR OF BUSINESS ADMINISTRATION (BBA) SECOND YEAR (CORE COURSES)</b>		
Course No.	Course	Credit(s)
ENG 102	English Composition II	3
TECH 102	Technology Fluency	3
ALG 102	College Algebra	3
SPC 102	Introduction to Speech Communication	3

<b>BACHELOR OF BUSINESS ADMINISTRATION (BBA) – THIRD YEAR (CORE/REQUIRED &amp; SPECIALIZED COURSES)</b>		
Course No.	Course	Credit(s)
SOC 101	Introduction to Social Sciences	3
MGT 102	Management Concepts	3
ECO 103	Introduction to Economics	3
HIST 104	U.S. & World History	3

<b>BACHELOR OF BUSINESS ADMINISTRATION (BBA) – FOURTH YEAR (REQUIRED &amp; SPECIALIZED COURSES)</b>		
Course No.	Course	Credit(s)
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Required & Specialized Electives	3

<b>BACHELOR OF ARTS (BA) PROGRAM (REQUIRED &amp; SPECIALIZED COURSES)</b>		
Course No.	Course	Credit(s)
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Research Project	6



<b>BACHELOR OF BUSINESS ADMINISTRATION (BBA) PROGRAM –BBA/MKTG</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
<b>BBA 246</b>	<b>Leading in Business Administration</b>	<b>3</b>
BBA 247	Corporate Finance	3
BBA 248	Fundamentals of Financial & Managerial Accounting	3
BBA 249	Executive Decision-Making	3
BBA 250	Executive Management & Communication	3
BBA 251	Fundamentals of Teamwork & Leadership	3
BBA 252	Responsibility in Global Management	3
BBA 253	Macroeconomics and the Global Economic Environment	3
BBA 254	Corporate Development: Mergers & Acquisitions	3
BBA 255	Managing Organizational Change	3
<b>MKT 256</b>	<b>Introduction to Marketing Management</b>	<b>3</b>
MKT 257	Marketing Management	3
MKT 258	Marketing Strategy	3
MKT 259	Marketing Research	3
MKT 260	Leadership in Marketing	3
MKT 261	Marketing and Operations Management	3
MKT 262	Digital Marketing Science	3
MKT 263	Marketing in the Digital Era	3
MKT 264	E-Commerce and Marketing Analytics	3

<b>BACHELOR OF BUSINESS ADMINISTRATION (PPA/BOM) PROGRAM –PPA/MKTG</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
<b>PPA 269</b>	<b>Introduction to Public Policy and Administration</b>	<b>3</b>
PPA 270	Corporate Finance	3
PPA 271	Fundamentals of Financial & Managerial Accounting	3
PPA 272	Executive Decision-Making in Public Policy & Administration	3
PPA 273	Executive Management & Communication	3
PPA 274	Fundamentals of Teamwork & Leadership	3
PPA 275	Responsibility in Global Management	3
PPA 276	Macroeconomics and the Global Economic Environment	3
PPA 277	Corporate Development: Mergers & Acquisitions	3
<b>BOM 278</b>	<b>Introduction to Operations Management</b>	<b>3</b>
BOM 279	Leading Organizational Behavior	3
BOM 280	Ethics & Law in Organizations	3
BOM 281	Marketing Strategy & Research	3
BOM 282	Principles of Conflict Negotiations	3
BOM 283	Leading Organizational Culture and Change	3
BOM 284	Communication Strategies for Leaders	3
BOM 285	Transformational & Transactional Leadership	3
BOM 286	Human Resources Management	3
BOM 287	Leading Through Conflict Resolution	3



<b>BACHELOR OF BUSINESS ADMINISTRATION (BBA) PROGRAM – IR&amp;D/IP&amp;DR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
<b>IRD 288</b>	<b>Introduction International Relations &amp; Diplomacy</b>	<b>3</b>
IRD 289	Foundation of International Relations	3
IRD 290	International Law and Diplomacy	3
IRD 291	U.S. and International Government	3
IRD 292	U.S. and International Politics	3
IRD 293	U.S. and International Finance	3
IRD 294	U.S. and Global Trade Law	3
IRD 295	International Political Systems	3
<b>IPD 296</b>	<b>Introduction to International Peace &amp; Dispute Resolution</b>	<b>3</b>
IPD 297	Economics of Violence and Peace	3
IPD 298	Immigration & Environmental Law	3
IPD 299	The United Nations and World Politics	3
IPD 300	Alternative Dispute and Resolution	3
IPD 301	Worker's Compensation Law	3
IPD 302	Comparative Peace Processes	3
IPD 303	Negotiation Analysis and Skills	3
IPD 304	Democracy and Political Change Reform	3
IPD 305	International Humanitarian Law	3
IPD 306	Human Rights Law	3
IPD 307	Public Health in Humanitarian Crises	3
IPD 308	Global Health and Humanitarianism	3
IPD 309	Leadership in Human Rights & Humanitarian Studies	3
IPD 310	Sustainable Development in Human Rights & Humanitarian Action	3

<b>BACHELOR OF BUSINESS ADMINISTRATION (BBA) PROGRAM – ECO/BAC</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
<b>ECO 334</b>	<b>Introduction to Economics</b>	<b>3</b>
ECO 335	Foundation of International Economics	3
ECO 336	International Law and Diplomacy	3
ECO 337	Principles of Microeconomics	3
ECO 338	Theories of U.S. & International Finance	3
ECO 339	Portfolio Analysis & Management	3
ECO 340	Venture Capital & Global Markets	3
ECO 341	Financial Administration & Systems	3
<b>BAC 342</b>	<b>Introduction to Accounting</b>	<b>3</b>
BAC 343	Principles of Accounting I	3
BAC 344	Principles of Accounting II	3
BAC 345	Money and Banking	3
BAC 346	Fundamentals of Managerial Accounting	3
BAC 347	Fundamentals of Managerial Finance	3
BAC 348	Security Analysis & Valuation	3
BAC 349	Risk Management	3
BAC 350	FinTech, Financial and Markets	3
BAC 351	Cost Accounting Data Analytics	3
BAC 352	Fraud & Forensic Accounting	3
BAC 353	Ethics and Professional in Accounting	3
BAC 354	Accounting Information Systems	3
BAC 355	Global Investments in Accounting	3

<b>BACHELOR OF BUSINESS ADMINISTRATION (BBA) PROGRAM – H&amp;RM/BCD</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
<b>HRM 379</b>	<b>Introduction to Hotel &amp; Restaurant Management</b>	<b>3</b>
HRM 380	Foundation of Hospitality Management	3
HRM 381	International in Hospitality Management	3
HRM 382	Human Resources in Hospitality Management	3
HRM 383	Hotel Planning and Design	3
HRM 384	Hospitality Accounting & Finance	3
HRM 385	Hotel Revenue Management	3
HRM 386	Restaurant Management & Revenue	3
HRM 387	Food and Beverage Management	3
HRM 388	Customer Service in Hospitality	3
HRM 389	Professional Development in Hospitality	3
HRM 390	Creativity & Innovation in Hotel & Restaurant Management	3
<b>BCD 391</b>	<b>Introduction to Community Development</b>	<b>3</b>
BCD 392	Understanding Social Justice in Community Development	3
BCD 393	Leadership Development	3
BCD 394	Principles of Domestic and International Economic Development	3
BCD 395	Alternative Dispute and Resolution	3
BCD 396	Community Structure, Processes, and Capacity	3
BCD 397	Principles and Practice of Planning	3
BCD 398	Entrepreneurship in the Community	3
BCD 399	Democracy and Political Change Reform	3
BCD 400	Humanitarian Law in Community Development	3
BCD 401	Launching Community Ventures, Nonprofits, and Organizations	3
BCD 402	Theories, Principles and Institutions of International Development	3

<b>BACHELOR OF BUSINESS ADMINISTRATION (BBA) – BBA/BMA/OL&amp;D</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
<b>BBA 200</b>	<b>Introduction to Business Administration</b>	<b>3</b>
BBA 201	Business Strategy & Innovation	3
BBA 202	Legal Ethical & Decision-Making	3
BMA 203	Advance Business Management & Administration	3
BMA 204	Theory & Practice of Business Management	3
BMA 205	Organizational Change	3
BMA 206	Legal Aspects of Business	3
BMA 207	Principles of Microeconomics	3
BMA 208	Survey of Global Business	3
BMA 209	Business Finance	3
<b>OLD 210</b>	<b>Introduction to Organizational Leadership &amp; Development</b>	<b>3</b>
OLD 211	Ethical Leadership	3
OLD 212	Leader as Coach/Consultant	3
OLD 213	Building Organizational Capacity	3
OLD 214	Communicating and Collaborating Change	3
OLD 215	Theory & Practice of Organizational Leadership	3
OLD 216	Small Business Management	3
OLD 217	E-Commerce in Organizational Leadership	3
OLD 218	Management Science in Organizational Leadership & Development	3

**BACHELOR OF BUSINESS ADMINISTRATION (BBA) PROGRAM – HRM/BFA**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
<b>HRM 219</b>	<b>Introduction to Human Resources Management</b>	<b>3</b>
HRM 220	Legal Issues in Human Resources Management	3
HRM 221	Compensation & Benefits	3
HRM 222	Hiring, Interviewing, and Auditing	3
HRM 223	Labor and Employment Relations	3
HRM 224	Pay and Benefits Administration	3
HRM 225	Legal Compliance in HR Management	3
HRM 226	Workforce and Talent Management	3
BFA 227	Introduction to Forensic Accounting	3
BFA 228	Advanced Managerial Accounting & Auditing	3
BFA 229	Advanced Accounting Theory & Policy	3
BFA 230	Advanced Forensic Accounting Theory & Practice	3
BFA 231	Advanced Accounting & Fraud Examination Techniques	3
BFA 232	Detection/Prevention Fraudulent Financial Statements	3
BFA 233	Interview Techniques/Legal Aspects Fraud	3
BFA 234	Investigating with Computers	3

**BACHELOR OF BUSINESS ADMINISTRATION (BBA) PROGRAM – MIS**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
<b>MIS 235</b>	<b>Introduction to Management Information Systems</b>	<b>3</b>
MIS 236	Business Strategy and Innovation	3
MIS 237	Ethics in Information Management Systems	3
MIS 238	Computer Networks and Global Management	3
MIS 239	Databases and Business Intelligence	3
MIS 240	Principals of Cybersecurity	3
MIS 241	Artificial Intelligence in Management Information Systems	3
MIS 242	Technology Policy and Strategy	3
MIS 243	Foundation of Information Assurance	3
MIS 244	Foundation of Information Systems Engineering	3
MIS 245	Principles of Technology Innovation Management	3



**BACHELOR OF BUSINESS ADMINISTRATION (BBA) PROGRAM – BFM/PP&M**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
<b>BFM 246</b>	<b>Introduction in Financial Management</b>	<b>3</b>
BFM 247	Financial Strategy & Innovation	3
BFM 248	Ethics in Financial Management	3
BFM 249	Managing Financial Institutions	3
BFM 250	Budget Execution & Formation	3
BFM 251	Financial Statement Analysis	3
BFM 252	Capital Budgeting	3
BFM 253	Bookkeeping and Ledgers	3
BFM 254	Contracts & Financial Management	3
BFM 255	Team Communication & Conflict Management	3
BFM 256	Artificial Intelligence in Financial Management	3
<b>PPM 257</b>	<b>Introduction to Project Management</b>	<b>3</b>
PPM 258	Concepts of Project Management	3
PPM 259	Foundation of Project Management	3
PPM 260	Leading Projects and Programs	3
PPM 261	Managerial Budgets and Project Management	3
PPM 262	Fundamentals of Managerial Accounting	3
PPM 263	Fundamentals of Managerial Finance	3
PPM 264	Applying Leadership Principles	3
PPM 265	Business Policy Development & Implementation	3
PPM 266	Introduction to Marketing	3
PPM 267	Principles of Human Resources Management	3
PPM 268	Procurement and Logistics in Project Management	3

**BACHELOR OF BUSINESS ADMINISTRATION PROGRAM – BOL/IBM**





Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
<b>BOL 311</b>	<b>Introduction to Organizational Leadership</b>	<b>3</b>
BOL 312	Financial Strategy & Innovation	3
BOL 313	Ethics in Financial Management	3
BOL 314	Managing Financial Institutions	3
BOL 315	Ethical Leadership	3
BOL 316	Leader as Coach/Consultant	3
BOL 317	Building Organizational Capacity	3
BOL 318	Communicating and Collaborating Change	3
BOL 319	Theory & Practice of Organizational Leadership	3
BOL 320	Small Business Management	3
BOL 321	E-Commerce in Organizational Leadership	3
<b>IBM 322</b>	<b>Introduction to International Business Management</b>	<b>3</b>
IBM 323	Business Law	3
IBM 324	Business Communication	3
IBM 325	International Business Strategies	3
IBM 326	Diversity in a Global Marketplace	3
IBM 327	Conflicts in International Business	3
IBM 328	International Finance & Accounting	3
IBM 329	International Supply Chain Management	3
IBM 330	United States & International Taxation	3
IBM 331	E-Commerce in International Business	3
IBM 332	Developing a Business Internationally	3
IBM 333	Global Economics & Investments	3

<b>BACHELOR OF BUSINESS ADMINISTRATION PROGRAM –HD&amp;M/CS&amp;M</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
<b>HDM 356</b>	<b>Introduction to Human Development Management</b>	<b>3</b>
HDM 357	Human Development Strategy & Innovation	3
HDM 358	Ethics in Human Development Management	3
HDM 359	Project & Program Management	3
HDM 360	Data Visualization and Reporting	3
HDM 361	Understanding Personnel Culture & Change	3
HDM 362	Human Resources Management System	3
HDM 363	Negotiation & Conflict Resolution	3
HDM 364	Decision-Making in Human Development & Management	3
HDM 365	Labor & Employment Law	3
HDM 366	Global Strategic Leadership	3
<b>CSM 367</b>	<b>Introduction to Customer Service &amp; Management</b>	<b>3</b>
CSM 368	Learning & Leading People	3
CSM 369	Negotiation & Conflict Resolution	3
CSM 370	Legal Ethics in Customer Service Management	3
CSM 371	Managerial Budgets and Project Management	3
CSM 372	Leading Projects and Programs	3
CSM 373	Concepts of Customer Service Management	3
CSM 374	Entrepreneurship & Marketing	3
CSM 375	Online Success in Professional Studies	3
CSM 376	Customer Service Relationships & Partnerships	3
CSM 377	International Customer Service Management	3
CSM 378	Creativity & Innovation in Customer Service Management	3
<b>BACHELOR OF BUSINESS ADMINISTRATION PROGRAM –BM&amp;A/BNK</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
<b>BMA 403</b>	<b>Introduction to Business Management &amp; Administration</b>	<b>3</b>
BMA 404	Financial Strategy & Innovation	3
BMA 405	Ethics in Business Management & Administration	3
BMA 406	Managing An Organization	3
BMA 407	Legal Aspects of Business	3
BMA 408	Theory & Practice of Business Management	3
BMA 409	Organizational Change	3
BMA 410	Legal Aspects of Business	3
BMA 411	Principles of Microeconomics	3
BMA 412	Survey of Global Business	3
BMA 413	Business Finance	3
BMA 414	Process Improvement Management	
<b>BNK 415</b>	<b>Introduction to Banking</b>	<b>3</b>
BNK 416	Fundamentals of Online Banking	3
BNK 417	Accounting I	3
BNK 418	Accounting II	3
BNK 419	Managerial Budgets and Project Management	3
BNK 420	Leading Projects and Programs in Financial Institutions	3
BNK 421	Financial Statements for Managers	3
BNK 422	Financial Auditing & Accounting	3
BNK 423	Principles of Banking, Marketing, and Investments	3
BNK 424	Fundamentals of Cybersecurity in Financial Institutions	3
BNK 425	Artificial Intelligence and Web-Banking in the Digital Age	3

## DEPARTMENT OF EDUCATION &amp; HUMAN DEVELOPMENT

## Education and Human Development

-  Bachelor of Arts in Education
-  Bachelor of Arts in Elementary Education
-  Bachelor of Arts in Secondary Education
-  Bachelor of Arts in Special Education

The degree typically takes 4-5 years to complete. However, students enrolled in the accelerated option can complete the bachelor's degree within 3-4 years. Students with 2 years of previous college credits, and students who possess professional educational backgrounds with diplomas in their field studies can complete the bachelor's degree program within 2 – 2 ½ years. **Bachelor's Degree Completion: 3-4 years accelerated program.**

**Bachelor's Degree Specialized completion program – 18 Months – 2 years.** Students admitted to the bachelor's degree program can enroll in the 8 weeks accelerated semester or in the regular 12 weeks semester, and they can take up 9 credits during each semester. **128 credit hours are required for completion.** General Education: 64 credit hours; Required Core Courses: 28; Required and Specialized Electives: 30; Research Project: 6.

BACHELOR OF ARTS (BA) PROGRAM – FIRST YEAR (CORE COURSES)		
Course No.	Course	Credit(s)
ORI 101	Freshman Orientation	1
RED 101	College Reading	3
ALG 101	Elementary Algebra	3
ENG 101	English Composition I	3
HLTH 101	Personal Health	3

BACHELOR OF ARTS (BA) PROGRAM – SECOND YEAR (CORE COURSES)		
Course No.	Course	Credit(s)
ENG 102	English Composition II	3
TECH 102	Technology Fluency	3
ALG 102	College Algebra	3
SPC 102	Introduction to Speech Communication	3

BACHELOR OF ARTS (BA) PROGRAM – THIRD YEAR (CORE/REQUIRED & SPECIALIZED COURSES)		
Course No.	Course	Credit(s)
SOC 101	Introduction to Social Sciences	3
EDU 228	Education, Theory & Technology	3
EDU 229	Foundations of Adult Learning	3
EDU 230	Instructional Evaluation & Development	3

BACHELOR OF ARTS (BA) PROGRAM – FOURTH YEAR (REQUIRED & SPECIALIZED COURSES)		
Course No.	Course	Credit(s)
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Required & Specialized Electives	3

BACHELOR OF ARTS (BA) PROGRAM (REQUIRED & SPECIALIZED COURSES)		
Course No.	Course	Credit(s)
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Research Project	6

<b>BACHELOR OF ARTS (BA) PROGRAM – EDU</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
EDU 201	Introduction to Education	3
EDU 202	Creativity and Innovation	3
EDU 203	Education Law in Management	3
EDU 204	U.S. and International Education Leadership	3
EDU 205	Secondary & Higher Education Leadership	3
EDU 206	Digital Age Learning & Educational Technology	3
EDU 207	Education Internship/Practicum	3

<b>BACHELOR OF ARTS (BA) PROGRAM – EE</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
BEE 208	Introduction to Elementary Education	3
BEE 209	Entrepreneurship in Educational Leadership	3
BEE 210	Decision Making in Educational Leadership	3
BEE 211	Organizational Finance in Management	3
BEE 212	Partnerships in Educational Organization	3
BEE 213	Curriculum and Development in Elementary Education	3
BEE 214	Conflict Resolution and Mediation in Elementary Education	3
BEE 215	Educational Leadership Theories	3
BEE 216	PK-12 Curriculum, Instruction, and Assessment	3
BEE 217	Innovation for Change in Elementary Educational Organizations	3

<b>BACHELOR OF ARTS (BA) PROGRAM – SE</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
BSE 218	Introduction to Special Education	3
BSE 219	Leadership for Diversity, Equity, Inclusion, and Social Justice	3
BSE 220	Leadership Development in Higher Learning	3
BSE 221	Leadership Ethics to Attain Organizational Excellence	3
BSE 222	Policy Development & Implementation in PK-12 and Special Education	3
BSE 223	Leadership, Law, and Finance in Special Education	3
BSE 224	Comprehensive Planning for SEL Initiatives	3
BSE 225	Trauma-Informed Educational Practices within Community Contexts and Conditions	3
BSE 226	Leadership Paradigms in Safety, Security, and Emergency Management	3
BSE 227	Finance and Budgeting in Special Education Organizations	3





## DEPARTMENT OF HEALTH SCIENCES, NATURAL SCIENCES &amp; TECHNOLOGY

## Health Sciences and Technology

- ✦ Bachelor of Science in Health Sciences
- ✦ Bachelor of Health Care Management
- ✦ Bachelor of Science in Public Health Management
- ✦ Bachelor of Science in Industrial Engineering
- ✦ Bachelor of Science in Information Technology
- ✦ Bachelor of Science in Information Management
- ✦ Bachelor of Science in Cybersecurity
- ✦ Bachelor of Science in Computer Science

The degree typically takes 4-5 years to complete. However, students enrolled in the accelerated option can complete the bachelor's degree within 3-4 years. Students with 2 years of previous college credits, and students who possess professional educational backgrounds with diplomas in their field studies can complete the bachelor's degree program within 2 – 2 ½ years. **Bachelor's Degree Completion: 3-4 years accelerated program.** **Bachelor's Degree Specialized completion program – 18 Months – 2 years.** Students admitted to the bachelor's degree program can enroll in the 8 weeks accelerated semester or in the regular 12 weeks semester, and they can take up 9 credits during each semester. **128 credit hours are required for completion.** General Education: 64 credit hours; Required Core Courses: 28; Required and Specialized Electives: 30; Research Project: 6.

BACHELOR OF ARTS (BA) PROGRAM – FIRST YEAR (CORE COURSES)		
Course No.	Course	Credit(s)
ORI 101	Freshman Orientation	1
RED 101	College Reading	3
ALG 101	Elementary Algebra	3
ENG 101	English Composition I	3
HLTH 101	Personal Health	3
BACHELOR OF ARTS (BA) PROGRAM – SECOND YEAR (CORE COURSES)		
Course No.	Course	Credit(s)
ENG 102	English Composition II	3
TECH 102	Technology Fluency	3
ALG 102	College Algebra	3
SPC 102	Introduction to Speech Communication	3
BACHELOR OF ARTS (BA) PROGRAM – THIRD YEAR (CORE/REQUIRED & SPECIALIZED COURSES)		
Course No.	Course	Credit(s)
SOC 101	Introduction to Social Sciences	3
MGT 102	Management Concepts	3
ECO 103	Introduction to Economics	3
HIST 104	U.S. & World History	3
BACHELOR OF ARTS (BA) PROGRAM – FOURTH YEAR (REQUIRED & SPECIALIZED COURSES)		
Course No.	Course	Credit(s)
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Required & Specialized Electives	3
BACHELOR OF ARTS (BA) PROGRAM (REQUIRED & SPECIALIZED COURSES)		
Course No.	Course	Credit(s)
	Required & Specialized Electives	3
	Required & Specialized Electives	3
	Research Project	6

**BACHELOR OF SCIENCE (BS) PROGRAM – BCY**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
BCY 237	Introduction to Cybersecurity	3
BCY 238	Applied Probability & Statistics	3
BCY 239	Operating Systems Fundamentals	3
BCY 240	Introduction to Networking	3
BCY 241	Cyber Threat Intelligence	3
BCY 242	Network Defense	3
BCY 243	Cybersecurity Planning & Policy	3
BCY 244	Security Audit & Assessments	3
BCY 245	Operating System Security	3
BCY 246	Introduction to Digital Forensics	3
BCY 247	Network Administration	3
BCY 248	Data/Database Security	3

**BACHELOR OF SCIENCE (BS) PROGRAM – BHS**

Course No.	Course	Credit(s)
BHS 200	Introduction to Health Sciences	3
BHS 201	Mental Health Services	3
BHS 202	Health Organizational Management	3
BHS 203	Quality Appraisal and Evaluation	3
BHS 204	Health Services Planning & Marketing	3
BHS 205	Health Services in Human Resources Management	3
BHS 206	Human/Health Services Practicum	3

**BACHELOR OF SCIENCE (BS) PROGRAM – HCM/PHM**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
HCM 207	Introduction to Healthcare Management	3
HCM 208	Health Law, Ethics, and Policy	3
HCM 209	Healthcare Quality Management	3
HCM 210	Healthcare Financial Management & Economics	3
HCM 211	Communication, Marketing, and Public Relations for Healthcare Administration Leaders	3
PHM 212	Introduction to Public Health Management	3
PHM 213	U.S. and International Healthcare System	3
PHM 214	Theories of Health Behavior	3
PHM 215	Leadership in Public Health	3
PHM 216	Health Advocacy & Policy	3

**BACHELOR OF SCIENCE (BS) PROGRAM – BIE**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
BIE 217	Introduction to Industrial Engineering	3
BIE 218	Project Engineering Management	3
BIE 219	Quality Assurance Management	3
BIE 220	Global Economic & Tech Trends	3
BIE 221	Operations and Supply Chain Management	3
BIE 222	Software Engineering Management	3
BIE 223	Systems Engineering Management	3
BIE 224	Applied Probability & Statistics	3
BIE 225	Artificial Intelligence Industrial Engineering	3
BIE 226	Leadership in Industrial Engineering	3

**BACHELOR OF SCIENCE (BS) PROGRAM – BIT/BIM**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
BIT 227	Introduction to Information Technology & Information Management	3
BIT 228	Applied Probability & Statistics	3
BIT 229	Information Technology for Leaders & Managers	3
BIT 230	Information Technology in Organizations	3
BIT 231	Telecommunications in Management Information Technology	3
BIT 232	Business Intelligence & Data Management	3
BIT 233	Ethics in Management Information Technology	3
BIT 234	Advanced Systems Analysis and Design	3
BIT 235	Concepts & Applications of Information Technology	3
BIT 236	Leadership in Management Information Technology	3

**BACHELOR OF SCIENCE (BS) PROGRAM – BCS**

Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.

Course No.	Course	Credit(s)
BCS 249	Introduction to Computer Science	3
BCS 250	Applied Probability & Statistics	3
BCS 251	Programming in C++	3
BCS 252	Programming in Java	3
BCS 253	Computer Architecture	3
BCS 254	Operating Systems Theory & Design	3
BCS 255	Computer Ethics	3
BCS 256	Artificial Intelligence	3
BCS 257	Systems Analysis & Integration	3
BCS 258	Security Technology	3
BCS 259	Web Development & Design	3
BCS 260	Software & Systems Engineering	3
BCS 261	Software Testing & Automation	3
BCS 262	Data Structures and Algorithms	3





# Cavalla International University

## CERTIFICATION PROGRAM

**PROGRAM OF STUDY:** AAFM Certifications are globally recognized. Certifications in Financial Analysis, Financial Planning, Wealth Management, Risk Management, and Economics. Cavalla International University has a joint partnership with the American Academy of Financial Management (AAFM) to offer the following certification:

<b>AAFM CERTIFICATION PROGRAM – FIRST YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
AFM 001	Introduction to Financial Management	3
AFM 002	Corporate Finance	3
AFM 003	Foundations of Financial Planning	3
AFM 004	Economics	3
AFM 005	Introduction to Accounting & Investments	3

<b>AAFM CERTIFICATION PROGRAM – SECOND YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
AFM 006	Foundations of Wealth Management	3
AFM 007	Foundations of Risk Management	3
AFM 008	Foundations of Forensic Accounting	3
AFM 009	Investment Portfolio Analysis	3
AFM 010	Managing Financial Institutions	3
AFM 011	Advanced Financial Statement Analysis	3

<b>AAFM CERTIFICATION PROGRAM – THIRD YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
AFM 012	SEC Laws and Regulations	3
AFM 013	Leading Financial Projects & Programs	3
AFM 014	Professional Responsibility in Finance	3
AFM 015	International Finance	3
AFM 016	Analysis & Interpretation of Financial Data	3
AFM 017	Introduction to Internship	3
AFM 018	AAFM Capstone	3

<b>AAFM CERTIFICATION PROGRAM – ELECTIVES</b>		
<b>Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such a decision.</b>		
<b>Course No.</b>	<b>Course</b>	<b>Credit(s)</b>
AFM 019	Financial Modeling	3
AFM 020	Capital Markets and Valuations	3
AFM 021	Government & Organizational Auditing	3
AFM 022	Statements of Financial Accounting Standards	3
AFM 023	E-Commerce & Bankruptcy Law	3
AFM 024	Foundations of Marketing	3
AFM 025	CPA Portfolio, Assets, Transfer Pricing, and Wealth Management	3
AFM 026	U.S. & International Taxation	3
AFM 027	Anti-Money Laundering & Compliance	3
AFM 028	Foundations of Mortgage & Corporate Insurance	3

**Cavalla International University has a joint partnership with the American Academy of Financial Management (AAFM) to offer the following certification:**

1. CWM Chartered Wealth Manager – Also known as the: CWM Chartered Certified Wealth Manager Designation – USA and EU Community Trademarks Registered
2. AFA Accredited Financial Analyst
3. AMA Accredited Management Accountant
4. MFP Master Financial Planner – Charter Designation and Board Certification
5. CPM Certified Chartered Portfolio Manager
6. CAM Certified Chartered Asset Manager
7. CMA Chartered Market Analyst – Financial Analyst Designate
8. CCA Chartered Compliance Analyst
10. CAMC Certified Anti-Money Laundering Consultant
11. CAPA Certified Asset Protection Analyst
12. RFS Registered Financial Specialist
13. MMC Management Consultant Professional and Accredited Management Consultant
14. CTS Certified Transfer Pricing Specialist
15. MPM Master Project Manager Legal Analyst
16. CITA Certified International Tax Analyst
17. RBA Registered Business Analyst
18. CTEP Chartered Trust and Estate Planner
19. CCC Certified Cost Controller
20. CEC Certified E-Commerce Consultant
21. CCA Certified Credit Analyst
22. CCE Certified Corporate Economist
23. CCO Certified Compliance Officer
24. CMA Certified Marketing Analyst
25. ChMA Chartered Mortgage Analyst
26. CHRA Certified Human Resources Analyst
27. CITA Certified International Tax Analyst
28. CRA Certified Risk Analyst
29. MFC Master Financial Controller
30. RFA Registered Financial Analyst
31. RWM Registered Wealth Manager
32. RWM Registered Wealth Manager
33. CCA Certified Contract Administrator
34. CET Certified Estate Planner
35. CITA Certified International Tax Adviser
36. CFCS Certified Financial Crime Specialist
37. CP Certified Paralegal
38. CSBC Certified Small Business Consultant
39. CP Certified Entrepreneur
40. CFA Certified Forensic Accountant
41. CPM Chartered Pension Manager or CPS Certified Pension Specialist
42. CPAM Chartered Pension Analyst Manager
43. CEPS Certified Education Planning Specialist
44. CMFMP Certified Municipal Finance Management Practitioner
45. CCMFMA Chartered Certified Municipal Financial Management Accountant
46. CCFMA Chartered Certified Public Finance Management Accountant
47. Chartered Certified Insurance Professional (CCIP)
48. Chartered Certified International Banker (CCIB)



# Cavalla International University

## TRANSFERABILITY OF CREDITS

The transferability of credits you earn at Cavalla International University – Barclay School of Law is at the discretion of the institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. Contact the Registrar Office for additional information for transfer of credits.

Those who are attending the JD Program or dual degree program can transfer up to 42 academic credits for course work completed toward an LLB degree program. International students can transfer up to 18 academic credits for course work completed toward an LLB degree program. Undergraduate students must complete the full 120 academic credits at the law school. This may include contacting an institution to which you may seek to transfer after attending Cavalla International University – Barclay School of Law to determine if your credits, degree or certificate will transfer. For more information on the transferability of credits into Cavalla International University – Barclay School of Law, please refer to the Transfer Credit policies, found within the Academic Policies section of this catalog.

### United States Bar Requirements

International students who have completed LL.B. degree programs outside the United States may be eligible to take the bar exam in certain jurisdictions in the United States. Transfers may be possible to the 4-year joint LLB/JD degree (where years 3 and 4 are spent at another accredited law school) or the Law with Another Legal System LLB, where year 3 is spent at another regionally accredited law school or university in the United States or abroad.

International LLB students who plan to take a U.S. state bar exam must carefully investigate the relevant requirements prior to beginning their studies. Some jurisdictions impose additional requirements. A comprehensive chart for the qualification policies of each U.S. jurisdiction for foreign educated attorneys can be viewed on the National Council of Bar Examiners' website at <https://reports.ncbex.org/comp-guide/charts/chart-4/>. It is the responsibility of the applicant to read the information provided by the Board of Legal Examiners in the state where they want to take the bar exam. It is also the applicant's responsibility to contact that state's Board of Legal Examiners with any questions, submit all documents and fees in a timely manner, and complete any LLB courses / U.S. law courses required by that state's Board of Legal Examiners. Each state has final authority to determine whether an applicant meets the requirements to sit for its bar examination. A summary of bar admission information by jurisdiction and contact information for each bar admission agency can be viewed at <https://www.ncbex.org/jurisdictions>

### International Licensing Requirements

International students who have completed LL.B. degree programs in the United States may be eligible to take the bar exam in certain jurisdictions outside of their respected country. Eligibility to sit for a particular state bar exam varies from state to state. Completion of the LL.M. degree in itself does not guarantee eligibility to take a bar examination. In some states, including New York, California, and Texas, the completion of an LL.M. degree along with certain other criteria will allow attorneys with a non-U.S. law degree to sit for the bar exam. For more information, please refer to the [\*Comprehensive Guide to Bar Admissions Requirements\*](#) published by the National Conference of Bar Examiners (NCBE). For information on the California bar requirements for foreign trained attorneys, please visit the [\*\*State Bar of California\*\*](#) website.



# Cavalla International University

## TUITION AND FEES

The tuition rates listed below are for the 2024-2025 academic year and are subject to change. Due to different degree completion lengths, students requiring a schedule of total charges for a period of attendance and an estimated schedule of total charges (institutional and non-institutional) for their educational program may request an individualized report through the Office of Admission during their admission process.

Tuition (per credit hour)	
<b>Graduate Tuition*</b> MLS/JD tuition LLM/SJD tuition	\$365.00 \$425.00
<b>Undergraduate Tuition*</b> LLB tuition LLB/JD tuition LLB/MBA tuition LLB/SJD tuition LLB/LLM tuition LLB/PhD tuition	\$300.00 \$365.00 \$365.00 \$425.00 \$425.00 \$425.00
<b>Graduate/Undergraduate tuition*</b> Military Students (active duty, selected reserve and National Guard) (U.S. locations and online)	\$235.00
* Excludes School of Education students, doctoral students, and students in other specialized degree programs.	
Several scholarships are available to support Military Spouses, Military Dependents, Children of Fallen Patriots, Folds of Honor designees, First Responders, Civilian Employees and Federal Contract Workers. For information on these scholarships, please see the Office of Military Affairs Scholarships website. Offering 50% discount.	
<b>Application Fee</b> (excluding doctorate programs) <i>non-refundable</i>	\$25.00
<b>Application Fee</b> (doctorate programs) <i>non-refundable</i>	\$30.00
<b>Graduation Fee</b> <i>non-refundable</i>	\$50
<b>Transcript Fee</b>	\$15
<b>Study Abroad</b> <i>non-refundable</i>	Varies
<b>NOTE:</b> Courses in various academic programs sometimes require expendable supplies or services, and in these cases the student may be billed a class fee for such costs.	



# Cavalla International University

## COURSE DESCRIPTION

<b>BACHELOR OF LAW (LLB) PROGRAM – FIRST YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Course Description</b>
<b>LLB 6000</b>	<b>Introduction to Law, Legal Writing &amp; Research</b>	Introduces the student to research methods, analysis of legal concepts, and the art of legal writing. Students begin to learn the research, analysis and writing process through an assigned series of open and closed memoranda.
<b>LLB 6005</b>	<b>Laws of Contract</b>	This course is a foundation that is required by the legal professional bodies for professional practice. The aim is that students should acquire a solid knowledge of the legal principles and rules applied by the courts in Contract Law, whilst also developing fundamental legal skills of case analysis, synthesis and problem-solving. Students will undertake the study of Contract Law in its social, political and commercial context.
<b>LLB 6010</b>	<b>Criminal Law</b>	This course examines substantive criminal law both in its common law and modern statutory forms. Topics covered include culpability required for criminal responsibility (minimum conduct, voluntariness, etc.); exculpatory doctrines and defenses (duress, insanity, mistake, etc.); homicide, rape, and other criminal acts; and domestic violence. The course also explores the problems associated with imposition of criminal sanctions, as well as reasons for and appropriateness of particular punishments, including the death penalty.
<b>LLB 6015</b>	<b>Law of Torts</b>	This module introduces students to civil wrongs which are actionable at common law. These actionable wrongs, or 'torts', include negligence, trespassing to the person, nuisance, and defamation. In addition to learning about the legal principles which govern the application of each tort, the Law of Tort module offers students an insight into the wider policy landscape by examining the law's role in compensating injury, loss, or damage. The Law of Tort is one of the seven Foundation Subjects of relevance to students who intend to practice law in United States and EU countries.
<b>LLB 6020</b>	<b>Civil &amp; Criminal Procedures</b>	This course focuses on the process and procedures of a civil and criminal lawsuit, from the filing of the complaint through the final appeal. The course will provide an introduction to the structure and operation of the state and federal court systems in the United States and will concentrate on cases brought in the federal courts, conducted pursuant to the Federal Rules of Civil and Criminal Procedures. Topics include pleadings, pre-trial motions, the discovery process, trial by jury, judgments and relief, motions after judgment, and appeals. In addition, this course covers the constitutional law governing criminal procedure from arrest to trial, including right to counsel, arrest, searches, wiretapping, electronic eavesdropping, entrapment, interrogation and confession, lineups, showups, other pre-trial identification procedures, and grand jury investigations.



<b>LLB 6025</b>	<b>Equity &amp; Trusts (Wills, Trusts &amp; Estates)</b>	An introduction to the law of gratuitous transfers and decedents estates. Topics studied are intestate succession; elective share; wills, gifts and trusts. Primary emphasis is on those aspects which are considered important to the planning of family property arrangements. Throughout the course, the relevant portions of the Uniform Probate Code and the New York Estates, Powers and Trusts Law are studied.

<b>BACHELOR OF LAW (LLB) PROGRAM – SECOND YEAR</b>		
<b>Course No.</b>	<b>Course</b>	<b>Course Description</b>
LLB 6030	<b>Land Law (Property Law)</b>	The land law course examines the estates and interests in land in United States and European countries. Students will examine freehold and leasehold estates, as well as interests in land such as easements, restrictive covenants and mortgages. The module places a heavy emphasis on case law and statute use. These sources are used to put the various land rights into context and to demonstrate how estates and interests can be protected using the legislative regime.
LLB 6035	<b>Constitutional &amp; Administrative Law</b>	This course is the basic course on United States constitutional law. The course explores the architecture of the United States Constitution and focuses on topics illustrating three core structural aspects of American constitutionalism: (1) the tradition of constitutional review by the judicial branch; (2) the configuration, interaction, and powers of the three branches of the national government; and (3) the Constitution’s distribution of power between the federal and state governments. Constitutional and administrative (or public) law is concerned primarily with the legal rules and processes that structure and regulates a country’s government, i.e. the relations amongst its key institutions, and between these institutions and the individual citizen.
LLB 6040	<b>Evidence</b>	This course involves analysis of the principles governing proof of facts in litigation under the Federal Rules of Evidence and under common law. Areas emphasized include relevance, hearsay, direct-examination and cross-examination, impeachment of witnesses, expert testimony, and privileges.
LLB 6045	<b>Commercial and International Trade Law</b>	This course involves an in-depth look, in a seminar-type setting, at different state-to-state dispute settlement systems in the international trade area. Although the principal focus will be WTO dispute settlement, the course will also examine the new or re-invigorated mechanisms in regional agreements (e.g., RCEP, CPTPP) and bilateral trade and investment agreements of the United States (USMCA, CAFTA) and the EU. In addition to examining the treaty provisions themselves, the course will involve the close reading of arbitral decisions, as a medium to examine real-world systemic issues regarding dispute settlement, such as the function of terms of reference, approaches to treaty interpretation, confidentiality, coherence between different bodies of international law, the role of precedent, standard of review, the scope of appellate review, implementation and compliance, and remedies. At the same time, students will gain familiarity with some of the leading substantive issues in international trade law.
LLB 6050	<b>Human Rights &amp; Social Justice Law</b>	In this course, students will be introduced to the fundamental concepts and techniques of legal study and legal reasoning as well as the skills and attributes that you will be expected to develop as a law student. To enable this, the module will support you to actively engage in your personal and professional development and, in keeping with the identity and mission of the school, will set the scene for exploring key legal

		systems, processes and concepts through an explicit social justice perspective. You will develop your understanding of how the English legal system operates as well as exploring fundamental questions including ‘What is Law?’, ‘Why is Law the way it is?’, and ‘How does Law evolve?’. You will be introduced to a range of theoretical perspectives of law and explore how they help us understand, apply, and critique the application of the law in ways that promote social justice values such as equality, inclusion, fairness and access to justice.
LLB 6055	<b>Remedies &amp; Public Law</b>	The study of the principal remedies available to litigants in private and public law litigation, including damages, injunctions, and restitution. The course will address compensatory and punitive damages; preventive relief, including injunctions and declaratory judgments; preventing unjust enrichment through restitution; ancillary remedies, such as contempt, levy and execution, attachment, garnishment, receivership, and attorneys' fees; and remedial defenses. Discussion will be given to the modern public law structural injunction, fluid class recoveries, and the tort reform movement. The modes of instruction will include case and problem methods. Public Law concerns the law creating and relating to the US and UK’s system of government. The module covers key issues in constitutional and administrative law, exploring legal questions and principles in the wider context of the practice of political actors and institutions. The module’s program of lectures and seminars will support students in developing a range of core legal and transferable skills and becoming effective independent learners.
LLB 6056	<b>Law, Ethics &amp; Governance</b>	This course prepares business managers to function effectively within a legal and ethical environment and to recognize the social responsibility of the business enterprise. Students are exposed to U.S. legal systems and legal processes with emphasis on the areas of business law that are fundamental to the operations of a business entity. The course focuses on several areas of substantive commercial law relevant to the business manager, and is designed to foster the manager’s ability to recognize legal and ethical issues and their managerial implications, minimize the frequency and expense of legal conflict and litigation, as well as to discern the distinction between what is legal, what is ethical, and what is in the best interests of the firm and its stakeholders.

**BACHELOR OF LAW (LLB) PROGRAM – THIRD YEAR**

Course No.	Course	Course Description
LLB 6060	<b>Conflict of Law/International Law</b>	The goal of the course is to offer an introduction to what in some countries is called “Governmental and Private International law” and is called conflict of laws in the US. This course is taught on a comparative basis and must be an “international” introduction to the discipline, meaning it prepares the student for work in several countries in handling cases of civil and of commercial law with foreign elements. The course describes problems that arise and approaches that are possible when a case shows links with more than one country whose laws may apply. The students will be taught to use the tools to resolve practical questions that most often arise in a range of problems in an international legal practice or in a business. The comparative nature of the course will force us to look at a plurality of national legal rules and to try and make abstractions from the particular rule; to describe and analyze tendencies or orientations.
LLB 6065	<b>Law of the European Union (EU Law)</b>	This course is aimed to build on the knowledge and skills communicated in the classes of Constitutional Law, and Law and Government in which students study the institutions and judicial system of the European Union and the United States Government. This course introduces students to the substantive law of the European Union and

		<p>the United States Government; namely the internal market, competition law and policy and discrimination law, and to fulfill the requirements of the Law Society of the European Union and the United States. This course is to encourage interest in and awareness of the continuing process of European integration, and to show how underlying socio-political and economic factors shape the development of European Union law. The course is to further develop students' transferable skills, in particular problem solving, written communication skills and autonomous learning skills; to encourage independent learning in preparation for the workshops and assessment.</p>
LLB 6070	<b>Professional Responsibility/Public Interest Lawyering</b>	<p>This course explores the attorney's ethical obligations to the profession, the court, and the client under the rules and requirements that govern attorney behavior, thereby allowing students to confront and resolve the ethical dilemmas that arise in the practice of law.</p> <p>This course is an opportunity for students to gain an understanding and insight into issues relating to access to justice and public interest law. You will undertake a placement in a public sector or nonprofit organization, develop skills and undertake tasks within a practical context, apply academic knowledge from your degree, and develop your personal and employability skills within a working environment. This experience will develop an understanding of access to justice policy and public interest law in a practical setting.</p>
LLB 6075	<b>Employment &amp; Labor Law</b>	<p>Students will example employment law, which regulates the relationship between employers and employees. In addition, students will examine labor law that regulates the additional dimension that arises when employees select (or consider selecting) a labor union to represent them in their dealings with their employer.</p>
LLB 6080	<b>Advance Criminal Practice and Immigration</b>	<p>This course will allow students to experience the practical realities of practicing in the field of criminal law. Simulated proceedings each week will explore issues that typically arise during the course of a criminal prosecution. Each class session will simulate a different stage of a federal criminal prosecution, progressing chronologically from the preliminary/detention hearing through grand jury presentation, a variety of pretrial motions, a handful of trial related issues, sentencing, and ending with a supervised release violation hearing. In addition, this course will prepare students in substantive and procedural law and also in the skills required to obtain needed information, prepare necessary applications, and guide clients through the visa process, as well as advise businesses on immigration compliance issues.</p>
LLB 6026	<b>Advance Jurisprudence</b>	<p>Advance Jurisprudence aims to give students an understanding of the basic problems of legal theory: what is law? Why do we obey it? How is law related to morality? Is an unjust law really a law? How should judges decide cases? At the same time the module will introduce students to the work of some of the most important modern legal theorists. Students will also consider some of the crucial concerns of contemporary legal philosophy, such as the relationship between the rule of law, rights and democracy. Jurisprudence is taught in</p>

		<p>weekly lectures and longer fortnightly seminars. This maximizes the time available for discussion and evaluation of each week’s reading assignment, in both smaller sub-groups and the class as whole, which is the most interesting and effective way of gaining an appreciation of legal philosophy. Students will produce a group presentation on a topic of their choice in the second half of the module. The module is assessed through one piece of coursework (3,000 words).</p> <p>Advance Jurisprudence provides an opportunity for reflection on the philosophical foundations of law and should appeal to students who are interested in understanding more about the essential nature of legal systems and legal practice.</p>
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**BACHELOR OF LAW (LLB) PROGRAM – ELECTIVES**

**Third year Students may elect to take any of the courses below or take additional courses from the courses listed below. Interested students should confer with their mentors before making such decision.**

Course No.	Course	Course Description
LLB 6085	<b>Family Law</b>	Students will begin by critically exploring the legal regulation of various family relationships (notably marriage, civil partnerships and cohabitation) in the light of human rights norms and recent reforms. This will involve consideration of the legal requirements for entering into regulated family relationships as well as the legal consequences when such relationships come to an end, both financially and in terms of the arrangements made for children. The module then moves on to explore the conditions under which the state can legitimately intervene in family life and the various orders at its disposal to protect children from abuse and neglect. All of this will be grounded in a detailed review of the statutory framework, the relevant case law and academic commentary.
LLB 6090	<b>Intellectual Property</b>	Due to many forces, the global economy is more integrated than ever before, and intellectual property (IP) rights play an increasingly important role in global markets. As a result, with growing frequency lawyers must be prepared to advise clients on IP issues spanning multiple countries. This course will begin to prepare students for such work by examining the development of international treaties related to various types of IP, including copyrights, patents, trademarks, and trade secrets. These treaties also provide a foundation for considering the national IP laws of various jurisdictions. Policy issues related to the creation of new IP, economic development, distributive justice, and globalization will also be covered.
LLB 6095	<b>International Law</b>	Examination of the nature and sources of international law; procedures for handling disputes and claims; sanctions (e.g., economic, political, war); the roles of the individual, state, region and world organizations (United Nations); law of the sea and space; and an analysis of current problems and trends. Emphasis on substantive law.
LLB 7000	<b>Security Law</b>	This course addresses the law and policy regarding the U.S. government’s national security activities and organizations. Topics include the constitutional, statutory, and international law rules governing the President’s use of military force; targeting killing; military detention; interrogation; the prosecution of war crimes; domestic surveillance; foreign intelligence gathering; and covert action. Students will also

		study the unique regulatory and judicial procedures applying to national security issues. They will simulate practice as a national security lawyer, analyze historical case studies, and debate current policies.
LLB 7005	<b>Bankruptcy Law</b>	This is a survey of the United States Bankruptcy Code, with special emphasis on corporate reorganization. We begin by asking whether federal regulation of insolvency is necessary. Are state laws inadequate for dealing with the financial distress of individuals and businesses? As we debate this question, we will develop a set of policies that optimal bankruptcy law should serve. These policies will help frame our discussion as we study the principal provisions of the Bankruptcy Code, such as the automatic stay, claim valuation, strong-arm powers, absolute priority rule, and cram-down. We will ask whether these provisions serve optimal bankruptcy policy. Although we will emphasize corporate reorganization, most of the Code's provisions apply equally to corporate and consumer bankruptcies.
LLB 7010	<b>Legal Practice Management/Professional Skills</b>	This course applies design theory toward building and managing law practice. Students should expect to learn how to measure the work they perform as a lawyer and apply that toward the creation of a small law firm. Regardless of the type of firm where a lawyer decides to work, one must be comfortable with the business of practicing law in order to not only effectively represent clients with clear communications about the cost of your services, but also to recognize your value as a professional.
LLB 7030	<b>Banking &amp; Security of Financial Institutions</b>	This course discusses the role of banks and financial intermediaries in the economy, and to protect the security of the U.S. and EU financial infrastructure. It explains the special status of the banking system in the economy and why the financial industry is so prone to crises. Strengths and shortcomings of the current regulatory framework will be discussed with the aim of providing students with a lasting conceptual framework. The course will discuss causes and consequences of the Financial Crisis of 2007- 23 and relate the material to current financial news.
LLB 7035	<b>Environmental Law</b>	Legal processes for the management of natural resources and the control of pollution and other adverse influences on the environment; federal statutes and administrative devices affecting the environment; legal control of air and water pollution, noise, pesticides and environmental toxicants; land use planning and growth control; public lands management; energy conservation and regulation; wildlife protection; solid waste management; and private law remedies affecting the foregoing. Emphasis is on federal statutes and regulations.
LLB 7040	<b>Patent Law</b>	This course covers the basic principles of U.S. patent law. The course will examine issues that arise in the acquisition and assertion of patent rights, including patent validity requirements, the elements of a claim of patent infringement, affirmative defenses to such a claim, and remedies for infringement.
LLB 7045	<b>Worker's Compensation Law</b>	An examination of the legal principles governing the compensation of employees or their dependents for injuries or loss of life arising out of employment or occurring during the course of employment; alternatives to statutory compensation schemes; causation and other factors affecting claims status to sue; and related problems.

LLB 7050	<b>Federal Courts/Judicial Administration</b>	<p>The relationship of the federal courts to Congress and to the states. Topics may include judicial review; standing and justifiability; congressional power to regulate jurisdiction; legislative courts; federal question, diversity, removal, civil rights, and habeas corpus jurisdiction; state sovereign immunity; Supreme Court appellate jurisdiction; abstention; federalism doctrines; and federal common law.</p> <p>Trial and appellate courts shape the law with which lawyers work daily. This course deals with the factors that shape those courts. They are factors of major public policy interest to all lawyers and of direct practical interest to lawyers who anticipate working in the courts temporarily as law clerks or regularly as litigators. The seminar examines: (1) court organization and structure, and the personnel of the courts; the judicial selection process and the roles of executive officials, legislators, political parties, the bar, judges and would-be judges; the ethical rules that govern judges and mechanisms for dealing with judicial disability and misbehavior; public and private sources of education for (and influence of) judges about basic aspects of judging as well as complex scientific and technical matters; the processes and politics of adopting and amending rules of procedure; how judges and legislators interact about legislation that affects the administration of justice, including the funding of the judicial branch; the uneasy relationship between courts and the news media that communicate judicial decisions and court activities to the public, and special topics, such as the debate over the proper role of trial judges in managing litigation and encouraging settlement and whether those activities are causing a deleterious decline in the proportion of cases terminated by trial, and whether the nation's appellate system can maintain small, collegial appellate courts in the face of increasing appellate caseloads.</p>
LLB 7055	<b>Introduction to Internship</b>	<p>Under the supervision of a practicing attorney, legal or governmental organization, and faculty supervisor, students learn about the Lawyering process firsthand by interning in the private or public sector and attending a classroom component. Students develop reflective learning and problem-solving skills, increase their substantive legal knowledge, explore issues of professionalism and ethics, and gain a deeper understanding of the legal system and the practice of law. Students may register for a three-credit internship and must have their field placement approved by the Director. This program has special rules with respect to who may register and what requirements must be satisfied to earn credits under this program.</p>
LLB 7060	<b>Bar Examination Practicum</b>	<p>The objective of this course is to begin the bar exam preparation process by focusing on bar exam-taking skills and techniques. The course will provide strategies and techniques for answering essays, multiple choice and performance test questions of the type contained on the Uniform Bar Exam. Because these activities require a degree of substantive knowledge, the course will review portions of selected Multistate Bar Exam subjects. Students will be required to complete practice essays, multiple choice, and performance test questions, and they will receive feedback on their answers.</p>



# Cavalla International University

## ACADEMIC POLICIES

### Student Academic

#### Grievance Procedures.

#### The Informal Process

1. A student who believes that they have been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g. grade dispute with instructor.
2. If the student is unable to resolve the dispute with the primary party of the dispute, then, the student is advised to seek the intervention of their department chairperson.
3. All disputes which are not resolved at the departmental level are then brought to the Dean's Office, where the Dean or their designee will seek to reach an informal resolution through mediation between the parties.
4. If the mediation at the Dean's level fails, then the student's grievance is consigned to the committee designated by the school/college to address student grievances herein referred to as the Student Grievance Committee.

#### Procedures: The Formal Process

1. Student grievances which are consigned to the Student Grievance Committee must be specified in writing and given to the Dean or their designer.
2. A student written statement, along with supportive evidence, constitutes a case document which will be submitted to each member of the committee.
3. The second party to dispute is also requested to provide the Office of the Dean with their account of the matter in dispute, which becomes part of the case document that is forwarded to the committee.
4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.
5. After the date has been set, each party to the dispute is sent a certified letter which informs them of the charges, date of the meeting, as well as a statement requesting their presence.
6. During the hearing, the student presents their case; after the accused party is allowed to present the other side, each side is permitted to have witnesses to testify on their behalf.
7. Following the hearing, members of the committee, after deliberation, their assessment of the case should be resolved.
8. The committee's decision is sent to the Dean of the School/College in the form of a recommendation.
9. The Dean then informs the student in writing of the decision, which may be based upon the committee's recommendation or upon a modification of it.

*Approved by the Board of Trustees on April 23, 1994*

#### **READMISSION AFTER ACADEMIC SUSPENSION**

A student, after being suspended, is not eligible to apply for readmission for at least one semester. A request for readmission shall be initiated by a written application to the Dean. A faculty committee shall review the case and render a decision based on the academic achievement level during the period of enrollment and other relevant factors. Such decisions made 30 days prior to the registration period shall be valid for the next registration period.

### Readmission Procedures

In the event that your attendance is interrupted, please follow the procedures listed below:

- A. Students upon graduation, cannot return to the same school or status (as an FSR), but must be considered either graduate/ professional, unclassified, or seeking another undergraduate degree and must pay the \$25.00 application fee.
- B. Regulations relating to returning students require that all students who are absent from or not registered at the university for one entire semester (Summer School not Included) must apply in advance for readmission.

### ACADEMIC CODE OF STUDENT CONDUCT

Cavalla International University is a community of scholars composed of faculty and students both of whom must hold the pursuit of learning and search for truth in the highest regard. Such regard requires adherence to the goal of unquestionable integrity and honesty in the discharge of teaching and learning responsibilities. Such regard allows no place for academic dishonesty. To better assure the realization of this goal any student enrolled for study at the University may be disciplined for the academic infractions defined below.

#### Definitions of Academic Infractions

1. **Academic Cheating**—any intentional act(s) of dishonesty in the fulfillment of academic course or program requirements. This offense shall include (but is not limited to) utilization of the assistance of any additional individual(s), organization, document, or other aid not specifically and expressly authorized by the instructor or department involved. (Note: This infraction assumes that with the exception of authorized group assignment or group take-home assignments, all course or program assignments shall be completed by an individual student only without any consultation or collaboration with any other individual, organization, or aid.)
2. **Plagiarism**—to take and pass off intentionally as one's own the ideas, writings, etc. of another without attribution (without acknowledging the author).
3. **Copy Infringement**—Copy infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.

#### Administration of the Code

This Academic Code of Student Conduct applies in all schools and colleges. In professional schools and colleges that have adopted honor codes, the honor code may supersede this Code. The authority and responsibility for the administration of this Academic Code of Conduct and imposition of any discipline upon any particular student shall vest in the Dean and faculty of the School or College in which the student is enrolled but may be delegated by the faculty to the Dean of the School or College in which the student is enrolled. The Dean shall be assisted in this responsibility by any faculty members and administrative officers in the School or College the Dean shall consider appropriate. Any student accused of an infraction of this Code shall have a right to a limited hearing, as described herein, of the charges against them before a committee of faculty members, at least three in number, none of whom shall be the accuser or witness to the alleged infraction. The committee may be either a standing of the School or College, whose responsibilities are considered appropriate by the Dean to conduct a hearing under this code, or a committee appointed by the Dean for the special purpose of conducting only a particular hearing or all such hearings that may arise during an annual period. The hearing committee shall be chaired by a member designated by the Dean and the chairperson shall have the right to vote in cases of a tie vote.

#### Procedure

1. Any faculty member who has knowledge of an infraction of this Code shall assemble all supporting evidence and identify any additional witnesses to the infraction and make this information known to the Dean of the School or College in which the student is enrolled at least ten (10) business days after the date of the infraction.
2. Upon being notified of an alleged infraction of this Code, the Dean shall, as soon as possible, consider the weight of the assembled evidence and, if the Dean considers the evidence sufficient to warrant further action the dean shall notify the alleged offender of the charge(s) against them together with a designation of a hearing time and place where the accused may respond to the charge(s). The hearing date shall be no later than ten (10) business days after notification to the accused of the charge(s) against them. The Dean shall similarly notify the hearing



committee members of the time and place of the hearing together with identification of the accuser and accused.

3. The “limited hearing” authorized by this Code is not an adversarial proceeding. Constitutional principles of “due process” are not applicable to these proceedings. The faculty member concerned shall present the case to the University. Both shall be allowed to present witnesses and evidence in support of their positions concerning the charge(s). However, no legal counsel for either side shall be allowed. The members of the hearing committee may question the accused and the accuser and examine all evidence presented. The standard of proof for the proceeding under this Code shall be the standard of “substantial evidence.” The proceedings may be tape recorded but will not be transcribed.
4. After the hearing of the charge(s) against the accused, the hearing committee shall, in closed session, vote by secret ballot to sustain or reject the charge(s). If the charges are sustained, the committee shall transmit the results and recommendation of the hearing committee to the Dean five (5) business days after the hearing.
5. Upon receipt of the results and recommendations of the hearing committee, the Dean may sustain the recommendation of the Committee concerning the penalty or may reduce or increase the severity of the penalty, and shall, within five (5) business days, notify the student of the Dean’s determination. The student may appeal directly to the Provost and Chief Academic Officer or Senior Vice President for Health Sciences (Health Science students) for reconsideration of any disciplinary penalty. The student shall have five (5) business days to make such an appeal from the date of receipt of notification.
6. After hearing any appeal from a student, the Provost and Chief Academic Officer shall make a decision that shall be communicated to the student within ten (10) business days. This decision shall be final.

#### **Penalties**

The minimum disciplinary penalty imposed upon a student found to have committed an infraction(s) of this Code shall be no credit for the course assignment or examination in which the infraction(s) occurred; however, a more severe penalty, such as failure in the course involved or suspension from the University, may be imposed depending upon the nature and extent of the infraction(s).

*Approved by the Board of Trustees on June 3, 2024*

#### ***ACADEMIC PROBATION, SUSPENSION AND READMISSION POLICY***

Effective Fall 2023\*, the probation, suspension, and readmission regulations of the undergraduate schools and colleges are revised to read as follows: A student enrolled in any of the undergraduate schools and colleges whose cumulative grade point average is less than 2.0 at the end of the first semester or any subsequent semester will incur academic probation. Students who have achieved junior status or are in the professional phase of the following programs will incur probation if their cumulative grade point average falls below 2.5: Law degrees and undergraduate degrees, including Arts and Sciences, Education, Engineering and Technology, Health and Sciences, Business Administration and Management and many Specialized Certification Courses that will meet the interest and needs of our global students.

#### **Regulations Governing Students on Probation**

1. Students on probation must adhere to the following conditions for continued enrollment:
  - a. Enroll in a maximum of thirteen (13) credit hours if full-time, and seven hours if part time.
  - b. Establish and maintain contact with their designated school/college advisor (Dean, faculty advisor, advisory center, or student services unit) for academic advising, counseling, assistance, and referral to support services at least once per month.
2. Probationary status will be removed when the student has achieved a cumulative average of at least 2.0.
3. Probationary status must be removed within one semester, exclusive of summer sessions, or the student will incur suspension.
4. Any student who voluntarily withdraws from the University while on probation will be subject to stipulations as a condition for readmission.

### **Academic Suspension**

1. Any student who fails to remove their probationary status within one semester, exclusive of summer sessions, will be suspended. Official notification of suspension will be in writing from the Office of Enrollment Management.
2. A one-semester extension of the probationary period may be requested by appealing in writing to the Dean of the School or College no later than 60 days prior to the first day of classes for the Fall semester and fifteen (15) days prior to the first day of classes for the Spring semester.
3. If the appeal is granted, the student will be required to follow specific stipulations during the extension period.
4. If the appeal is denied, the student is not eligible for readmission for at least one semester.

### **Readmission After Academic Suspension**

1. Requests for readmission must be initiated by submitting at least sixty (60) days prior to the registration period:
  - A. An application for admission to the Office of Enrollment Management; and,
  - B. A completed petition for readmission to the school or college in which the student was last enrolled. The request should include a description of the student's activities during the suspension period, the steps that have been taken to ensure success if the request is approved, and appropriate supporting documentation.
2. Requests for readmission will be reviewed by an admission committee, which will render a decision based on the student's previous academic record, contents of the request for readmission, and other relevant factors.
3. Upon readmission after suspension, students must adhere to the conditions outlined below. Failure to meet these stipulations will result in suspension from the University.
  - A. Establish and maintain contact (at least once per month) with designated school/college advisor (Dean, faculty advisor, advisory center, or student services unit) for academic advising, counseling, assistance, and referral to support services.
  - B. Enroll in appropriate courses in the Academic Center for Excellence and/or other support programs as stipulated by the admission committee.
  - C. Enroll in a maximum of thirteen (13) credit hours if full-time, and seven (7) credit hours if part time, until the cumulative grade point average meets the requirement for removal of probation.
  - D. Remove all deficiencies during the next semester of enrollment (or the next semester when the courses are offered) before proceeding with the published program for their degree.
  - E. Earn a minimum grade of C in each course or earn the required grade point average stipulated by the admission committee until the cumulative grade point average meets the requirements for the removal of probation.

### ***Approved by the Board of Trustees on June 3, 2024***

These revised regulations apply to students entering Cavalla International University in the 2024 fall semester. Continuing students, who maintain uninterrupted matriculation, are governed by the probation, suspension and readmission regulations that were in effect at the time of their admission.

### ***ATTENDANCE REGULATIONS***

All students are expected to attend classes regularly and promptly. Students who are absent from classes or laboratory periods are held responsible, nevertheless, for the entire work of the course. Members of the faculty will hold students responsible for regular and prompt class attendance. Any student who does not take a scheduled midterm or final examination must obtain the approval of his instructor in order to take a substitute examination. A student who does not secure such approval will receive a grade of zero for the examination missed.

### ***STUDENT PRIVACY RIGHTS***

This information is designed to ensure that University policy conforms to the regulations set forth in the Family Educational Rights and Privacy Act (hereinafter referred to as "FERPA"). FERPA affords each student attending an institution of postsecondary education the right to inspect and review their "education records," request an amendment of "education records" that are inaccurate or misleading and exercise some level of control over the disclosure of their "education records" and the personally identifiable information contained therein. Further, unless required by law, information contained in the student's "education record" shall not be disclosed or used for purposes other than authorized University purposes, without the student's express written consent. Student files shall be retained for a reasonable period

of time. The Office of the Provost is charged with the responsibility of implementing the policy within the FERPA and University guidelines.

## 1. **DEFINITIONS**

**A. “Education Records”:** those records, files, documents, and other materials which contain information directly related to a student and are maintained by an educational institution or by a person acting for such institution.

This term **DOES NOT INCLUDE:**

- Records of instructional, supervisory, and administrative personnel are in the sole possession of the maker of those records that are not accessible or revealed to any other person except a substitute.
- Records maintained by a “law enforcement unit” of the educational institution created by that “law enforcement unit” for the purpose of law enforcement.
- Employee files are made and maintained in the normal course of business, if the person is employed by the institution but not in attendance at the institution.
- Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in his professional capacity, when records are made, maintained, or used only in connection with providing treatment to the student and are not available to anyone other than persons providing treatment.

**B. Directory Information:** information contained in a student’s “education record” that is generally not considered to be harmful or an invasion of privacy if disclosed.

**C. “Legitimate Educational Interest:”** exists when there is a need to know the information at issue in order for a university official to perform their professional responsibilities for the University.

**D. “Law Enforcement Unit” Records:** records that are (a) created by a law enforcement entity, (b) created for a law enforcement purpose, and (c) maintained by a “law enforcement unit” (this Includes, but is not limited to, Cavalla International University Campus Police Department).

## 2. **INFORMATION THAT CAN BE DISCLOSED BY THE UNIVERSITY**

**A. Written Consent.** The University may disclose information from records subject to FERPA if the student has provided written consent to disclose information contained within the education record.

**B. Directory Information.** The University may release the following information (a non-exhaustive list) without the written consent of the student, unless the student specifically requests, in writing, that no such data be released: name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, school or college, credit hours earned, degrees earned, enrollment status, participation in officially recognized sports and activities, and honors and awards received.

**C. Exception to the Written Consent Requirement.** In the absence of a student’s written consent, the University may disclose information contained in their “education record” to the following persons or in the following situations:

**1. Other school officials with a “legitimate educational interest”:** FERPA permits the disclosure of information from a student’s “education records” to other University officials, without the student’s consent, as long as the University uses reasonable methods to ensure that the University officials obtain access only to those “education records” in which they have “legitimate educational interests”.

**2. Parents of a dependent student:** FERPA permits disclosure of student information to the parents of a student who is considered a dependent for federal Income tax purposes. If a student is claimed as a dependent by one or both parents, either parent may be given access to the student’s

“education record” and the information contained therein.

3. **A health or safety emergency:** this FERPA exception expressly includes parents as “appropriate persons” who may receive student record information in connection with a health or safety emergency if the knowledge of the information is necessary to protect the health or safety of the student or other persons within the University community.
4. **In connection with certain disciplinary proceedings involving alcohol, drugs, crimes of violence, or non-forcible sex offenses:** FERPA allows the University to disclose information in an “education record” of any student concerning disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the University community. This exception also allows an institution of higher education to disclose, to a parent or legal guardian, information regarding any violation of Federal, State, or local law, or University policy governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the University determines the student has committed a disciplinary violation with respect to such use or possession.
5. **Other schools in which a student seeks or intends to enroll:** FERPA permits the University to disclose student record information to officials at another institution when a student seeks or intends to enroll in the other institution. If information is sought by another institution, the University will make a reasonable attempt to notify the student that it intends to release student record information in a particular instance.
6. **Authorized Representatives:** Information contained in a student’s “education record” can be released to authorized representatives of the United States Comptroller General, the Secretary, or State educational authorities or authorized representatives of the Attorney General for law enforcement purposes. This information can also be released to state and local officials or authorities to whom such information is specifically allowed to be disclosed pursuant to State statute.
7. **Financial Aid:** FERPA allows “education record” information to be released to persons/agencies in connection with a student’s application for, or receipt of, financial aid.
8. **Recognized Organizations for Studies and Accrediting Organizations:** FERPA permits the release of information contained in “education records” to organizations conducting studies for, or on behalf of, educational institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, and to accrediting organizations desiring information to carry out their accrediting functions. **NOTE:** each organization must agree that personally identifiable information may not be released or retained after its purpose is served.
9. **Subpoena:** FERPA permits educational institutions to produce information contained in “education records” as to the entity or persons designated in a Federal grand jury subpoena and the entity or persons designated in any other subpoena issued for a law enforcement purpose. **NOTE:** it is incumbent upon the University to notify a student if the University is presented with a subpoena for their record or a judicial order requiring the release of such data.

**NOTE:** FERPA requires the institution to maintain a record of all those persons requesting and/or gaining access to a student’s “education record” except for information disclosed to other University officials with a “legitimate educational interest” and all requests for directory information.

### 3. **INFORMATION NOT PROTECTED UNDER FERPA**

- A. **Statements Made as a Result of Personal Observations or Direct Interactions Not Derived from an Existing Education Record.** FERPA does not apply to personal observations of or direct interactions with students. Therefore, if a faculty or staff member describes their observations of a student in a document

maintained by the University, the document is subject to FERPA. However, the faculty or staff member would still be permitted to disclose their personal observations to appropriate persons without violating FERPA.

- B. Records Created and Maintained by a “Law Enforcement Unit” for a Law Enforcement Purpose.** Investigative reports and other records created and maintained by law enforcement units are not “education records” covered by FERPA as long as the records are created, at least in part, for law enforcement purposes. The University is not prohibited from disclosing “law enforcement unit” records, and the information contained therein, to anyone, even when the student has not provided a written consent for disclosure.
- C. Student Medical Treatment Records.** Student medical records are excluded from FERPA if they are:  
(a) made or maintained by a physician, psychiatrist, psychologist, or other health care professional acting in their professional capacity and (b) made, maintained, or used only in connection with treatment of the student. However, the disclosure of student medical records must comply with HIPAA.

#### 4. INFORMATION NOT AVAILABLE TO STUDENTS UNDER FERPA

- Financial records of parents
- Confidential letters and statements of recommendations placed in the “education record” prior to January 1, 1975
- Confidential recommendations pertaining to admission to any educational institution, an application for employment, and the receipt of an honor or honorary recognition if the student has waived their right of access to these confidential recommendations. Waiver applies to recommendations only if:
  - Upon request, the student is notified of the names of all persons making confidential recommendations and
  - The recommendations are used only for the purpose they were specifically intended.
  - **NOTE:** waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the University

#### ***POLICY GOVERNING THE MAINTENANCE OF STUDENT RECORDS***

It is the policy of the board of trustees of Cavalla International University that: students should have access to information about themselves in the university record keeping systems. An individual student shall be accorded the right to correct or amend, upon reasonable request, an inaccurate record. Information contained in a student’s educational record file shall not be disclosed or used for purposes other than authorized university purposes without their written consent, unless required by law. Student files shall be retained for a reasonable period of time. The Office of the Provost is hereby charged with the responsibility of implementing the policy within the following guidelines.

#### **Guidelines**

1. **Confidential Nature of Student Records.** Student educational records, except as herein set forth in this policy statement, shall be kept confidential, with respect to requests made by all persons other than appropriate school officials, as determined by the President, or other Executive level officers of the University or parents of a dependent student, as defined for Income tax deduction purposes in Section 152 of the U.S. Internal Revenue Code.
2. **Release of Information to Investigators.** When written consent has been received by the university from a student who is the subject of a governmental or employment investigation, information requested by such investigator from records or such students may be released through authorized staff personnel of the university within whose offices such records are maintained upon proper identification of the investigator. Investigators must adequately identify themselves through the display of official credentials, indicate the agency they represent and demonstrate a satisfactory basis for their request. Even as to such investigators, information in student records not priorly released will be withheld if a student timely notifies the Office of Enrollment Management in writing that they have withdrawn their prior consent. Student consent forms with reference to their educational records should be filed with the Office of Enrollment Management who will in turn notify appropriate offices of the university that such consent has been given and in the event such consent is withdrawn will direct these offices to discontinue release of such information.

3. **Student Educational Records.** The Office of the Provost shall prepare annually a list of the various categories of student educational records extant in the university. This list shall be promulgated in such ways as to afford students an opportunity to know about the kinds of records kept and their location. The list shall contain a summary explanation of the kinds of records kept under each category (i.e., Academic Records, etc.), and the cost, if any, which will be charged to the parent or student for reproducing copies of such records. It shall be known as the Student Educational Records List.
4. **Student Addresses and Telephone Numbers.** Officers and employees of the University will not normally release addresses or telephone numbers of students to persons not officially connected with the University. There may be an exception in cases of emergencies. Requests under claimed emergencies will be referred to the Office of the Dean for Student Services or the Office of the Dean of Residence Life for the purpose of making a judgment as to whether, under the circumstances, such information should be released.
5. **Student Review of Records.** A student may make a written request to review an educational record of a type found on the Student Educational Record List at any appropriate university office at any reasonable time. Upon receipt of such requests, the office involved will make the arrangements necessary to accommodate requests for a review of student records as soon thereafter as practicable. A student may waive in writing the right to review letters of recommendation written on their behalf or at their request, which has been placed in their educational record after January 1, 1975. If a student challenges the contents of their student educational records on the grounds that they are either inaccurate, misleading or otherwise recorded in violation of their rights, they shall be accorded a hearing in order to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein, and to insert into such record, where found to be warranted, a written explanation from an appropriate source respecting the content of such records.

The hearing shall be conducted by a person designated by the President of the University or his designee. Such a person shall not have a direct interest in the outcome of the hearing. It should be expressly understood that such a hearing is not to be used as a forum to contest whether a teacher should have assigned a higher grade because a student or parent believes that the student was entitled to a higher grade.

6. **Records Not Subject to Review.** Records maintained by the university with respect to which a student does not have a right of review, include, but are not limited to, instructors' or administrators' notes, financial statements submitted by parents in support of applications for financial aid, and letters of recommendation received by the university prior to January 1, 1975.
7. **Faculty Review of Student Academic Record.** Individual faculty members may review academic records of their students with the students' consent, except that such consent shall not be necessary for faculty members who serve as advisors and other administrative officers or counselors of the University in the discharge of their official functions.
8. **Research Involving Student Records.** The University recognizes research by graduate students, faculty, and administrative staff as a fundamental component of its overall mission. Occasionally such research involves the use of data which is to be extracted from student records which are essentially confidential. Approval to conduct such research must first be obtained from the person in charge of the involved discipline(s) and, following this, authorization to utilize student records must be obtained from the administrative officer under whose jurisdiction the records which are to be utilized are maintained. In such instances, the administrative officer maintaining custody of such records shall make every effort to ensure the anonymity of identifying information contained in the records utilized.
9. **Removal of Records from Custodial Office.** Except, as required, in cases involving litigation, a student's permanent academic record may not be removed from the Office of Enrollment Management. Copies of the content of such records may be made available to administrative staff officials in conducting official business involving such records.
10. **Retention of Student Records.** Admissions applications (of individuals who actually enroll) and academic records shall be maintained indefinitely by the Office of Enrollment Management. Records of student financial indebtedness to the University shall be maintained on an indefinite basis. Health records on students shall be kept for a period of five years after graduation or anticipated date of graduation. Student personnel records shall be

retained for two years following graduation. Disciplinary records of students involving sanctions less than expulsion or indefinite suspension shall be maintained by the Office of the Provost for a period of five years following the graduation of such individuals except that, in cases where the student does not graduate, the record shall be maintained for a period of eight years following the last enrollment. Records of students who are expelled or suspended indefinitely, whether for academic, health, or disciplinary reasons, shall be maintained on an indefinite basis. Records of convictions of students who are convicted in civil courts of (1) misdemeanors involving moral turpitude, and (2) all felonies may be retained by the Office of the Provost for a period of five and eight years respectively, following such convictions.

- 11. Requests for Judicial Process.** When any subpoena or other judicial order is issued requesting information about a student, the officer receiving the order or subpoena shall immediately contact the Office of the General Counsel.

*Approved by the Board of Trustees on June 3, 2024*

**THE RIGHTS OF STUDENTS REGARDING THE RECORDS MAINTAINED BY CAVALLA INTERNATIONAL UNIVERSITY**

1. The University will, at least annually, provide notice to students of the following:
  - A. The types of educational records and information contained therein which are directly related to students and maintained by the University.
  - B. The name, position, and campus location of the official responsible for the maintenance of each type of record to which students have a right of access; and
  - C. The categories of information, if any, which the University has designated as directory information.
2. A student desiring to review a reviewable university record shall execute in writing a form entitled "Request for Review of Student Record" obtained from and provided by the office concerned. A record of all requests for review of records by students, including the disposition thereof, shall be maintained by all offices of the University in which such requests are made. In instances in which a student requests a review of the contents of a university record, the office involved shall provide for such review with an appropriate official of the office within a reasonable time. Costs Incurred in connection with furnishing a student a copy of anything contained in the university record and requested by such student will be borne by the student. Such appropriate costs will be established by the Senior Vice President and Chief Financial Officer in consultation with the provost.
3. A student, who after having reviewed a university record, is of the opinion that such record contains information or material which is inaccurate, misleading or should not be maintained by the university, must first execute in writing a form entitled, "Request for Purge/Removal of university Record" obtained in the office concerned. Upon the receipt of such a request, the administrative officer of the office involved shall carefully review the request and make an appropriate disposition. In considering such requests, the University official(s) involved will make a diligent effort to resolve the matter informally, amicably and in the best interests of the student and the university. If the student making the request objects to the action taken, he/ she may request in writing a hearing in which the propriety of the action taken may be contested. It should be expressly understood that such a hearing is not to be used as a forum to contest whether a teacher should have assigned a higher grade because a student believes that they were entitled to a higher grade.
4. Upon notice that the student wishes to have a hearing, the office involved shall notify in writing the Office of the General Counsel of the University. A hearing officer, for the purpose of hearing appeals requested by students, shall be designated by the Office of the General Counsel. The hearing officer shall schedule the date, time and place of such hearing. Upon notice from the hearing office, the dean or director of the office involved shall provide written notification to the student as to the date, time and place of the hearing. The dean or director will select one person to be the University representative at such a hearing.
5. At all such hearings, the student and the university representative will be accorded the following procedural rights:
  - A. Advance notice of the date, time and place of the scheduled hearing.
  - B. Personal appearance.
  - C. To present their case or have the same presented in their behalf by anyone of their choice; and
  - D. To present evidence and to call witnesses.

6. The hearing officer will render a written decision and provide the student petitioner and the university representative with a copy of the decision within a reasonable period following the conclusion of the hearing. Where the student involved receives an adverse decision, he shall have a right to petition the provost for an appeal. Both the student and the University representative may submit a written argument in support of their position. The provost may decide on the petition that no further hearing of the matter is required, or he may decide to reopen the matter and hear the case over again. Where the Provost determines that there need be no further hearing, the decision rendered by the hearing officer will be final. When the Provost decides to reopen the case, the decision rendered by them shall be final.

### **DEGREE REVOCATION PROCEDURES**

#### **1. Scope**

These procedures apply only to cases in which a university degree has been awarded but the record later shows:

- A. The graduate's academic record, following a correction, indicates that the graduate fails to meet academic requirements for graduation; and
- B. Facts which, if known at the time of the awarding of a degree, would have resulted in a decision not to award the degree, without any further proceedings.

#### **2. Notice**

The dean of the school or college involved shall provide the graduate with written notice of:

- A. The university's specific findings with regard to the graduate's academic record and its intention to revoke the degree.
- B. The graduate's opportunity to respond in order to present evidence that the record is Incorrect.
- C. The graduate's right to be represented or assisted in responding to the University's findings, by other parties, including an attorney at the graduate's expense; and
- D. A 60-day limit to respond to the notice.

#### **3. Review**

In all cases where the graduate elects to respond to the University's findings either in person or in writing, the following review procedures shall be used.

- A. A person designated by the dean of the college or school in which the graduate was enrolled shall review the graduate's evidence and the University's evidence.
- B. The dean's designee, based upon their review of the evidence of record, shall submit to the dean their written recommendation concerning revocation of the graduate's degree.
- C. The dean, based upon their review of the designee's recommendation, shall submit to the provost their written recommendation concerning revocation of the graduate's degree.
- D. The provost, based upon their review of the prior recommendations, shall forward the record and their recommendation to the Office of the General Counsel for review.
- E. The General Counsel's Office, based upon their review of the record and prior recommendations, shall submit their recommendations, the record and all prior recommendations to the President for final action, subject to approval by the Board of Trustees.
- F. Records and Articulation shall provide the affected graduate with written notice, in the manner described in Section A, of the University's final decision concerning revocation of the graduate's degree.

#### **4. No Response Received**

In cases where no response to the initial notice is received by the university after 60 days, the existing record shall be reviewed as noted above. Thereafter, Records and Articulation shall provide the graduate with written notice, in the manner described in Section A, of the university's final decision concerning revocation of the graduate's degree.

#### **5. Petition to Reopen Decision**

The university shall allow any affected graduate to petition the university to reopen the revocation decision, provided the graduate establishes that she/he received notice after the 60 day-limit or, for good cause shown, was unable to contact the university or to respond within the period specified. Any graduate who meets the above-noted requirements shall be provided an opportunity to respond and review, in the manner described in Sections A and B.



*NOTE*

1. The term “graduate” refers to an individual who has received a degree from Cavalla International University.
2. Written notice shall be provided by:
  - A. Certified mail, return receipt requested to the most recent permanent address contained in the graduate’s academic records.
  - B. Regular first-class mail to the last known address locally; and
  - C. First-class mail to the last known address of the graduate’s parents or guardians.

The written notice requirement applies in all cases, even though the address involved is the same sexual orientation, or marital status. In furtherance of this commitment, the University strives to maintain an environment in which all members of the University Community are: (a) judged and rewarded solely on the basis of relevant factors such as ability, experience, effort, and performance; and (b) provided conditions for employment and educational pursuits that are free from gender-based coercion, intimidation, or exploitation.

General Commencement and School/College Awards Ceremonies Participation Policy

Participation in the University’s annual June Commencement Ceremony and School/College Award Ceremonies is open to undergraduate students who have applied to graduate in the current spring semester or who graduated the preceding summer session or fall semester. To participate in Commencement students must complete all requirements of their respective degree programs, all residence requirements, and all financial obligations to the University prior to the date of Commencement.

**OFFICE OF THE REGISTRAR**

**Administration Building**

**Hours of Operation**

Monday-Friday: 8:30 a.m.-5:00 p.m.

The mission of the Office of the Registrar is to provide services to students, alumni, faculty, staff, and other constituents in support of the mission and goals of Cavalla International University. As the steward of the University’s academic records, the Office of the Registrar ensures the accuracy, integrity, and security of those records. This unit also helps facilitate the learning and academic progress of the institution by promoting, supporting and developing effective policies and procedures.

The Office of the Registrar is responsible for:

- Conducting Registration Activities
- Course Scheduling
- Consortium of Universities of the Washington Metropolitan Area Program
- Domestic Exchange Program
- Maintaining Academic Records
- Providing Official Cavalla International University Transcripts
- Enrollment Certification and Degree Verification
- Diploma Orders, Certifications and Translations

*REGISTRATION INFORMATION*

All students must register for classes during the periods announced in the official University Calendar. Students who fail to register will not be permitted to attend classes, their names will not appear on official class lists, and they are not eligible to receive credit for any classes attended in which they are not registered. CIUWeb is the official self-service portal that all students should use to register for their courses each semester. Directions on how to register are available on the CIUWeb homepage at <https://cavallauniversity.education/>

When students enter or reenter the University, they will register or be registered by the beginning of their first semester. Continuing students are encouraged to register during the published General Registration periods.

The registration process requires you to:

1. Meet with your academic advisor to select courses (including alternate courses) and have them approved.
2. Reserve your courses via CIU Web (<https://cavallauniversity.education/>).
3. Officially enroll by making satisfactory financial arrangements with the Office of Student Financial Services. You will not be allowed to select classes if there are any of the following holds on your registration account: academic, admission, international, medical, student affairs, or treasurer. Students who have not completed the entire registration process, including payment of tuition and fees, will not be allowed to attend classes, and will not receive credit or a grade for courses. Tuition and fees must be paid by the published deadlines.

### ***ADD/DROP***

During this period, students may add and/or drop courses. It is vital for students to be aware of the various dates and deadlines for course registration and withdrawal, as not adding/dropping classes by the stated deadline may result in students incurring charges and their student statuses being affected.

Students who need to be registered for classes that have officially closed or classes that present time conflicts, can request overrides in exceptional cases. Overrides must be approved by the student's advisor and course instructor. Once the course override is approved, students should ensure the course appears on their Student Detail Schedule via CIUWeb. In addition, students should ensure that they officially drop any courses that they do not plan to complete. If students' names appear on an instructor's official class list and they never attend the class, they may receive a grade of "F" for the course.

Students who wish to change courses to audit, or to increase the credits on a variable course, must complete a change of program form. Signatures of approval of the academic dean and the course instructor must be obtained. The last day to add and/or drop courses is published every semester in the University calendar.

If a student is enrolled in a course for audit or pass/fail and wishes to change to for credit, the student must drop the course for audit or pass/fail and add the course for credit. The last day for such a change is published every semester in the University Calendar.

### ***IMPORTANT REMINDERS***

- The late payment fee is \$100.
- The last day to add/drop a course, to withdraw from a course, and to complete a total withdrawal from the University is stated on CIUWeb, and in the University Calendar.

### ***INTRA-UNIVERSITY TRANSFER AND MAJOR CHANGES***

If students wish to transfer to another undergraduate school/college within the University or change their major, they must submit an Intra-University Transfer (IUT) application form to their dean or the Advisory center of the school/college to which they wish to transfer into. The Office of the Registrar must be in receipt of the completed form by the first day of classes for the change(s) to be effective for the corresponding semester.

### ***OBTAINING PROOF OF OFFICIAL ENROLLMENT***

Students can obtain Certification of Enrollment via CIUWeb 24 hours a day. Students may request an enrollment certificate, view enrollment information, student loan deferment notifications, enrollment verifications provided to third parties and via student self-service, and specific information about their student loans. Please follow these steps to obtain a certificate of enrollment:

- i. Go to your CIUWeb account.
- ii. Go to Records and Registration
- iii. Request Enrollment Verification Request

Cavalla International University has authorized the Office of Registrar to provide enrollment certificates for former and currently enrolled students. These are official certificates and do not require additional certification from the Office of the Registrar.

The enrollment certificate should be attached to any form provided by a third party and returned directly to the requester. Verifications can be used for insurance companies, scholarships, military identification cards, prospective employment,

student housing and all other services that require proof of enrollment at Cavalla International University.

If a student has a form that **must** be completed, they may submit it to the Office of the Registrar in person, via fax (1-888-233-5356) or mail. They must complete their part of the form and be sure to sign it to indicate permission to release the information. Forms without a signature will not be processed. Students must also include where the forms are to be mailed or faxed if they will not be picking them up from the Office of the Registrar. A telephone number and email address should be included if we need to follow up regarding the request.

**Forms will not be completed unless a student is officially enrolled.**

### ***COURSE DROPS AND WITHDRAWALS***

A student may withdraw from a course up to 12 weeks after the first day of instruction and receive a grade of “W” (withdrawal) that has no grade point course value. Seniors, Juniors, Sophomores and Graduate students without holds that prevent registration can complete course withdrawals on CIUWeb. Freshmen and students with holds that prevent registration will need to complete a Change of Program form and obtain a signature from their academic advisor. Please visit your academic department for this form. Changes of Program Forms may also be obtained from the Office of the Academic Dean of each school/college.

Mere absence from class does not constitute withdrawal. A properly executed Change of Program Form, Total Withdrawal Form or CIUWeb process must be used to effectuate all drops, withdrawals, adds, section changes, or course enrollment status changes. Students will receive a failing grade for courses in which they discontinue attendance without completing the required withdrawal process.

### ***WARNING ON DROPPING COURSES:***

Students who wish to drop all courses for which they have registered (although they may be taking only one course) must submit a Total Withdrawal form.

### ***ABSENCE FROM THE UNIVERSITY***

Failure to attend classes, abandonment of a residence hall space to which one has been assigned, or not returning for classes for an upcoming semester (for which one is already academically and financially registered) does not constitute official discontinuance or withdrawal. Students who find it necessary to withdraw from all their classes for the current semester, or for a subsequent semester for which they have already registered, must complete a Total Withdrawal Request Form.

### ***TOTAL WITHDRAWAL POLICY***

As aforementioned, students who find it necessary to withdraw from all their classes for the current semester, or for a subsequent semester for which they have already registered, must complete a Total Withdrawal Request Form. This form must be submitted by the end of the 12<sup>th</sup> week of classes for the semester in which they wish to withdraw. The withdrawal form and instructions are available from the Office of the Dean or Advisory Center of each school or college. Students who are physically unable to complete the withdrawal in person and students who are administratively withdrawn should contact their dean or advisor for assistance. Students considering a total withdrawal should note the following:

The effective date of the withdrawal will be the date on which the Office of the Registrar receives the completed withdrawal request form.

By registering for courses, students accept financial responsibility for payment for those courses and for any other charges incurred while they are enrolled.

**Financial aid may be adjusted or canceled** upon withdrawal and may require loan funds to be repaid. Adjustments to financial aid awards will be calculated per University and Federal refund guidelines, based on the official withdrawal date.

Once the withdrawal has been completed, **students will receive a grade of “W”** for each course, if the withdrawal is submitted after the Change of Program period.

Students who reside in university housing are required to **check out of their residence hall within 24 hours** of completing the total withdrawal process.

Completing a total withdrawal from the University requires that **students surrender all University property**, including, but not limited to, library books, room keys, computer cards, and identification/access cards.

Students who complete a total withdrawal from the University **must reapply for admission** to the University by the published application deadlines.

Students who wish to complete the Total Withdrawal Process should follow the steps listed below.

- 1) Access the Total Withdrawal Process via <https://cavallauniversity.education/>
- 2) Enter your name and preferred e-mail address as well as the Cavalla International issued e-mail address for the appropriate offices. Please see the total withdrawal contact list.
- 3) The system will automatically generate an access code and forward the access code to your email account. Enter that access code to continue.
- 4) Read and verify the terms and conditions, then select the review document.
- 5) Complete all required fields highlighted in red. Once all the required fields are complete, please select confirm signing on the left-hand side of the document.
- 6) Once you have confirmed signing, your request will be routed to the appropriate offices.

Please note there is an optional save feature that allows you to check the status of your request. If you register during General Registration for the upcoming semester and determine before the beginning of that semester that you will not be returning, you must complete a Total Withdrawal Form for that upcoming semester. Please obtain the signature of the Dean or Dean's designee of your school or college. The Office of the Registrar is the last office to sign the Total Withdrawal Form. Please be sure to make it clear to both offices that the withdrawal is for the upcoming semester.

**OFFICE OF THE BURSAR**  
**Administration Building**

Hours of Operation: Monday-Friday: 8:30 a.m.- 4:30 p.m.

Email: <https://cavallauniversity.education/>

*OPERATIONS*

The Office of the Bursar at the Cavalla International University (CIU) is committed to advancing the mission of the University by assisting students and families in understanding their financial obligations to the University in an effective, helpful, secure, and confidential manner. The Office of the Bursar provides a variety of services including semester billing of tuition and other charges, collection of personal and financial aid payments, and disbursements of financial aid refunds in accordance with Federal, State, and University policies. The Office of the Bursar strives to provide outstanding personal and electronic services, and accurate, accessible information to the campus community.

*TUITION COST*

*2024-2025 ACADEMIC YEAR*

The Official Notice of Student Charges for Academic Year 2024 – 2025 details the approved tuition rates and other student charges that have been approved and/or re-affirmed by Cavalla International University's Board of Trustees.

CIU publishes an estimated Cost of Attendance for Academic Year 2024 - 2025 for undergraduate and graduate programs. An estimated summary for undergraduate programs is as follows:

The tuition rates listed below are for the 2024-2025 academic year and are subject to change. Due to different degree completion lengths, students requiring a schedule of total charges for a period of attendance and an estimated schedule of total charges (institutional and non-institutional) for their educational program may request an individualized report through the Office of Admission during their admission process.

<b>Tuition (per credit hour)</b>	
<b>Graduate Tuition*</b>	
MLS/JD tuition	\$365.00
LLM/SJD tuition	\$425.00
MA/MBA tuition	\$365.00
PhD tuition	\$425.00
<b>Undergraduate Tuition*</b>	
LLB tuition	\$300.00
LLB/JD tuition	\$365.00
LLB/MBA tuition	\$365.00
LLB/SJD tuition	\$425.00
LLB/LLM tuition	\$425.00
LLB/PhD tuition	\$175.00
BA/BBA tuition*	
Graduate tuition	\$235.00
Undergraduate tuition*	\$125.00
Military Students (active duty, selected reserve and National Guard) (U.S. locations and online)	
* Excludes School of Education students, doctoral students, and students in other specialized degree programs.	
Several scholarships are available to support Military Spouses, Military Dependents, Children of Fallen Patriots, Folds of Honor designees, First Responders, Civilian Employees and Federal Contract Workers. For information on these scholarships, please see the Office of Military Affairs Scholarships website. Offering 50% discount.	
Application Fee (excluding doctorate programs) <i>non-refundable</i>	\$25.00
Application Fee (doctorate programs) <i>non-refundable</i>	\$30.00
Graduation Fee <i>non-refundable</i>	\$100.00
Transcript Fee	\$25
Study Abroad <i>non-refundable</i>	Varies
<b>NOTE:</b> Courses in various academic programs sometimes require expendable supplies or services, and in these cases the student may be billed a class fee for such costs.	

*\*This is not an official bill. Cost of Attendance may vary a due to factors such as:*

- Number of enrolled credit hours
- Degree program and plan
- Personal and miscellaneous expenses

#### University-Wide Fees

The following are mandatory fees applied to all students unless otherwise noted.

Charge Description	Unit (Charged Per)	Cost
Enrollment Fee	First Semester Only	\$ 300.00
Orientation Fee	First Semester Only	\$ 200.00
Graduation Fee	Last Semester Only	\$ 250.00
Student Activity Fee	Semester	\$63.00
Endowment Fee	Semester	\$15.00
Student Health Insurance Fee*	Semester	\$1,000.00
Student Self-Help Fund Fee	Semester	\$5.00
Technology Fee	Semester	\$150.00

#### Description of University-Wide Fees

- Enrollment Fee: A fee to fund enrollment related expenses.
- Orientation Fee: A fee to fund expenses related to activities and programs during orientation.
- Graduation Fee: A fee to pay for graduation related activities, materials, and programs.
- Student Activity Fee: A fee to fund student activities. This fee will not increase unless a change is requested and ratified under the procedures established by the Cavalla International Student Association.
- Endowment Fee: A student-voted fee to contribute to the University Endowment.
- Student Health Insurance Fee: A fee to cover the annual Student Health Insurance Premium and other student-health related expenses. Participation in the Student Health Insurance Program is mandatory for all students.
- Student Self-Help Fund Fee: A student-voted fee to establish a Student Self Help Emergency Fund. Available for all currently enrolled students.
- Technology Fee: A fee to fund use of university email, IT labs, and other IT services.

#### Payment & Fee Deadlines

All charges must be paid in full by the due date. The due date for Fall 2024 is **August 7, 2024**. The due date for Spring 2025 is **January 3, 2025**. All third-party payment authorizations should be submitted to the Office of the Bursar/Student Financial Services via email at [thirdparty@Cavalla.edu](mailto:thirdparty@Cavalla.edu), or you may submit these documents in person to Suite 218, located inside the Administration Bldg. Third party authorizations for all 2024 are due by **September 15, 2024**. Third party authorizations for Spring 2024 are due on **January 26, 2025**.

#### Late Payment Fees

Students who have not either satisfied their bill or enrolled in the Installment Plan by the deadline will be assessed a **\$100.00** late payment fee each month an outstanding balance remains on the account. Students are asked to monitor their student accounts frequently.

#### Payment Options

Please view Billings and Payments for detailed information regarding payment options and methods.

### OFFICE OF UNDERGRADUATE STUDIES (OUS)

The purpose of the Office of Undergraduate Studies (OUS) is to facilitate students' successful and timely degree completion. OUS offers an array of programs and services that complement our outstanding academic programs and support student persistence, retention and graduation.

The Office of Undergraduate Studies is comprised of the Center for Academic Excellence), the Center for Honors and Scholar Development, Tutoring and Learning Support Services and the Office of Career Services

OUS programs & services include:

- Academic advising and retention counseling
- New student orientation
- Honors and scholar development programs
- Free tutoring in selected gateway math and general education courses
- Transfer student support service.
- Study skills webinars, workshops, and courses.
- Career advising and planning.



**DIVISION OF ACADEMIC  
AND STUDENT AFFAIRS**



**Letter from the Acting Provost/Vice President for Academic Affairs  
and Dean of Graduate Studies**

**Welcome, Class of 2025 & 2026!**

As Vice President for Academic Affairs, it is my pleasure to extend my heartfelt congratulations to each of you on your acceptance to Cavalla International University. On behalf of the Division of Academic & Student Affairs, welcome to the Cavalla International family. I look forward to getting to know you as you matriculate through the University to earn your degree over the next four years.

Student Affairs will support you in many ways during your time here. We are an invaluable resource, as you discover your path and passion—including getting involved with clubs and organizations where you will develop lifetime friendships and connections, while honing essential leadership skills.

You are an integral member of our vibrant Cavalla International community—one with a rich history of truth, service, and excellence. Here, we offer a diverse campus community, brilliant faculty, and stellar academic programs.

CIU, you are fortunate to begin your academic journey in a post-pandemic environment. The energy on campus is palpable because of all that you bring by way of your resilience, bright minds, and passion for learning. Do not be afraid to be a change maker. Cavalla International is a place of opportunity; we encourage you to explore all that it has to offer to grow your talents and abilities in reaching your full potential.

We are excited to welcome you to the campus and eager to meet you individually and collectively. We share your high expectations and pledge our support as you find and fulfill your purpose. Be well, study hard, stay connected, seek help and resources, and enjoy this academic year.

With Cavalla Pride,

*Valencia Johnson*

Valencia Johnson, PhD., Ed.D. (ABD), LLM, MBA, MSCS, MS, BS  
Acting Vice Provost/Vice President for Academic Affairs/Dean of Graduate Studies  
E-Mail: [vjohnson@cavallauniversity.edu](mailto:vjohnson@cavallauniversity.edu)



## DIVISION OF ACADEMIC AND STUDENT AFFAIRS

Cavalla International University is dedicated to the development of the whole person and the complete student; one who excels in the classroom, in service to the community, in the success of the organizations in which one participates, and in positive relationships with others in all facets of life. Each person's education is primarily their own responsibility and, therefore, the University strives to provide adult responsibilities to its students as a key component of the educational process. Cavalla's legendary tradition of student engagement in the critical issues of the day occurs not only at the university level, but also on a local, national, and international level and is unmatched by any student body in the world.

In furtherance of the University's mission, the Division of Student Affairs is committed to providing, from orientation through graduation, an exceptional co-curricular experience, supportive of the academic program and reflective of our core values of truth, excellence, leadership, and service. Opportunities for involvement and leadership abound on and off campus. On campus, these include student government, student publications, residence hall activities, varsity and intramural sports, honor societies, and a multitude of student organizations, committees, task forces and other university bodies, including the Board of Trustees.

The Division of Student Affairs includes the Office of the Vice President for Student Affairs (OVPSA) and the following units: CIU University Center and Intramural Club Sports; Campus Life; Intercollegiate Athletics; Intercultural Affairs/LGBTQ+ Resource Center; Interpersonal Violence Prevention; Residence Life & University Housing; Student Conduct & Community Standards; Student Health Center; Student Outreach and Engagement; Office of Student Services (Accessibility, Military and Veterans, Advocacy & Support); and University Counseling Service. The Cavalla International University Parent Advisory Council (CIUPAC) is also managed by the OVPSA.

### *STUDENT ACTIVITY FEE ALLOCATION*

The Student Activity Fee assessment is based upon rates recommended by student government that are approved by the President of the University and authorized by the Board of Trustees. Revisions of authorized student activity fee rates require the same approvals. All students in each school and college who are enrolled full-time pay the Student Activity Fee. The present rate is \$125.00 per student.

#### **Allocation Dollar Amount:**

Student Activity Fee Committee: \$32.00

Student councils in each school/college: \$18.75\*

Royal Court: \$5.50

CIUSA Executive Account: \$5.63\*

CIUSA Senate (Programming):

\$11.25\*\* CIUSA Senate (Operations):

\$1.25

Undergraduate Student Assembly: \$10.00\*

Graduate Student Assembly: \$2.50\*

The CIU Yearbook: \$10.00\*

Intramurals & Recreational Sports: \$3.12\*\*

Central Stipend Fund: \$25.00\*\*\*

\*Allocation revised as a result of the student referendum (February 2024)

\*\*Allocation revised as a result of student referendum (March 2024)

\*\*\*Allocation revised as a result of student referendum (April 2024)

***DIVISION OF STUDENT  
AFFAIRS***

***OFFICE DIRECTORY***

**Phone: 1-888-233-5356**

**Office: 651-488-0975**

**E-mail: [Info@cavallauniversity.edu](mailto:Info@cavallauniversity.edu)**

**Website: <https://cavallauniversity.edu/>**

**OFFICE OF THE VICE PRESIDENT FOR  
STUDENT AFFAIRS**

Dr. Hammed Massaley | Vice President of Student Affairs, Enrollment Management and Extension  
Administration Building

**[vpsa@cavallauniversity.edu](mailto:vpsa@cavallauniversity.edu)**

**Office of Student**

**Services TBA | Director**

*Specialization Areas:*

Military & Veterans Services

**1-888-233-5356**

Student Advocacy and Support

**1-888-233-5356**

Student Accessibility

**1-888-233-5356**

**Residence Life & University**

**Housing TBA | Assistant Director**

University Counseling Service

TBA | Executive Director

Hours: 8:00 a.m.-5:00 p.m. | **1-888-233-5356**

**Crisis Line: (800) 459-2296 (24/7)**

Office of Campus Life

TBA | Executive Director

Cavalla International University

Center

**1-888-233-5356**

Intercultural Affairs & LGBTQ+ Resource Center

TBA | Director

Cavalla International University Center

**1-888-233-5356**

Intercollegiate Athletics

TBA | Director

Interpersonal Violence Prevention

TBA | Director

**Student Engagement & Outreach**

TBA | Executive Director

Student Health Center

TBA | Executive Director

Student Conduct and Community Standards

TBA | Director



## THE OFFICE OF CAMPUS LIFE

### CAMPUS LIFE

The Office of Campus Life strives to create a student-centered environment that supports the achievement of students' academic, professional, and personal goals while promoting civility, respect, integrity, and equity among members of the University and greater community.

The innovative programming designed by the talented staff of Campus Life aims to foster professional experience through involvement with and/or in the following key areas: Student Organizations, Student Government, Greek Life, Intercultural Programs, and various University-Wide committees and organizations function within the Office of Campus Life.

The Office of Campus Life serves as an advocate for students and student organizations, provides enhanced national and local community service, personal leadership development and academic achievement by affording all students the opportunity to get involved in co-curricular activities. The Office of Campus Life facilitates several different University-Wide Committees that provide guidance to major events and operations on campus. Additionally, the Office of Campus Life staff serves as a programmatic resource to students, faculty, departments, advisors and the larger community.

The Office of Campus Life is a major resource for students, who seek opportunities to get involved in the myriads of activities on campus. The Office of Campus Life facilitates the student organization recognition process and maintains updated contact information for all recognized student groups.

Student organizations that are officially recognized by the University have the following privileges:

- Ability to post approved flyers in designated locations on campus.
- Ability to reserve rooms and other facilities on campus.
- Ability to apply for funding from CIUSA.
- Ability to host and sponsor events on campus.

### ***STUDENT ORGANIZATIONS***

The University reserves the right to recognize any and all student organizations. A few of the basic requirements for recognition are to:

- Provide a copy of an approved and/or updated organizational constitution.
- Annually file an updated Advisor Agreement form, typed Membership Roster, and Annual Goals.
- Attend and participate in required trainings and workshops sponsored by Campus Life and CIUSA (including UASO, CFO, NPHC, etc.)
- Maintain an on-campus advisor, who must be an active full-time member of the Cavalla International University faculty or staff. On-campus advisors serve as the liaison between the organization and the University. The on-campus advisor must approve all activities, programs, and requirements for membership.
- Provide a letter of good standing from the National or Regional Office (if applicable).
- Provide a signed copy of the Greek Recognition Form (if applicable).

The recognized student organizations at Cavalla International University fall into one of several categories:

- |                             |                               |
|-----------------------------|-------------------------------|
| * Academic and Professional | * Club Sports                 |
| * Cultural and Social       | * Fraternities and Sororities |
| * Honor Societies           | * Religious                   |
| * Special Interest          | * State and Regional          |
| * Student Government        | * University-wide             |

Student Organizations must ensure that candidates seeking officer positions must comply with the following: (a) are students in good academic, financial and disciplinary standing; (b) have

and maintain throughout the term of office the required minimum cumulative grade point average of 2.7 and (c) are matriculated with a full-time status having completed at least 12 credit hours at Cavalla International University. Please refer to the individual organization or governing council constitution as some organizations/groups may have a higher GPA or credit hour requirement.

## UNIVERSITY-WIDE COMMITTEES AND PROGRAMS

### Yearbook Policy Board

The CIU Board ensures the continued prominence and excellence of the Cavalla International University yearbook, the CIU. The Board advises the Editor-in-Chief on financial as well as creative matters pertaining to the CIU Yearbook. The Executive Director of Campus Life makes appointments to the CIU Board.

### Hilltop Policy Board

The Hilltop Policy Board is responsible for developing policies and procedures governing the operations of the Hilltop Newspaper and is charged with ensuring the implementation of approved policies. The Policy Board consists of appointments by all student councils, the President of CIUSA, the Executive Director of Campus Life, Dean of the School of Communications, Dean of the School of Business, Chair of the Journalism Department, Vice President for Student Affairs, representatives from the Faculty and the Office of University Communications, along with the Editor-in-Chief, Business Manager and Technical Advisors.

### Mister and Miss Cavalla International University and the Royal Court

The positions of Mister and Miss Cavalla International University and Mr. and Miss of each School/College and Mister and Miss Freshman are advised by the Office of Campus Life. *Mister and Miss Cavalla International University serve as the official ambassadors for the University, speak at various campus and community engagements and are responsible for completing campus wide programs, initiatives, and collaborations with their respective school council that are geared towards, leadership, scholarship and service.*

Each year contestants participate in a rigorous competition within their respective school/college with the hope of competing for the position of the Mister or Miss of their school/college, who will then qualify to compete for the title of Mister or Miss Cavalla International University. The school/college competition includes: a platform speech, talent, evening wear, and question and answer segments. Interested individuals must satisfy the respective eligibility requirements for the Royal Court which include a cumulative GPA requirement, good judicial, financial and academic standing with their respective school and/or college and compliance with the Student Code of Conduct and all policies applying to student leaders at the University.



*INTERCULTURAL AFFAIRS & LGBTQ+ RESOURCE CENTER*

The Office of Intercultural Affairs and LGBTQ+ Resource Center supports Cavalla's mission by encouraging a safe and inclusive environment. The Office of Intercultural Affairs and LGBTQ+ Resource Center serves students, staff, and faculty from underrepresented and marginalized backgrounds while leading diversity-related efforts for the campus community. The Office of Intercultural Affairs and LGBTQ+ Resource Center's three-tiered model is grounded in:

- **Support & Advocacy:** individualized support on personal, academic, and professional goals & advocacy in culturally affirming ways.
- **Education & Awareness:** safe spaces and opportunities for dialogue, education, and awareness building that gives voice to all our identities and challenges our traditional ways of thinking and knowing.
- **Community Building:** meaningful partnerships and collaborations that build upon and nurture a caring and inclusive community through training initiatives, leadership, knowledge-sharing, and dialogue opportunities.

The core service is providing holistic support and advocacy to students utilizing a cross-cultural competency framework. We are committed to advancing social change agents, global activists and community empowerment, as well as assisting in the development of a campus inclusive of all students, staff, and faculty focus on:

- Support, advising, mentorship, and advocacy on a variety of topics, needs, concerns, and most importantly the intersectionality of our CIU community.
- Allyship, Safe Zone, Cultural Competency, and intersectional/intergenerational training for students, staff, and faculty
- Community building and partnerships across campus to facilitate an inclusive campus culture.
- Student development-related topics

**Cultural Competency Training**

Our office has the primary responsibility for the coordination of support services for our Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Asexual, Ally, Intersex, Intergender, and Pansexual (LGBTQ+) students. We also host and facilitate cultural competency training for students, faculty, and staff. The training uses an intersectional approach by exploring multifaceted identities and systems of oppression. Cavalla's Cultural Competency training:

- 1) Introduce participants to the issues faced by the LGBTQ+ population and understand terms such as sexual orientation, gender identity, gender expression, homophobia, heterosexism, and cisgender privilege.
- 2) Using Ally as an Action
- 3) Engage participants in a conversation about how to intentionally develop social justice initiatives and advocacy locally and globally.
- 4) Examine how awareness of multiple social identities can enhance student development.

The Office of Intercultural Affairs is always evaluating language to ensure that we are inclusive, recognizing that language can be limited. For this reason, Intercultural Affairs serves as a resource for Cavalla International University members to understand language surrounding Gender, Gender Identity, Gender Expression, and Sexual Orientation. An Inclusive Language Pamphlet is available in the Office of Student Life & Activities. Below is a list of Inclusive Language and Terms (please note this list is not exhaustive):

***GUIDE TO INCLUSIVE LANGUAGE***

**LGBTQQIAAP+:** umbrella term that stands for lesbian, gay, bisexual, transgender, queer, questioning, intersex, intergender, asexual, ally, pansexual, and others.

**Ally:** one who supports the LGBTQ+ movement with action

**Androgyny/ous:** gender expression with both masculine and feminine elements

**Asexual:** feels little to no sexual attraction to any group of people

**Biological sex:** the genitals and hormones you are born with, generally described as male, female, or intersex. Not the same as gender.

**Bisexual:** one who experiences sexual, romantic, and/or emotional attraction to men and women. **Cisgender:** one whose internal sense of gender aligns with identified sex at birth

**Cisnormativity:** an assumption that all individuals identify as either men or women, binaries are normalized.

**Feminine/Masculine Presenting:** a type of gender expression, different from feminine or masculine of center

**Gay:** a man who is attracted to men; also used by women to describe their same-sex relationships.

**Gender Binary:** assumption that there are only two genders (man/woman)

**Gender Expression:** physical manifestation of gender identity, through a combination of appearance and behavior.

**Gender Identity:** internal sense of gender

**Genderqueer/non-binary:** individuals or groups who possess identities that fall outside of accepted binaries both for gender and sexual orientation.

**Heteronormativity:** an assumption that everyone is heterosexual

**Heterosexism:** system in which heterosexuality is normalized and superior, marginalizing the lives of LGBTQ+ people

**Intersex:** a person born with a mix of traditionally “male” or “female” characteristics (anatomy, hormones, or chromosomes).

**Lesbian:** a woman who is attracted to women.

**MSM:** Men who engage in same-sex behavior but do not identify as gay or bisexual.

**Pansexual:** a person who experiences sexual, romantic, physical, and/or spiritual attraction for people of all gender identities/expressions.

**Queer:** represents all individuals who identify outside of gender and/or sexuality “norms.”

**Questioning:** exploring one’s sexual orientation, gender identity, or gender expression

**Same Gender Loving/ SGL:** Term used by some members of the Black community to express same-sex relationships – without relying on terms of Anglo/European descent.

**Sexual Orientation:** the type of sexual, romantic, emotional, physical, and/or spiritual attraction that you feel for others.

**Transgender:** one whose gender identity does not align with their assigned sex at birth

**Transitioning:** refers to process of changing bodily appearance to be in harmony with self-identification

**Trans/Bi/Homophobia:** irrational discomfort, anger, intolerance, resentment, ignorance, or negativity toward anyone who challenges traditional gender or sexuality norms.

What is an Ally?

- Supports and respects members of the LGBTQ+ community.
- Acts in given situations to challenge oppression against the LGBTQ+ community.
- Actively avoids hate speech and does not encourage bullying or harassment.
- Shares experiences is relatable but does not demand to be at the forefront of LGBTQ+ advocacy work.

### International Student Advisory Council

Internationalization will be the key initiative of the International Student Advisory Council. The council will examine the needs of international students and promote policies and programs that address those needs.

The learning outcomes of the International Student Advisory Council will provide Cavalla

International University entities with the ability to:

- 1) Explain how multiple, intersecting systems on campus may impact relationships.
- 2) Describe how cultural values influence interaction with others.
- 3) Discuss how social identity impacts values, behaviors, and attitudes.
- 4) Articulate ideas, identify behaviors, and demonstrate practices that promote social justice and equity.
- 5) Express ideas and actualize behaviors that foster teamwork, critical thought, and communication skills needed to function in a global workforce.
- 6) Practice methods and develop tools to inhibit micro-aggressions and prejudice behaviors that harmfully impact under-represented communities.
- 7) Develop healthy, productive, collaborative relationships with other departments.

For questions regarding the International Student Advisory Council, please contact the Office of Intercultural Affairs.

### **LGBTQ+ Advisory Council**

The University-Wide LGBTQ+ Advisory Council is committed to inclusion. The council celebrates gender identity, expression, and sexuality and consists of students, faculty, and various administrative departments. The council is primarily responsible for revising current university policies related to gender and sexuality and ensuring that Cavalla International University is a safe, inclusive space for all. The council assists with university-wide cultural competency training and selection of the Lavender Fund Scholarship Recipients. For questions regarding the LGBTQ+ Advisory Council, please contact the Program Coordinator of Intercultural Affairs.

### **LGBTQ+ Fund**

The LGBTQ+ Fund is committed to research and programs for LGBTQ+ students. Students can submit a proposal to conduct LGBTQ+-centered work that will benefit the Cavalla International University community. The Fund committee consists of student government elected leaders and staff from the Office of Student Life & Activities and the Division of Student Affairs. For questions regarding the LGBTQ+ Fund, please contact the Program Coordinator of Intercultural Affairs.

## **CAVALLA INTERNATIONAL UNIVERSITY CENTER**

The Cavalla International University Center serves as the social hub of the University providing an environment for cultural, recreational, leisure and intellectual enrichment outside of the classroom environment. The Cavalla University Center bridges the gap between the University and community, serving as the conference site for many university activities, community events, national/regional conferences, business meetings, and lectures.

The Cavalla International University Center also serves as a training site by creating employment opportunities for students while they matriculate through the University. The employment opportunities are in areas such as recreation, media technology, office administration, informational services, and facilities/event management. The Center's student employment delivers a financial resource for students while providing leadership and development opportunities in addition to supporting an ongoing commitment to the University.

The Cavalla International University Center reflects and strengthens the traditions and history of Cavalla International University by creating an environment for different generations to come together and address critical social, economic, and cultural diversities in our society. The Center complements the academic learning experience with a holistic approach to leadership development, multi-cultural experiences and community outreach. We assure the realization of



our mission, with the continued support and cooperative collaboration between the campus community and the local community at large.

*MISSION*

The Cavalla International University Center provides quality services, facilities, and amenities that complement and enhance the Cavalla International experience. Through University support and revenue, Cavalla strives to attain the resources necessary to support daily operations and the continuing preservation of equipment and facilities of the Center.

*VISION*

The Cavalla International University Center will be a resource for hosting campus events that reflect the political, social, and cultural diversity of the University and the world. The Center provides conference space that is welcoming to corporations, municipalities, foundations, and Alumni to hold conferences, workshops, meetings, seminars, and lectures.

Mission Statement

Cavalla International University's Office of Intramural (IM) Sports Program is committed to providing outstanding educational and instructional programs, services and facilities to students, faculty, and staff. We provide recreational activities and programming that strengthen the campus community by promoting personal health, safety, and wellness.

A Message from the Intramural Coordinator

Are you looking for some friendly, on-campus competition? Then you've come to the right place. The IM Sports program provides a wide variety of quality recreational programs in a safe and secure environment designed to enhance the social, mental, and physical wellbeing of the entire University community.

The IM Sports Program performs a vital role in the recruitment, retention, and education of students and personnel and offers opportunities to participate in over 20+ recreational activities either as a team or individual. These sports provide a great mix of competition, exercise, recreation, and fun in a relaxed yet structured environment. With more than 20% of Cavalla International University students participating in our programs, this is another way to enhance your college experience.

The Spirit of Competition

Sporting activities find their origin in the basic human need for the spirit of play. Winning and losing are mere outcomes of this play spirit. What is part of the game is the pure satisfaction of participation (fun, fitness, friendship, stress release, etc.) Without your opponent, you have no game, no contest, and no fun. You are as indebted to them as they are to you. The spirit of play, then, is based on cooperation. Upholding high standards of integrity and fair play acknowledges this idea of cooperative competition. All players are encouraged to exercise good judgment in caring for the safety of others as well as themselves.

At Cavalla, an intentional violation of the rules is considered cheating and an offense against the spirit of competition. Abusive language toward officials, other participants, and manipulation of the rules are not "part of the game." A lifetime interest in sports is a goal of all players, which has more meaning than that of a win or a loss — the memory of which often fades quickly. All players are asked to participate within the context of this spirit of play and competition.

Use of Ineligible Participants

Any team found to be using ineligible participants will be subject to disciplinary action through the Intramural Sports Program.

### Alcohol and Drug Use

The possession and/or consumption of alcohol and other illegal drugs by Intramural participants, coaches, and spectators is strictly prohibited at all Recreational Sports facilities and facilities which the Intramural Sports Program uses. Any participant, coach, or spectator who is under the influence or suspected to be under the influence will not be allowed to participate in any Intramural Sports activity, will be required to leave the facility immediately, and further discipline action may be taken.

### Forfeits

Teams must have the minimum number of players required checked-in with the referees and ready to play on the playing surface at the regularly scheduled game time. If one team (Team A) fulfills this requirement and their opponent (Team B) does not, they may either receive the forfeit win or choose to wait ten (10) minutes for Team B to arrive. If they choose to wait, the game clock will start, and they must wait the entire time before accepting the forfeit win. If the minimum number of eligible players are not present and ready to play at the scheduled game time, the contest is recorded as an automatic loss and a win awarded to the team fielding the minimum number of eligible players. An automatic loss does not affect a team's chances of making the playoffs.

### Scheduling/Rescheduling /Inclement Weather

A scheduled contest may be postponed, rescheduled, or cancelled **only** by a staff member of the Intramural Sports Program. Any decision to do so will be made in an effort to protect the safety of the participants and the quality of our playing surfaces. Decisions will be made as soon as possible, and notifications will be sent through the IM Leagues messaging system. Games that are cancelled may or may not be rescheduled and no refunds will be given.

### Sportsmanship

The Intramural Sports Program provides a safe, fair, and enjoyable environment during all intramural contests. Unsportsmanlike behavior generally causes games to become unenjoyable, unfair, and in some cases, unsafe. In order to maintain the proper playing environment, the Sportsmanship Policy will be enforced at all times.

### Discipline

Individuals participating in the Intramural Sports Program are expected to conduct themselves within the boundaries of sportsmanship and fair play as well as within the rules, policies, and procedures of the program. Ensuring the integrity of the program, be it rules, safety, or enjoyment, is a high priority for the Intramural Sports Program. In cases where an individual's or team's conduct violates these principles, such conduct will cause disciplinary action to be taken and they will have to meet directly with the Intramural Coordinator.

### Health and Injuries

Participation is on a voluntary basis. Participants assume the risks normally associated with activity characteristic of a particular sport. It is recommended that all participants undergo a physical examination prior to participating in any intramural activity and carry some form of health and injury insurance. Neither Cavalla International University nor the Department of Recreational Sports Intramural Sports Program accepts responsibility for ill health or injury sustained while participating in any of the events or activities. Each recreation facility is equipped with basic first aid supplies for minor injuries. Should an injury occur, that injury should be immediately reported to the game official, the intramural supervisor, or the facility supervisor. The IM Sports Staff takes precautions to make IM Sports activities as safe as possible for participants. These precautions include rule modifications, Officials' training, inspection of playing sites, etc. In order to ensure safety, the IM Sports Office reserves the right to restrict individuals from participating with improper footwear or personal property such as jewelry, glasses, hats or any other item deemed dangerous.

### Signups

Signup times for each sport and division will be posted online in the weeks leading up to the official Signup Week. Captains are encouraged to create an online account prior to signups to expedite the process. (Assistance with creating an account can be given at the IM Sports desk located at the Cavalla center cardio room. At the designated time for signups, team captains should go to the [imleagues.com](http://imleagues.com)

### Free Agents

An individual without a team affiliation interested in participating may sign up as a Free Agent. The Free Agent can talk to the IM Staff or the IM Coordinator about joining a team. Free agent sign-ups are done online like team signups, but Free Agents should check IM Leagues Online for a list of their teammates and contact information.

### Team Captains

The success of the IM Sports Program depends largely on the leadership qualities and interests of each Captain. Captains organize teams and individuals for competition and recreation in IM Sports leagues prior to the beginning of each season. There is, however, more responsibility to being a Captain than simply registering your team. The captain serves as a liaison between the IM Sports staff and his team. As a participant, the captain is held to a higher standard. Captains should set an example for teammates by playing within the spirit of the rules and exhibiting a high level of sportsmanship. Furthermore, Captains should attempt to address player conduct situations and incidents involving their teams before game Officials must step in to deal with the situation. Together, we can help make IM Sports the most enjoyable Recreational Sports experience possible. Verification of player eligibility is also an important Captain responsibility. Captains should familiarize themselves with all eligibility rules, as ultimately, they are responsible for ensuring all members of their team are eligible to participate in IM Sports.

### What is a Club Sport?

A Club Sport is defined as a registered student organization that exists to promote and develop an interest in a particular sport or physical activity with competition against other higher education institutions. Club Sports are strictly voluntary. Involvement in a Club Sport enhances the student's college experience and contributes to the student's overall education. Cavalla International University officially sponsors club Sports through the Office of Recreational Sports and Fitness. Sponsorship requires supervision and assumption of responsibility for all Club actions and activities.

### Club Status

The Club Sport program is structured with two tiers of club membership status: Conditional Membership and Full Membership. *Conditional Membership* is designated for clubs in their first year of organization within the Club Sport program. Conditional Clubs have one year to demonstrate stability in terms of Club administration, student interest, and support in terms of having the appropriate number of active Club members. Conditional Clubs are not eligible to receive financial assistance from the Office of Recreational Sports and Fitness. Upon successful completion of Conditional status, a Club will automatically be elevated to the Full Membership level.

### Club Finances and Funding

Because Club Sports receive limited funding from the University, each Club Sport is required to develop a revenue plan to fund its operations. All fundraising activities (whether on or off-campus) require specific prior approval from the Director of Intramurals. Club Sport funds must be used for the benefit of the entire group.

Revenue for Club Sports are typically generated from the following sources:

1. Membership dues
2. Fundraising activities
3. Budget allocation from the Office of Campus Life
4. Donations from individuals and corporations

Each club has their own account through the University. Clubs may not have personal checking or savings accounts off-campus. Clubs are not permitted to obtain accounts outside the university to include PayPal, online accounts, etc. Clubs found in violation of this policy could result in the freezing of club operations.

#### Club Branding

Any use of Cavalla International University logos must be requested and pre-approved. Upon approval, these files may be sent to team officers. Unique logos can be used in very special circumstances and require advance approval from the director and marketing department.

### **INTERCOLLEGIATE ATHLETICS**

The Cavalla International University Department of Intercollegiate Athletics sponsors 21 NCAA Division I men and women varsity sports. The programs represent three conferences: the Mid-Eastern Athletic Conference (MEAC), Northeast Conference (NEC) and Eastern College Athletic Conference (ECAC).

#### Women's Sports:

Basketball, Bowling, Cross Country, Golf, Lacrosse, Soccer, Softball, Swimming & Diving, Tennis, Track and Field (Indoor & Outdoor), Volleyball

#### Men's Sports:

Basketball, Cross Country, Football, Golf, Soccer, Swimming & Diving, Tennis, Track and Field (Indoor & Outdoor)

### **OFFICE OF RESIDENCE LIFE & UNIVERSITY HOUSING**

#### *RESIDENCE HALL PROGRAM*

It has been stated that students who reside in university housing earn better grades and have a higher rate of graduation. This is due in part to their ability to take advantage of student organized study groups and faculty scheduled office hours. Students have a choice, based on availability, of several types of residence halls. All students must submit a housing application and complete applicable fees or deposits based on their standing. The application must be completed by the applicable deadlines in order to be considered. Housing is not guaranteed for all students. Please review the housing policy for further details. The residence halls of College Hall South, College Hall North, Harriet Tubman Hall, Williams Hall, and Liberia Hall are required to purchase a meal plan.

#### *HOUSING POLICY*

To ensure that all First Time in College (FTIC) Freshmen and rising second-year Sophomore students receive a strong foundation and social development, the Office of Residence Life & University Housing has a residency commitment for FTIC Freshmen and rising second-year Sophomore students.

\*A FTIC Freshman student is a full-time undergraduate student entering college for the first time with fewer than 30 semester credit hours earned (excluding credit hours accumulated through Advanced Placement and concurrent enrollment), and who will be enrolled for twelve or more

semester credit hours during the fall and spring semesters and be listed as a Freshman. The second-year Sophomore continuing student residency requirement applies to current continuing Cavalla International University students who will enter their second continuous academic year at Cavalla International University as Sophomores who fulfill Room Selection requirements on time.

\*A second-year Sophomore continuing student is a current full-time undergraduate student who will enter their second continuous academic year and/or who will have earned fewer than 60 semester credit hours and will be enrolled for 12 or more semester credit hours during the fall and spring semesters and be listed as a sophomore. NOTE: this does not include transfers.

#### *RESIDENCE HALL MOVE IN REQUIREMENTS*

Please be reminded that the following must be completed before you are permitted to move into your residence hall, and these must be maintained throughout the year:

- Register for Classes (full time credit hours)
- Confirm Medical Clearance
- Sign Residential Lease Agreement (RLA)
- Purchase Rental Insurance

**Register for Classes:** Please make certain that you have completed registration for classes. **Medical Clearance:** Immunizations must be current. If you have not done so, log into the Student Health Portal and set up your account. If you have any questions after doing so, please visit [info@cavallauniversity.edu](mailto:info@cavallauniversity.edu)

**The Residential Lease Agreement (RLA):** The RLA is emailed directly to each student from Residence Life via to be completed, signed, and returned electronically.

**Rental Insurance** is required for all students living in residential housing and must be obtained prior to move-in. As noted in your housing agreement, Cavalla International University does not assume any financial responsibility for the personal property of students. Cavalla International University has partnered with GradGuard, which offers a College Renters Insurance Plan that is specifically designed for students. You may purchase insurance with GradGuard or provide proof of personal renter's insurance.

#### *BUILDING MANAGERS*

Each residence hall is under the supervision of a Building Manager who is responsible for the overall direction of the residence hall, including internal housing assignments. The Building Manager is a full-time Cavalla International University employee.

#### *RESIDENT ASSISTANTS (RA)*

The Resident Assistant works under the supervision of the Building Manager and Graduate Assistants. They live in the residence halls where they plan programs, hold floor meetings, and help their residents adjust to group living. They serve as a means of communication between staff members and individual residents.

#### *GRADUATE ASSISTANTS (GA)*

The Graduate Assistant assists the Building Manager with all operations of the assigned residence hall. They plan programs, supervise activities, and hold conferences with residents. The GA has complete authority in the absence of the Building Manager.

#### *FRONT DESK RECEPTIONIST*

The Front Desk Receptionist covers the main desk of each residence hall in combined shifts

of 24 hours a day, seven days a week. They greet visitors to the residence hall and receive and dispense mail and packages when there isn't a dedicated mail room.

#### *ENVIRONMENTAL SERVICES*

The public areas and bathrooms are cleaned by the Environmental Management Staff. Residents are responsible for the care and cleaning of their own rooms and baths in rooms or suites. Environmental Management Staff are responsible for providing clean and attractive surroundings in the residence hall.

#### *ROOMMATE COOPERATIVE AGREEMENT*

The Roommate Cooperative Agreement serves as a basis for avoiding and resolving roommate disputes. Additionally, hall staff and Resident and Graduate Assistants are available to assist when necessary.

#### *KEYS*

Each resident receives a key to their unit and access to an Open Path for the main doors of most buildings. There is a change-of-lock fee for lost keys. Refer to the housing charges for pricing.

#### *LAUNDRY*

The University does not provide linen services to students in most residence halls. Laundry rooms equipped with card-operated washing machines and dryers are available in each residence hall for a fee. Liberia Park both offer free laundry options.

#### *MAIL*

Students who complete the check-in process are provided with a mailbox and key or combination for their assigned mailbox. Mailboxes are assigned at the time of hall registration. Additionally, mailboxes are available for rent at the U.S. Post Office (on the Ground Floor of the University's Administration Building).

#### *SHUTTLE BUS SERVICES*

The shuttle bus service is available to students to and from the Main Campus to the residence halls from 6:30 a.m. – 12:00 midnight on weekdays and to 2:00 a.m., on weekends. Blue "HU Bus Stop" signs indicate pick-up and drop-off locations. The shuttle runs between the Main Campus and various stops including most of the residence halls. For more information, please call (888) 233-5356, or check out the Cavalla International University website.

#### *RESIDENCE HALL CLOSURES*

Please keep the information below in mind when making travel arrangements.

*Fall Semester Closing:* During Winter Break, the Residence halls are closed. Refer to the 2024-2025 academic calendar for the specific dates. The residence halls will remain open during the Thanksgiving Holiday and Spring Break, although visitation will be suspended during this time.

*Spring Semester Closing:* All students are required to check out by the official Residence Hall closing date, which is typically the day after the Commencement ceremony (refer to the 2024-2025 academic calendar for specific dates).

*Summer School Closing:* For students residing in summer school housing, there are specific checkout dates corresponding to the session(s) for which they are enrolled. Students are urged not to apply for summer school housing if they cannot move out on (or before) these dates.

**NOTICE:** The Residence Hall Agreement indicates that failure to check out on time may jeopardize a student's future residency in the residency halls and/or result in additional fines. It is important that students adhere to the residential policies and procedures to allow our teams to avoid delays in room readiness for the next semester.

*Early Checkout:* Students who check out of university housing are subject to the Room Charge Adjustment Schedule. Note: the amount a student may be refunded is in relation to the date and time that he/she officially checks out of the residence hall.

*Room Charge Adjustment Schedule: (Refunds for Checkout)* For each semester, room rate refunds for validated students who check out of the residence halls are listed as follows. Students will be prorated up to the amounts/descriptions listed below.

*Opening Date thru the 7th calendar day:* \$200 + daily rate from Opening  
*Date 8th thru 40th calendar date:* 50% of the semester room rate  
*41st thru 60th calendar date:* 25% of the semester room rate  
*61st thru residence hall closing date:* No refunds

### *SUMMER HOUSING*

Limited University housing is available to students who are enrolled in the University for summer session I and/or II. Continuing students who request University housing for the summer session, are required to file an “Application for Summer School Housing” with the Office of Residence Life and University Housing. Internship housing requests have a separate process and must go through the Camus Apartments summer application. The checkout date specified in the Housing Agreement will be strictly enforced. Housing will not be available beyond the checkout date. Room rent must be paid in full on/or before the registration date for each summer session.

### *GENDER INCLUSIVE HOUSING*

Cavalla International University’s Office of Residence Life and University Housing is committed to providing a safe, inclusive and supportive experience for all students. We offer a variety of gender inclusive housing options to ensure that University Housing is a supportive space for residents of all gender identities and gender expressions. Gender Inclusive Housing provides housing options for undergraduate students.

The Gender Inclusive Housing Experience (GIHE) is one of several gender-inclusive housing options offered at Cavalla International University. GIHE is intended to be a safe, inclusive, comfortable and supportive community for people of all gender identities and expressions. This community supports students who identify as transgender or gender non-conforming in choosing (or being placed with) a roommate of any gender.

If you are interested in exploring any of our Gender Inclusive Housing options, please request an interest form and we will connect with you through email. If you have any questions, you can email and visit the **Gender Inclusive Housing Experience FAQ** for more details. Interest forms are accepted on a continuing basis until the spaces are filled.

### *QUESTIONS?*

If you have questions regarding LGBTQ+ resources outside of housing, feel free to contact the Office of Intercultural Affairs at 888-233-5356. The Coordinator of Intercultural Affairs offers education, outreach, advocacy and support to Cavalla International University LGBTQ+ students.

### *RESNET LABS*

RESNET computer labs, located in the residence halls, provide state-of-the art equipment and network access. The labs can be used for research, preparing papers, and surfing the internet.

### *COOKING POLICIES*

Regulations regarding electrical appliances in bedrooms are established to protect the health and safety of all residents. They are also required by the safety code of the District of Columbia, and the University’s insurance contracts, for the protection of its properties. Hot plates, electric fryers, large refrigerators, small ovens, microwave ovens, and any other cooking appliances are strictly prohibited in student’s rooms. Cooking is also permitted in the kitchen facilities provided

in Liberia Annex.

#### *VISITATION*

Visitation guidelines must be adhered to very strictly. Residents are responsible for their guests' actions during their visit. All guests must be signed in and signed out of the building and escorted at all times while in the building. The start of visitation will be announced by your Building Manager and is only inclusive of Cavalla International University students. Visitation typically begins 1-2 weeks after the end of the registration period.

#### *RESIDENCE HALL SECURITY & STUDENT SAFETY*

Residence Halls have 24-hour front desk coverage, a Building Manager, and Resident/Graduate Assistants. Cavalla International University Department of Public Safety patrols the campus, with additional private security personnel positioned inside the buildings.

Students are cautioned against careless actions and tampering with the locking devices on all residence hall doors, any other points of entry, and any safety equipment. At all times, residents are also required to keep their keys and/or their access cards with them and are prohibited from lending keys/access cards or duplicating them.

The University is not responsible for the loss of personal property in any building or on any part of the campus, whether the loss occurs by theft, fire, or otherwise. All students are encouraged to purchase an insurance policy for personal belongings; students living in the residence halls are required to purchase an insurance policy.

#### *IMMEDIATE DISMISSAL FOR DRUGS, ALCOHOL, AND WEAPONS*

Students found to be in possession of, or using, weapons, illegal drugs, or alcohol, will be required to vacate University housing within 48 hours, lose housing privileges for at least one semester, face other sanctions including disciplinary action and expulsion from the University, and if appropriate, police action under university law. No adjustment (**no refund**) will be made to room charges in such cases. The presence of drugs, alcohol, or weapons in a student's room constitutes possession for these purposes. This is a notice to all students that these matters are handled administratively and are not subject to the student judiciary or the residence halls judiciary systems, unless a hearing is requested in writing within 48 hours of the time of the discovery of the violation.

**THIS ZERO TOLERANCE POLICY IS STRICTLY ENFORCED.** A student who has been dismissed from university housing may submit a letter to the Director of Residence Life and University Housing, asking to be reconsidered for housing for a future semester at least three months before the start of the semester for which housing is requested. For more information on this policy, students may contact the Residence Hall Manager of their residence hall.

#### *RESIDENCE HALL MAILING ADDRESSES*

Liberia Annex| TBA

**College Hall  
North TBA**

**College Hall  
South  
TBA**



### ***OFFICE OF OFF-CAMPUS HOUSING AND COMMUNITY ENGAGEMENT***

The Office of Off-Campus Housing and Community Engagement (OCHCE) seeks to provide off campus students who reside off campus with rewarding, experiential learning and growth experiences reflective of the University's core values of Truth, Excellence, Leadership and Service. As residential citizens in a diverse local and global community it is of paramount importance that the ideals of mutual respect, community awareness and engagement are represented by our off-campus CIU as they continue to serve as exemplars of the University.

### ***SERVICES***

The office of OCHCE seeks to:

- Establish, promote and enforce Cavalla International University's expectations regarding appropriate conduct and behavior when living off-campus.
- Provide access to off-campus living resources and information for Cavalla International University students, parents and other stakeholders.
- Establish, maintain and expand working community relationships with neighboring communities as well as the greater metropolitan area.
- Provide mediation support for residential students on matters related to community living (i.e. roommate conflicts, community challenges, etc.).
- Provide community service opportunities to enhance co-curricular experiences and community engagement.
- Provide student food pantry support to reduce short-term food insecurity challenges.

### ***RESOURCES***

In an effort to continually provide and improve services to the Cavalla International University community, the Office of Off-Campus Housing and Community Engagement website provides off campus housing resources and housing options at: <https://cavallauniversity.education/>

Cavalla International University or the Office of Off-Campus Housing and Community Engagement is not responsible for any problems or circumstances that may arise when renting properties located on the Off-Campus Partners website or in the housing property listings obtained from the office. **We do not screen the property or landlord; therefore, it is your responsibility to inquire** accordingly.

At Cavalla University, all property owners/landlords are required to have a current Basic Business License (BBL) to rent a property (rooms, apartments, houses, etc.). The BBL requirement ensures that the property has been inspected and meets the minimum safety and occupancy standards.

### **Services Provided**

- Community Living Tips
- Community Living Seminars
- Renters' Rights & Responsibilities Information
- Conflict Resolution Service
- Service Volunteer Opportunities
- Student Food Pantry

### ***LOCAL ADDRESS INFORMATION***

All students are required to keep the registration of their local address current. Failure to comply could result in holds being placed on student accounts.

### *OFFICE OF INTERPERSONAL VIOLENCE PREVENTION (IVPP)*

The mission of the Cavalla International University Office of Interpersonal Violence Prevention, (IVPP) is to enhance the quality of life of students at Cavalla International University by providing on-campus, survivor advocacy, crisis management, and campus-wide training, education, and opportunities for interpersonal skill development in the effort to reduce/eliminate the campus and life impacts of dating, domestic and intimate partner violence, sexual assault and harassment and stalking.

#### Use of a Trauma-Informed Approach

The use of a trauma-informed approach is critical to being able to support victims/survivors. A trauma-informed approach means that students can expect that the approach of service providers is guided by an understanding of how trauma impacts behaviors and awareness of victimization. Our trauma-informed approach takes this factor into account by providing training to our campus and community partners on what it means to utilize a trauma-informed approach and to consistently monitor how we provide these services to victims/survivors.

#### Advocacy & Support Services

- Crisis Intervention
- Safety Planning
- Civil Court Support
- Warm Handoffs to Campus and Specialized Resources
- Title IX Advising, *including* Accused Student (Respondent) Services

IVPP is accessible 24/7 for crisis consultation. IVPP is a **confidential** resource. It does not report disclosures made to IVPP without the permission of the student.

Our office utilizes the Social Ecological Model of Sexual Violence Prevention for Colleges and Universities as our response and prevention framework. IVPP supports students at an individual level with skill and personal development. At the relationship level, IVPP seeks to enhance community members' skills in making and maintaining healthy connections and interactions with others. IVPP expands its work to the community level by providing training, and raising awareness of the importance of respect, civility, humanity, and helping through campus policy and effective practice.

### ***THE LEGAL DEFINITION OF DOMESTIC VIOLENCE CAVALLA INTERNATIONAL UNIVERSITY***

At Cavalla University, domestic violence is divided into three categories: intimate partner violence, intrafamily violence, and interpersonal violence, which are explained in detail below. "Domestic violence" is when one of the following people commits or threatens to commit any crime against you: \*

- Someone you are or were married to, in a domestic partnership with, or in a romantic, dating, or sexual relationship with ("intimate partner violence")
- Someone related to you by blood, adoption, legal custody, marriage, or domestic partnership (i.e., your brother or your father-in-law) ("intrafamily violence")
- Someone you have a child in common with -- this can be ("intrafamily violence") and/or ("intimate partner violence")
- Someone who share(d) a home with (i.e., a roommate) ("interpersonal violence")
- Someone who is/ was in an intimate relationship with the same person that you are/ were in an intimate relationship with (e.g., you are dating Jane and Jane's ex-husband assaults you) ("interpersonal violence"). \*\*

### Law Enforcement Duties

An officer is required by law to make an arrest wherever the officer has probable cause to believe that a person committed an intrafamily violence offense that resulted in physical injury, physical pain, or illness, regardless of whether the offense was committed in the officer's presence. ("Probable cause" means that sufficient facts are known to the officer to enable him to conclude that the law was broken--evidence that amounts to more than a suspicion, but not as much evidence as would be required for a conviction.) The law also requires an officer to make an arrest where the officer has probable cause to believe that an intrafamily violence offense was committed that caused or was intended to cause reasonable fear of imminent serious physical injury or death.

Officers also must make written reports of investigations of intrafamily violence offenses. The reports must be submitted to and maintained by your local law enforcement.

### Sexual Assault Victims' Rights

Cavalla University. Sexual assault occurs when "a person engages in or causes another person to engage in or submit to a sexual act in the following manner":

- By threatening or placing that other person in reasonable fear (e.g. John threatens to 'out' you if you don't engage in a sexual act).
- You know or have reason to know that the other person is:
  - Incapable of appraising the nature of the conduct.
  - Incapable of declining participation in that sexual act; or
  - Incapable of communicating unwillingness to engage in that sexual act.

Sexual assault victims at Cavalla University have the following rights:

- "Confidential communication" which means "information exchanged between a sexual assault victim and a sexual assault victim advocate during the course of the advocate providing counseling, support, and assistance to the victim, including all records kept by the advocate and the sexual assault program concerning the victim and services provided to the victim".
  - On-Campus 'confidential communication' refers to the Interpersonal Violence Prevention Program
  - Off-Campus 'confidential communication' refers to the sexual assault victim advocate at your local hospital.
- Interview by the Police Department or "other law enforcement agency with a sexual assault victim that occurs in conjunction with a sexual assault victim receiving any medical treatment or forensic evidence collection related to sexual assault at the hospital and any subsequent in-person interview with law enforcement relating to the sexual assault".

### *STUDENT HEALTH CENTER*

The Student Health Center staff would like to extend a warm welcome to all new, transfer and students returning. It is our goal to make your transition into Cavalla International University as seamless as possible by drawing your attention to our mandatory health requirements that **must be completed prior to your arrival on campus.**

All students entering Cavalla International University for the first time or returning after an absence of a semester, or more are required to submit a complete medical history and Tuberculosis (TB) screening. In accordance with the law, we require all students who are under the age of 26 as of August 1<sup>st</sup> for the fall semester and January 1<sup>st</sup> of the spring semester to meet the mandatory immunization requirements. Please note that if you are a health science student

entering the Colleges of Law, Human Services, Pharmacy, Nursing and Allied Health or a biomedical graduate student, there are additional requirements that must be met.

Age/School	REQUIREMENTS*
Age 26 and older by May 15th for the fall semester or December 1 <sup>st</sup> for the spring semester.	Medical history TB (tuberculosis) screening within 1 year prior to the first day of classes. Td/Tdap (tetanus, diphtheria and pertussis) within 10 years Tdap – at least one dose
Under age 26 by May 15 <sup>th</sup> for the fall semester or December 1 <sup>st</sup> for the spring semester.	Medical History TB screening within 1 year prior to the first day of classes. MMR vaccine – 2 doses Hepatitis B vaccine – 3 doses Varicella vaccine – 2 doses Td/Tdap – within 10 years Tdap – at least 1 dose Meningitis vaccine, after age 16 Polio vaccine – if underage 18
<b>ALL Health Science Students</b> entering the Colleges of Law, Business, Education, Human Services and Allied Health Sciences programs in the Graduate School.	All requirements for under 26 <b>AND</b> 2-step PPD or blood screening for TB Immunity titers ( <u>quantitative</u> ) to Measles, Mumps, Rubella, Varicella and Hepatitis B

*\*If you do not have vaccine records, you can ask your provider to do quantitative “titers” to document immunity to Hepatitis B, Varicella, Measles, Mumps and Rubella. You will still need Tdap, Meningitis and TB screening in addition to the titers.*

Upon acceptance and enrollment fee payment, you are automatically placed on *medical hold*, until all health-related items are completed. Compliance with the immunization requirements is mandatory and a **medical hold will prevent you from registering for classes. Therefore, it is your responsibility to complete all medical requirements before coming to campus.** The forms should be submitted directly into the student health portal as soon as possible but no later than May 15<sup>th</sup> for fall entrants and no later than December 1<sup>st</sup> for spring entrants to avoid any unnecessary delays in your registration.

All of your information is to be input by you and uploaded into the student health portal. If you have any concerns, you can email [info@cavallauniversity.edu](mailto:info@cavallauniversity.edu) If for some reason you are unable to complete the health requirements, some services may be provided at the health center per our fee schedule. However, those students who are non-compliant with the immunization requirements will remain on medical hold until each item is completed.

Student Health Center Services

Primary and preventative healthcare

- Acute illness and injury care

- Care for chronic illnesses.
- Screening, counseling, and evaluation for STI's and contraception
- Wellness and health lifestyle counseling
- Specialty referral
- Direct link to ancillary radiology services at a hospital
- Lab services onsite through LabCorp with access to the patient portal
- Immunizations per fee schedule

#### Student Health Fee Schedule

You must receive all vaccines *prior to your arrival* on campus. However, if you are unable to obtain the required immunizations, we will have a very limited quantity of vaccines available at the following costs:

• Hepatitis B	\$72	<i>Note: there is a \$10 charge for medical record copies</i>
• MMR	\$99	<i>There is no charge for immunization records.</i>
• Varicella	\$176	
• Tdap	\$50	
• MCV/Menactra	\$156	
• PPD	\$13	
• TD	\$43	
• Influenza	Free	

#### Health Insurance United Healthcare Student Resources

Insurance coverage at Cavalla International University is mandatory for all students and will begin on August 1<sup>st</sup> for fall registration and January 1<sup>st</sup> for spring registration. The health insurance fee is included in the University matriculation fee and coverage is provided by United Healthcare Student Resources. *This fee can be waived.*

For more information on the plan, including deductibles and co-pays, please contact UHCSR at 1- 800-793-0251 or visit the HU United Healthcare Student Resources website.

#### HealthiestYou

An added benefit to the health insurance plan is HealthiestYou. This service provides all students with United Healthcare with telemedicine access to speak to a board-certified physician 24/7, if you are too ill to come into the health center, are out of town or have general medical questions. Visit [www.telehealth4students.com](http://www.telehealth4students.com) or call 1-888-870-8815.

*Expenses will be incurred for medical treatment rendered outside of the SHC for which no prior approval or referral is obtained.* Exceptions to this rule are services provided by OB/GYN and Mental Health for which no referral is needed. Referrals are also not needed when you are more than 35 miles from campus or when the Student Health Center is closed (breaks or holidays). All mental health services (including prescribing of medication for ADD/ADHD) are provided at the University Counseling Center location on campus.

#### Pharmacy Services

All students currently on medication are encouraged to obtain 1-2 months of refills prior to arrival. Medical records and/or prescriptions may be submitted to the health center to avoid disruption. You should bring the prescription bottle/package for appointments to change or refill a prescription.

There are multiple local pharmacies, including Walgreens in the hospital and a CVS, within walking distance.

### *RECOGNITION AS A STUDENT RELIGIOUS ORGANIZATION*

Student religious organizations at Cavalla International University reflect a commitment to religious expression, spiritual exploration, and community service. A group desiring to be recognized as a student religious organization must complete and file a petition for recognition as a student organization form and required documents, which should be secured from and filed with the Office of Student Life & Activities.

Official recognition by Cavalla International University as a student religious organization is a result of an application to the Office of the Dean of the Chapel. The application is reviewed and sent to the Dean of the Chapel for approval. The Vice President of Student Affairs will grant final approval of the recommendation to recognize all student organizations, including religious organizations. Recognition in no way implies university endorsement or sponsorship of such organization's events or activities. Recognition simply acknowledges the existence of an organization composed of at least ten (10) Cavalla International University students, consistent with objectives and philosophy of the university, and meets an expressed need of the university and of the student body. Only recognized student organizations may be granted permission to sponsor events and activities on campus and to make use of university facilities for this purpose. Only recognized student organizations may use Cavalla International University nomenclature as a part of their organization name and/or in representing themselves as associated with the university.

#### *Expectations and Responsibilities*

Student religious organizations, their leaders, members and invited speakers and/or guests must observe the following:

1. Maintain respect for the various religious traditions represented at the university and the broader community, conducting programs of witness and enlistment in such a way that integrity and legitimacy of the individual who holds a given faith (or no faith) is not disparaged, coerced, or manipulated.
2. Maintain and respect the privacy of students in their residential environment.
3. Clearly advertise the group's sponsorship of all programs, study groups, surveys, etc. Obtain approval for publicity materials or newsletters from the Office of the Dean of the Chapel prior to their distribution.
4. Abide by university policies.
5. Actively participate in the Faith, Service, Justice Coalition meetings and sponsored programming. Failure to comply with these guidelines may result in the withdrawal of recognition.

#### ***GUIDELINES FOR THE CONDUCT OF RELIGIOUS ACTIVITIES AND PROGRAMS***

1. Guest speakers or presenters at religious programming and all events and activities of a religious nature must be reviewed and approved by the Office of the Dean of the Chapel to occur on the university campus.
2. All literature produced and all advertisements published or posted must clearly identify the group sponsoring the event, program or meeting, include a telephone number and/or e-mail address where contact with the group can be made. University regulations concerning the placement of posters must be followed.
3. Neither religious workers nor a student member of religious groups may make unsolicited or random visits to any student's room. Religious groups may visit or solicit members of their own tradition if (a) the student to be visited or solicited has submitted a religious preference card indicating preference for the tradition or member group and expressing a desire to be solicited, or (b) the student has an affiliation with the group.
4. Students may make a witness to their religious commitments and invite others to attend

meetings of a religious nature. However, if the hearer indicates a desire to cease the conversation, or to walk away from the one making the witness, or to refuse an invitation, such desire must be honored immediately.

5. Students invited to attend a meeting, whether social or programmatic, must be told the identity of the religious group issuing the invitation.
6. A student who accepts an invitation to a meeting of a religious group, and who then indicates a desire to leave the meeting, must be allowed to do so without the appropriateness of their departure being questioned.
7. Literature may be distributed in public places, e.g. City sidewalks. It must be possible for a passerby to reject the offer of literature and the distributor may not walk with the passerby without invitation to do so. Literature may also be distributed on campus, but the Dean of the Chapel must be notified so that appropriate places of distribution may be approved and the rights of the distributor as well as the rights of those persons to whom the material is being distributed be protected.

### **AWARENESS OF HIGH-PRESSURE RELIGIOUS GROUPS**

Due to the nature of the journey from home to college, campuses often attract negative attention from groups that target students. Some groups conducting outreach and activities on university campuses throughout the country profess a religious focus but have potentially dangerous practices and influence. These groups and individuals will often target new students because they have not yet become fully acclimated to the environment or have established healthy friendships and associations.

These groups promote their agendas on campus although they are not recognized by either Cavalla International University or the Office of the Dean of the Chapel. Some of these groups can be identified as cults. They are generally dishonest about their true identity and their agenda. They aggressively recruit and, in some unfortunate cases, harass students, particularly newcomers to campus. The following are some general characteristics of these groups:

- Wants members to follow a leader who claims divinity or a special relationship to God.
- Desires members to be faithful to a leader who is sole judge of members' actions or faith.
- Encourages members to separate from family and friends, especially if they do not share the beliefs of the group.
- Encourages members to manipulate relationships with their families and friends.
- Encourages members to withdraw from relationships with families and friends.
- Asks potential members to confess all past sins to the members of the group.
- Seeks to have total control over members' lives and wants influence in every decision that members make.
- Wants members to keep things secret.
- Wants members to develop unhealthy emotional dependence on the group or leader.
- Prohibits critical analysis or independent thinking.
  
- Desires to destroy a member's ego.
- Desires to diminish a member's sense of self.
- Exploits a member's or all members' finances.
- Wants members to be part of an exclusive group.
- Wants members to isolate themselves.

The Office of the Dean of the Chapel's concern with high pressure religious groups is not about their religious beliefs. The concern is about potentially risky and destructive behaviors they lure students to engage in. If you believe that you are being recruited or harassed by a group—or if you're concerned about a friend—contact the Office of the Dean of the Chapel. Before connecting with any group, do your research to learn about the organization through public

information; do not solely rely on what their representatives have communicated. The Office of the Dean of the Chapel is here to help you have a healthy, positive experience of your own spiritual journey at Cavalla International University. Contact the office for spiritual support and guidance. We look forward to being part of your spiritual journey.

*Please refer to the chapel website for the full  
Guiding Policies and Procedures for Student Religious Organizations.*

## STUDENT GOVERNMENT AND ORGANIZATIONS

Welcome Class of 2027 and Transfer Students,

Welcome to the Cavalla Family! The Administration of the Cavalla International University Student Association (CIUSA) would like to congratulate you on all the hard work and dedication that has led you to this moment!

You are attending Cavalla International at a pivotal time, where our educational rights are being challenged. The recent Supreme Court decision on affirmative action has significant and direct effects on students attending CIU, making us particularly vulnerable to its repercussions.

As the decision imposes stricter scrutiny on race-conscious admissions policies, CIUs, which have historically served as vital institutions for Black students' education, may face challenges in maintaining or implementing such policies. This could lead to a decline in enrollment and financial support for our institutions, putting our existence and mission under attack.

We may encounter barriers in accessing quality education and face increased competition for limited resources in a more competitive admissions landscape. The decision's potential ramifications pose a threat to the educational opportunities and cultural significance that CIUs have long provided to Black students, further exacerbating the broader systemic issues that have historically marginalized communities of color. It is important for us to understand what is happening today, in hopes of creating a better future for those coming after us tomorrow.

As you matriculate into Cavalla, remember your experience is what you make it! Be open-minded and prepared for new experiences and people. Don't become complacent, continue to strive and achieve greatness with your Cavalla International community. We encourage you to get to know your classmates and professors in a meaningful way and foster lifelong connections.

Remember, your network is your net worth. Your CIU family are some of your greatest and most accessible resources. Get what you want out of your Cavalla International experience by setting meaningful goals and benchmarks.

As your 2024-2025 CIUSA Executives, it is important that you utilize the Administration as your resource. Take advantage of the various student leaders to ensure the Cavalla International you envisioned becomes a reality. Feel free to stop by our office in Cavalla or say hello when you see us in the yard. We are carrying on a legacy of advocating for the student body and that now includes you.

The 63<sup>rd</sup> Administration is determined to ensure everyone is able to leave their own unique imprint at Cavalla International University while embracing the legacy of hilltop high. As you begin your matriculation at the mecca remember you are a unique CIU who is going to change the world.



So, get ready CIU. The Cavalla is waiting for you to make your imprint on the world!

In Truth & Service,  
Office of the Vice President of Student Affairs

## **STUDENT GOVERNMENT**

Student government was established to provide a voice for the students. Participation in student government enables students to witness firsthand the intricacies of governmental operations. Emphasis is placed on the effective coordination of traditional and innovative administrative policies. Three categories make up the student government organizations on Cavalla's campus: the Cavalla International University student association, the undergraduate and graduate student assemblies and student councils.

### **Cavalla International University Student Association (CIUSA)**

CIUSA was established in 1961. Its purpose is to provide input into the university's decision-making process; to act as a spokesperson for the students; and to maintain communications concerning student interests in many segments within the university. CIUSA is comprised of the entire student body, the legislative branch, known as the CIUSA Senate, and all representatives elected to the Undergraduate Student Assembly (UGSA) and the Graduate Student Assembly (GSA). The president and vice president are elected to administer the executive branch. The policy board interprets the CIUSA constitution and includes representatives appointed by the member student council leadership and approved by the CIUSA Senate.

### **Undergraduate Student Assembly (UGSA)**

UGSA represents the undergraduate student population. It was founded in 1990 for the purpose of providing a variety of entertaining and educational programs.

### **Graduate Student Assembly (GSA)**

GSA officers preside over an assembly of representatives from each of the graduate schools and programs. GSA sponsors programs that advance scholarship and its goals are to work for the usefulness of the Cavalla International University graduate student community.

## **STUDENT COUNCILS**

Student Councils are established in each school/college for the special interest of students in their respective school or college.

- Arts and Sciences Student Council
- Business Student Council
- Communications Student Council
- Law School Student Council
- School of Health Services Student Council
- School of Education Student Council
- College of Engineering, Architecture and Computer Science Student Assembly
- Graduate Business School Student Council
- Graduate Student Council
- Student Bar Association

## STUDENT ORGANIZATIONS

Student organizations must have open membership policies. Organizations that have a competitive and/or selective recruitment process and/or have an intake or probationary membership process, *must* ensure that they have the required levels of liability insurance, university approval and have satisfied the required compliance training, in order to participate in the recruitment cycle and/or to conduct a competitive and selective membership intake or recruitment process at Cavalla International University.

All applicants seeking membership into competitive selective organizations (ex: fraternities, sororities, honor societies, and similar organizations) must comply with the following (a) be current students in good academic, financial, and disciplinary standing, (b) have the required minimum cumulative grade point average of 2.7 (CFOS) or 2.85 (NPHC) and (c) are matriculated with a full-time status, having earned at least 30 credit hours at Cavalla International university. **Students who have been issued disciplinary sanctions are ineligible for recruitment for a minimum of (1) one full academic year *after* their probation period expires before they can apply for membership recruitment/intake.**

Transfer students must have earned at least 15 credit hours at Cavalla International University and be classified as a sophomore to participate in a membership intake/recruitment process. All students interested in joining fraternities, sororities, honor societies and similar organizations are required to attend all university sponsored trainings and educational workshops to be eligible and cleared for participation.

Students seeking leadership positions in student organizations must ensure that they satisfy the minimum cumulative GPA requirement of a 2.7 and are current students in good academic, financial, and disciplinary standing with the university. All student organizations are recognized as part of the Cavalla International University Student Association (CIUSA) under the United Association of Student Organizations (UASO). Students participating in *any* recognized student organization/club must maintain a minimum 2.7 grade point average. *Additionally, organizations may have individual, national and/or council constitutional requirements to maintain recognition at the University. Please refer to the organizational or council constitution in order to determine if there are additional requirements (for example: a higher GPA or credit hour requirement).*

### Academic and Professional Organizations

Academic and professional organizations provide useful opportunities and leadership experiences for students in their respective fields. These special interest groups focus on programming and education within their respective disciplines. Departments, schools, and colleges may have additional requirements for membership into these organizations.

### Cultural Clubs and Social Organizations

Cultural clubs and social organizations provide a social outlet for international students and bring U.S. and international students together. These organizations also present programs and seminars about the cultures, traditions, and areas of need in the global community. These groups have open membership.

### Honor Societies

Honor societies have been established in each school and college to recognize and perpetuate excellence in various disciplines. Honor societies aim to promote scholarship and research, encourage a high standard of character, conduct practical application of and recognize high attainment and achievement in their related fields. These groups are typically aligned with a particular department, major and/or field of study and typically have very high GPA and other academic requirements for membership. All honor societies are members of the Honor Society Council (HSC).

### **Religious Student Organizations**

Religious student organizations and choirs involve themselves with civic work, services and social functions and emphasize religious concepts, ideals and beliefs held by each group. Religious student organizations work closely with the office of the Dean of The Chapel in addition to the Office of Campus Life and fall under the Religious Fellowship Council (RFC).

### **State and Regional Organizations**

State and regional organizations encourage social cohesiveness among students from the same geographical location, and motivate students to get involved in campus activities, social action, and community service programs.

### **University-Wide Organizations**

University-wide organizations encompass many areas of campus life, dedicated to serving the entire university and are aligned with specific units and/or university functions. They serve a number of different purposes and appeal to a variety of interests. Membership is open to all students. These groups are typically advised by or have a liaison in the Office of Campus life or a member of the Division of Student Affairs.

### **Fraternities and Sororities**

Fraternities and sororities are organizations with competitive selection procedures and intake/recruitment requirements for membership. They must have an on-campus advisor and a graduate advisor (or an advisor affiliated/appointed by the sectional/regional/national leadership or organization).

### **New Student Organization Petitions and Organization Re-Activation Policy**

Petitions to form a **new organization** open each January and close at the end of March. The next cycle for submission will open in the Spring of 2024. Recognized student organizations must have open membership policies unless they are constitutionally required to be a competitive selective organization **and** have satisfied all Cavalla International University requirements to be recognized with such a designation. All petitions must be submitted to the Office of Campus Life to initiate the recognition process.

The **re-activation** of an inactive recognized student organization occurs annually each academic year, including submission of required documents and attendance at mandatory Campus Life programs.

*DO NOT get involved with unrecognized groups; these are often dangerous and unsafe environments for our students. If you have any questions regarding a group's status, please contact the Office of Campus Life*

Dear CIU,

Congratulations on your acceptance to the illustrious Cavalla International University, an institution committed to excellence, leadership, truth, and service! Each and every one of you has taken the first step into a legacy that is one of a kind. With a timeline so unique and rich in history, it is time for you to start your own.

A new journey ahead may be daunting at first, and trust us, we have all been there. This is a time you should be excited about! There will be experiences and memories that stick with you forever, helping to propel you towards success and connect you to the long list of names a part of the Cavalla International University Legacy. Remember, as you walk down this path of excellence, that you know you are not alone. You are a part of a herd that stays together from beginning to end. There will be times you need a shoulder to lean on, a listening ear, or even just a voice of care. We want you to know that we, alongside your peers, will be there when needed. You have a community of students, alumni, faculty, and administration that will always have your back.

You must stay engaged throughout your time here at Cavalla International and take in all that you can. This can range from the multiple events held by your fellow students or even just utilizing the academic tools and resources within our campus. There will be many opportunities on campus that you should take advantage of during your matriculation through the university. This is the time to fully explore all of what The Cavalla has to offer.

You will be surrounded by powerful voices, and we want you to remember that yours is just as powerful. Use your individuality and authenticity as your strength and not your weakness. Make your presence known in every door you walk through because you worked hard to open it. You are aligned with the many who have walked before you, so it is already set in stone that you will be great at whatever you choose to explore. This is the time to set your foundation so that you can continue to build your life as you envision it. Your visions will come true with dedication and grit, so always dream big.

They say time goes by fast when you are having fun, so remember to enjoy every second. Do what you love and continue to love what you do. Again, welcome to what promises to be the most monumental years of your life here at Cavalla International University.

With utmost respect,

In Truth & Service,

Your Mister & Miss Cavalla International University

## Cavalla International University Student Association Constitution

### **PREAMBLE**

We, the students of Cavalla International University, seeing the necessity to provide for: Broad involvement and adequate representation of all major student segments; A mechanism to speak to the needs of students in the various schools and colleges; Improvement of the channels of communication between the administration, students, and faculty; Effective maintenance of relationships with student government organizations at other institution; A mechanism capable of addressing itself to community concerns; Coordination of an overall thrust for student interests and concerns; And finally and most important, assistance in determining the future direction of the University; do establish this Constitution and its governmental structures to achieve all of these desired goals.

*This article was amended by student referendum in Spring 2024 in accordance with the provisions of the CIUSA Constitution.*

### **Article I General Provisions**

#### **Section 1. Name and Operational Calendar**

The name of this organization shall be the Cavalla International University Student Association (hereafter CIUSA). The elected officers of this organization shall serve in the office on a twelve-month basis from noon on Commencement Day of the year they are elected to noon of the following Commencement Day.

#### **Section 2. Membership**

All students, by virtue of their registration at Cavalla International University are members of CIUSA and shall be subject to this Constitution.

Clause A. The following shall be the members of this Association:

Item 1-The Student Body

Item 2-Policy Board of CIUSA Item 3-Executive Branch  
of CIUSA Item 4-CIUSA Senate\*

Item 5-Undergraduate Student  
Assembly (UGSA) Item 6-Graduate  
Student Assembly (GSA)

Item 7-All Student Councils of schools, colleges, undergraduate, graduate, or professional programs with hundred and fifty (150) students that are not housed in a school or college that presently exists and those that may be established by Cavalla International University Board of Trustees.

*This section was amended by student referendum April 5, 1995, and in Spring 2024 in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum on March 1, 2024, in accordance with the provisions of the CIUSA Constitution.*

#### **Section 3. Definition**

Clause A. The collective union of all student government structure shall constitute the

Cavalla International University Student Association (CIUSA), and not one body or organization within that Association.

Clause B. The Policy Board is that of student government which recommends policy relative to the operation of the overall student government and has the exclusive power of interpreting the Constitution.

Clause C. The Executive Branch of CIUSA shall be composed of a President and a Vice President. The CIUSA President shall serve as the Chief Executive and Official Representative of the Student Body on a University-wide basis.

Clause D. The Undergraduate Student Assembly shall be the central programming body of the Undergraduate Schools and Colleges, and shall serve to develop, maintain, and coordinate joint programs between the member schools and promote firm reciprocal continuance of this relationship after graduation.

Clause E. The Graduate Student Assembly shall be the central programming body of the Graduate Schools and Colleges, and shall serve to develop, maintain, and coordinate joint programs between the member schools and colleges promote firm reciprocal continuance of this relationship after graduation.

*This section was amended by student referendum in Spring 2024 and Spring 2025 in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum on March 1, 2024, in accordance with the provisions of the CIUSA Constitution.*

#### Section 4. Qualifications for the Election of Officers

Clause A. All elected officers to the Executive Branch of CIUSA, members of the Policy Board, Senate, and UGSA and GSA shall meet the following requirements at the time of election and during their term of office:

The candidate must:

Item 1 - Have been a full-time student the semester immediately prior to assuming office. Item 2 - Must be a full-time student during his/her term in office.

Item 3 - Must maintain a grade point average not lower than 2.7 at the time of the election and during his or her term in office. Graduate and Professionals students must maintain the equivalent of good standing based on their school standards.

Item 4 - Must not graduate prior to the completion of their term in office.

Item 5 - Upon certification as a candidate for office, or upon selection as a member of the Policy Board, or for the Office of Attorney General, individuals will be mandated to attend a series of training sessions, to be administered under the authority of CIUSA and the Office of Student Activities, before taking their office: (a) Roberts Rules of Order- All individuals

(b) The Structure, Roles, and Responsibilities of Student Government - All candidates

(c) Programming and Protocol- GSA and UGSA Candidates

(d) Legislative Drafting- CIUSA Senate Candidates

(e) Judicial Processes- CIUSA Policy Board Members

Item 6 - Freshman and transfer students may seek positions not filled in the General Elections during the Special Election held in the Fall, at which time the stipulation that

the candidate must have been a full-time student the semester immediately prior to assuming office will be waived.

*This section was amended by student referendum in Spring 2024 and Spring 2025 in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum on March 1, 2024, in accordance with the provisions of the CIUSA Constitution.*

## Section 5. Elections

### Clause A. Time and Purpose

Item 1- CIUSA Elections shall be held no later than the first Wednesday in the month of April. The candidates for CIUSA President and Vice President, Student Council Officers, Representatives to the Senate, UGSA, GSA, Undergraduate and Graduate Student Trustees, as well as Proposed Referenda and/or Amendments to this Constitution are to be placed on the ballot at that time.

Item 2 - A Special Election shall be held no later than the fourth Wednesday of September to fill vacancies left from the General Election held in the Spring. The election of Freshman or First-Year Class Officers and the placement of Proposed Referenda and/or Amendments on the ballot will take place at this time.

### Clause B. Candidates

Item 1- Candidates for CIUSA President and Vice President shall run together on the same ticket and must be elected together.

Item 2 - Candidates for the CIUSA Presidential and Vice-Presidential tickets must submit a petition of not less than five percent (5%) of the student population for that election semester to the General Elections Commission per that body's instructions before the candidates can be considered duly nominated.

Item 3 - All candidates for any Student Government Office must meet the qualifications specified within this document.

### Clause C. Election Results

Item 1- During the General Election, any candidate receiving fifty one percent or more of the vote cast shall be duly elected.

Item 2- In the event none of the candidates obtains a fifty-one percent (51%) majority vote, a runoff will be held between the top two (2) contenders no later than the second Wednesday in April.

Item 3- During the Run-off Election any candidate receiving a simple majority of the vote cast shall be duly elected.

Item 4- During the General Election, any candidate for UGSA or GSA receiving a majority of the vote cast from their school or college shall be duly elected.

### Clause D. Election of Presiding Officers

Item 1- The election of the Chairperson and Co-Chairperson of the Policy Board, Chairperson and Vice Chairperson of the Senate and the Coordinator and Vice Coordinator of the UGSA and GSA shall take place during their second Transitional Meeting of each respective body. Candidates are required to receive a 2/3 majority vote of incoming members to be duly elected. In the event that a 2/3 majority is not obtained, a runoff between the two (2) top contenders shall be held. The candidate

receiving the majority vote will assume office.

*This section was amended by student referendum October 5, 2024, and again in Spring 2025 in accordance with the provisions of the CIUSA Constitution*

#### Section 6. Transitional Meetings

Clause A. After the Spring General Elections of each the Academic School Year there shall be two (2) Transitional Meetings each of the Policy Board, the Senate, UGSA and GSA, to consist of all incumbent and newly elected members. At these meetings only the incoming members shall be allowed to vote for incoming officers. The incumbent presiding officer shall call and chair the meetings to vote for incoming officers. The incumbent presiding officer shall call and chair the meetings until a new presiding officer is elected and shall chair the First Transitional Meetings of the Senate.

Item 1- Schedule of the First Transitional Meetings:

- (a) UGSA and GSA shall meet separately on the second Tuesday following General Elections
- (b) The Policy Board shall meet the second Thursday following General Elections. (c) The Senate shall meet the second Wednesday following elections.

Item 2- During the First Transitional Meetings, the newly elected members should be briefed concerning duties of the respective offices and activities of the past year. Nominations for the officers of each body shall be entertained and closed at the adjournment of said meeting.

Item 3-Schedule of the Second Transitional Meetings:

- (a) UGSA and GSA shall meet separately on the third Tuesday following General Elections.
- (b) The Policy Board shall meet the third Thursday following General Elections.
- (c) The Senate shall meet on the third Wednesday following General Elections.

Item 4-During the Second Transitional Meeting the election of officers will be held. The briefing concerning the year's activities may continue at this time.

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the CIUSA Constitution.*

#### Section 7. Meetings

Clause A. All CIUSA meetings are to be conducted in accordance with Robert's Rules of Order (Revised)

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the CIUSA Constitution*

### ARTICLE II CIUSA Judiciary

#### Section 1. Membership

*Clause A.* The CIUSA Policy Board shall be a seven (7)-member panel and consist solely of the appointees selected by the CIUSA president from the schools and colleges and approved by the Senate.

*Clause B.* The current CIUSA President shall choose all Policy Board nominees.



During the time of transition, the outgoing CIUSA President shall choose the nominees for vacancies on the Policy Board. All nominees must be confirmed by both the Constitutional Review Committee and the 2/3 of the Senate.

*Clause C.* All members of the CIUSA Policy Board shall serve for a term of one year (Commencement Day at Noon to Commencement Day at Noon). At the end of their tenure, all members must be reconfirmed by the outgoing Senate by the last transitional meeting.

*This section was amended by student referendum March 6, 2024, and March 2, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum March 3, 2024, in accordance with the provisions of the CIUSA Constitution.*

## Section 2. Powers

The CIUSA Judiciary shall serve as the highest judiciary entity in student government, except in those cases where other Student Government structures have priority and/or jurisdiction as indicated within this constitution.

*Clause A.* Shall have the exclusive power to interpret the CIUSA and Student Council constitutions, By-Laws of all CIUSA entities and any legal documents thereof.

*Item 1 -* The Judiciary shall maintain the exclusive power to settle any cases or controversies that arise from this constitution, the constitution of all Student Councils, the By-Laws of all CIUSA entities, and any legal documents thereof. The student body thereof shall be vested with the ability to bring such cases or controversies in the CIUSA Judiciary for judgment. The Judiciary shall maintain the power to settle cases or controversies involving two or more members of the student government including the student councils, both elected and appointed; with the exception of members of the judiciary, so long that the dispute involves the member in their official capacity as an appointed member of the CIUSA Judiciary.

Members of the student body, given that a member of the student government is a party to the case. Entire organs of the Cavalla International University Student Association, including but not limited to the Senate, Executive branch, School and College Student Councils, and the Undergraduate Student Assembly; with the exception of the entire Judiciary excluding any staff members and interns.

*Clause B.* Shall have the power to hear all reports from CIUSA concerning University-wide matters. *Clause C.* Shall have the power to hear all reports from the Senate.

*Clause D.* Shall attend Senate meetings and, should there be items to report, provide a report. *Clause E:* Shall stay abreast with the current Election Code

*Clause F.* Shall record, type, and duplicate the minutes of Judiciary meetings, and make them available to the student body within two days of the meeting should there be no confidential matters discussed.

*Clause G.* Shall stay abreast with the current Student Code of Conduct; and

*Clause H.* Shall serve as peer advisors for students facing disciplinary hearings conducted by the Office of Student Conduct and Community Standards.

*Clause I.* Shall be informed by the Office of Student Conduct and Community Standards

on all potential student Code violations but may take on student cases at their own discretion.

Clause J. Shall perform an act of service per academic school year.

Clause K - Shall have the exclusive power to vote to affirm or negate amendments to the Cavalla International University Students Elections Code as proposed by the Elections Commission

*This section was amended by student referendum March 4, 2024, and March 6, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This Section was amended by student referendum March 10, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This Section was amended by student referendum March 3, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This Section was amended by student referendum April 13, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This Section was amended by student referendum March 30, 2024, in accordance with the provisions of the CIUSA Constitution. After reviewing clause J and K of this section, a typo error was found in the approved referenda by Parliamentarian John-Louis. The parliamentarian officially approved the adding of the amendment without regard to the typo.*

### Section 3. Procedures

The Judiciary shall be required to meet at least once a month. A legally constituted meeting of the Judiciary shall consist of the majority of its voting members being present for its duration.

Clause A. The Chair, and the Vice-Chair, and the secretary of the Judiciary shall be elected from within the ranks of the Judiciary's members. The Chair and the Vice-Chair of the Judiciary shall retain their right to vote.

Clause B. The Chair shall call and chair all meetings of the Judiciary and shall administer the President's oath of office.

Clause C. In the absence of the Chair, the Vice-Chair shall assume all duties and responsibilities of the Chair.

Clause D. Any person seeking judgment from the judiciary in any case or controversy must petition and submit a request to the branch before being granted review. The judiciary, in the interest of efficiency of the body's power, shall maintain the right to accept or deny cases or controversies that have requested the body's review. Any and all business before the judiciary must be approved by a vote of at least 3 members. All opinions and decisions of the body must be adopted and set into law upon a vote of a majority of members present and voting.

Clause E. Special meetings of the Judiciary may be called by the Chair of the Judiciary when they feel that situations and problems dictate the necessity.

Clause F. All meetings of the Judiciary shall be open to the students at large should there be no confidential matters discussed.

Clause G. All students have rights and due process in any hearing or trial proceedings of the CIUSA Judiciary that include:

A right to due process, meaning formal proceedings carried out regularly and in accordance with established rules and principles that do not contain provisions resulting in arbitrary treatment,

A right to be informed of and address the charges against them,

A right to a maximum of two Cavalla international University students to serve as counsel,

An obligation to appear before any properly established proceedings to answer questions and address the charges against them,

An obligation to answer questions truthfully, both verbally and in written communication, an obligation to take an oath or affirmation to abide by the aforementioned obligations.

Clause H. Members of the Judiciary must recuse themselves from proceedings when a conflict of interest arises.

*This section was amended by student referendum in Spring 2023, in accordance with the provisions of the CIUSA Constitution*

*This section was amended by student referendum in Spring 2007 and 2008 in accordance with the provisions of the CIUSA Constitution*

*This Section was amended by student referendum April 13, 2022, in accordance with the provisions of the CIUSA Constitution.*

#### Section 4. Attendance

Clause A. Attendance is mandatory (an alternate of the respective student council may be sent) at all meetings of the Judiciary. All members must be given at least forty-eight (48) hours' notice before the meeting.

Clause B. All members of the Judiciary shall attend appropriate training sessions. These will include the Senate legislative training, Robert's Rules of Order training, another covering the responsibilities and powers of Judiciary Members, and training on the Student Code of Conduct process. The Chairperson may add mandatory training as necessary.

These sessions shall be presided over by the Chairperson of the Judiciary and any other invited experts on this subject matter and shall take place during the transitional period.

*This section was amended by student referendum on March 6, 2008, in accordance with the provisions of the CIUSA Constitution.*

*This Section was amended by student referendum April 13, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This Section was amended by student referendum March 30, 2024, in accordance with the provisions of the CIUSA Constitution.*

### Article III

#### **Executive Branch of CIUSA**

##### **Section 1. The Executive Officers**

The Executive Officers shall be the President and Vice President of CIUSA. The CIUSA President shall not serve more than two (2) consecutive terms in office.

##### Clause A. Duties of the President

Item 1-Shall take the following oath, administered by the Chairperson of the Policy Board on Commencement Day, before assuming the duties of his/her office. "The duties and responsibilities of the President of CIUSA embrace many of the problems and concerns of Cavalla International University and the community at large. In assuming this office, I pledge to direct my efforts, and that of my administration, toward upholding those principals enumerated in the Preamble of the CIUSA

Constitution and to strive for the unity of all people of color around the globe.”

Item 2-Shall present the State of the University Address at the first meeting of the Senate during the Fall semester.

Item 3-Shall coordinate all University-wide activities which directly affect CIUSA. Item

4-Shall call special meetings of the Policy Board if the need arises.

Item 5-Shall sign all requisitions for funds of the Executive Office of CIUSA and the Senate with the Financial Advisor.

Item 6-Shall assemble an executive staff with the approval of the Senate.

Item 7-Shall be charged with the responsibility for the appointment of students to the University- wide Committees of the H.U. Administration.

Item 8-Shall use the executive power vested in him/her to uphold and support the Constitution and Bylaws of CIUSA; shall enforce the rulings of the Policy Board; shall implement the legislation of the Senate and pursue courses of action in the interest of the student body.

Item 9-Shall have the power to sign those bills passed by Senate into law within five business days of their passage.

Item 10-Shall possess the power to veto bills passed by the Senate within five business days of their passage, subject to a potential override. In the event that the President fails to take action on the bill in question within five business days, it will become law.

Item 11-Shall have the power to make executive orders, in those situations where warranted, which can only be overturned by an act of the Policy Board with 2/3 majority. These executive orders will only carry the force of law during the term of office in which that President is elected.

Item 12-The President shall appear once a semester to give the Senate information on the State of the Student Body and recommend to their consideration such measures as the President shall judge necessary.

Item 13- Shall recommend elections administrators with the advice and consent of the CIUSA Senate.

Item 14-Shall have the power to appoint a new Vice President in the event of a vacancy.

Item 15 - Shall be required to perform three (3) acts of community service per academic semester.

*This section was amended by student referendum on October 5, 2004, and again on March 6, 2008, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum on September 30, 2021, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum on March 30, 2023, in accordance with the provisions of the CIUSA Constitution.*

Clause B. Duties of the Vice President.

Item 1 -Shall assist the President in performing the functions of their office.

Item 2-Shall assume all responsibilities of the President in the event of their absence or removal. Item 3-Shall serve as an official member of all committees of the Senate without a vote.

Item 4-Shall be required to provide the Senate with a report on the work of CIUSA Executive on the second Wednesday of each month.

Item 5- Shall ensure that an act of service is performed amongst any department within the CIUSA Executive Branch.

Item 6 - Shall be required to perform three (3) acts of community service per academic semester *This section was amended by student referendum March 3, 2021, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum April 13, 2022, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum on March 30, 2023, in accordance with the provisions of the CIUSA Constitution.*

## Section 2. Executive Staff

Clause A. The Executive Staff shall consist of the following hired by the President with the approval of the Senate.

Item 1-Financial Advisor:

- (a) Shall maintain accurate financial records of the CIUSA Executive Office and Senate funds. (b) Shall work with the President in formulating the budgets for Summer and annual operations if applicable, and present to the Senate for its recommendations and approval.
- (c) Shall submit budget reports every two months to the Senate to receive that body's recommendations and approval.
- (d) Shall assist in educating organizations and individuals on the funding available across CIUSA (e) Shall take proper action before the Senate and/or Student Court if they become aware of improper distribution or use of Student Association funds.
- (f) Shall compile and publicly post all Student Activities

Fee funding. Item 2-Chief of Staff:

- (a) Shall maintain communications and correspondence for CIUSA under the direction of the President (b) Shall maintain the general upkeep of the office of the CIUSA President, (coordination of files, taking messages, etc.)
- (c) Shall maintain a roster of all officers and elected members of CIUSA.
- (d) Shall provide leadership and effective management in all areas of staffing and personnel, project completion, information technology. and development.

(e) Shall be the liaison for department directors and the President and Vice President (f) Shall hold meetings in relation to projects, administrative progress and personnel-related issues (g) Shall hold power to release department directors with approval of the majority of the following group of people: the Executive President, the Executive Vice President, the Executive Staff, and the CIUSA Advisor.

Item 3- CIUSA Executive Cabinet

(a) Must include a director for each of the following departments: **Student Advocacy, Campus Health, Community and External Affairs, Sustainability, Projects & Programs, and Public Relations, in addition to any new department(s) created by and for the current administration.**

(b) All Directors shall be responsible for overseeing their respective department staff and first year associates and develop programming/policy suggestions relevant to the scope of their department for the consideration of CIUSA Executive President.

Clause B. Members of the Executive Staff shall not hold any elected position in CIUSA. *This section was amended by student referendum in Spring 2007 in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum in Spring 2015 in accordance with the provisions of the CIUSA Constitution.*

*This Section was amended by student referendum March 10, 2020, in accordance with the provisions of the CIUSA Constitution.*

*This Section was amended by student referendum April 13, 2022, in accordance with the provisions of the CIUSA Constitution.*

### Section 3. Executive Departments

The CIUSA Executive shall consist of, but not limited to, the following departments: Item 1- Student Advocacy Department

The Director of Student Advocacy:

- (a) The CIUSA Student Advocacy Director will serve as a non-voting member of the Advocacy Committee.
- (b) Shall assist the Executive President and Vice President in University-wide advocacy initiatives.
- (c) Shall manage advocacy staff case workers in the following areas:
  - I. Residence Life, Academic Affairs, General Student Affairs, Underrepresented Students Affairs
- (d) Shall conduct frequent meetings with student advocacy representative from councils and organizations.

Item 2-

Campus

Health Item

3-

Sustainabilit

y

Item 4-Projects & Programs

Item 5- Community and

External Affairs Item 6-

Public Relations

The Director of Public Relations:

- (a) administer and manage all publicity for the Student Association.
- (b) make recommendations concerning the marketing of the Student Association.
- (c) administer and manage all advertising and press relations for the Student Association, both external and internal.
- (d) be informed of and make recommendations on the policies, programs, and operations of the operations of the Division of External Relations; and advise, assist, and coordinate marketing of student organizations where appropriate.
- (e) Ensure all rules and regulations regarding university communication are followed including those in the CIUSA Bylaws

*This section was amended by student referendum April 13, 2022, in accordance with the provisions of the CIUSA Constitution.*

### Section 4. CIUSA Executive President Line of Succession

Clause A. The following shall be the line of succession should the CIUSA Executive President and the CIUSA Executive Vice-President both be unable to discharge their duties.

Item 1. If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a President nor Vice President to discharge the powers and duties of the office of President, then the Senate Chairperson shall act as President.

Item 2. If for some reason the current Senate Chairperson is unable to fulfill the responsibilities, requirements, or qualifications of the CIUSA Executive President, the Senate shall meet and select either the Undergraduate Student Assembly Coordinator or the Graduate Student Assembly Coordinator to become the new CIUSA Executive President. One must attain a 2/3 majority vote in order to be selected.

*This section was amended by student referendum March 6, 2024, in accordance with the provisions of the CIUSA Constitution.*

#### **Article IV Senate Section 1. Membership**

Clause A. The following shall constitute the membership of the Senate:

Item 1- Undergraduate and Graduate students from every school and college of Cavalla International University. Item 2- Representation from the Schools and Colleges shall be based on the formula of two (2) representatives for each school and college regardless of size or enrollment. Furthermore, any school with an enrollment of five hundred (500) students or more will receive one seat for every five hundred (500) students.

Item 3-Vice President of CIUSA

a. The Vice President of CIUSA shall only vote in the event of a tie.

Item 4- All elected Vice Presidents of the University's Local Schools and Colleges Student Councils (Vice Presidents) and Vice President of the Cavalla International University Transfer Student Association and International Pals are to be included as non-voting representatives of the Cavalla International University Student Association Senate

Item 5 – All elected Vice Presidents of the University's Local Schools and Colleges Freshman Councils (Vice Presidents) are to be included as non-voting representatives of the Cavalla International University Student Association Senate

a. As Non-voting representatives, Vice Presidents are not allowed contribute to Quorum. If the college does not have a Freshman Council. The school's executive council will appoint a freshman representative.

c. College Vice-Presidents are required to show up to the Second Wednesday meeting of each month to present a council report to the Senate.

Item 6 – Freshmen Undergraduate Students are entitled to ONE At-Large Senator elected by the respective, to be included as Voting representatives of the Cavalla International University Student Association Senate.

a) As a voting representative, the Freshmen At-Large Senator is allowed to contribute to Quorum.

b) As a voting representative, the Freshmen At-Large Senator may have the same speaking privileges as voting Senators as expressed within the CIUSA Senate Bylaws.

c) If the position remains vacant after the Fall Special Elections, the Senate will release an application declaring one's intent to serve and the whole Senate membership will vote to confirm the Freshman At-Large Senator.

Item 7 - Restrictions to Senate membership are as followed:

a. The CIUSA President & Vice President cannot run for CIUSA Senate while in office.

b. Local college council members and UGSA members are permitted to join the Senate if and only if they are not executive members, directors and/or chairs.

c. Policy board members, GSA members and trustees are not permitted to run for CIUSA Senate while in office.

d. Senators are not allowed to be staff members of CIUSA or hold any other elected position on CIUSA, UGSA, or local school and colleges E-Boards; or be directors or chairs for local schools and colleges; or be Policy Board members; or elected members of GSA; or Student Trustees while in office.

*This section was amended by student referendum on October 5, 2004, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum on March 1, 2011, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum February 28, 2014, in accordance with the provisions of the CIUSA Constitution.*

*This Section was amended by student referendum March 10, 2020, in accordance with the provisions of the CIUSA Constitution.*

*This Section was amended by student referendum March 3, 2021, in accordance with the provisions of the CIUSA Constitution.*

## Section 2. Powers and Responsibilities

The Senate shall be the student government body representing all the Student Councils of schools and colleges established by the Cavalla International University Board of Trustees. Its function is to deal with the issues and concerns of the students collectively, and it shall have the responsibility to exercise all the powers enumerated herein and those not specifically designated to the Policy Board.

Clause A. Shall be responsible for conducting a Constitutional Convention once a semester. The convention shall serve as a place for Senators and authors to officially debate, discuss, and propose referenda.

Item 1-There shall be two (2) times when Referenda may be placed on the ballot: during the General Election in the Spring; and during the Special Election held in the Fall.

Item 2-All Referenda which are reviewed by the Election Committee shall be reported to the Policy Board for informational purposes only.

Item 3-Proposed Referenda, which does not require the approval of the Board of Trustees shall become effective upon two-thirds approval of all who vote.

Item 4 - The Senate shall make all referendum public to the student body a minimum of five (5) days before the election.

Item 5 - The Senate shall publish all voting records of senatorial members within 48-Hours of voting on any respective bill, policy, or recommendation.

i. These public records must remain easily accessible via the CIUSA Senate for the duration of the academic year, as well as any other CIUSA Senate platforms. (such as social media) at the discretion of the Public Relations Committee Chair.

ii. If the CIUSA Senate fails to share the public record within 48 hours, whether for extenuating circumstances or not, they must notify the CIUSA Judiciary for an extension to be approved. Clause B. Shall have the responsibility of ensuring that yearly elections are held at the times designated and has the power to establish guidelines for election procedures where it does not conflict or interfere with that which is mandated by this Constitution. It shall establish an Election Committee whose primary responsibility shall be to enforce the Constitutional guidelines and those established by the Senate.

Clause C. Shall have the power to review and approve the CIUSA budget. Clause D. Shall require reports from all officers and Committee Chairman.

Clause E. Shall provide for functioning of CIUSA on a 12-month basis from noon Commencement Day until noon the following Commencement Day at Noon.

Clause F. Shall have the power to recommend programs to the Executive Office of CIUSA for its execution.

Clause G. Shall have the power of impeachment, to be used in cases of misconduct on the part of the CIUSA President and/or Vice President.

Item 1 - Recommendations from 2/3 of the Senate membership, accompanied by a petition signed by ten percent (10%) of the student population for that given year will be required to move for impeachment.

Item 2 - Investigative hearings shall be held by a Special Investigation Committee established



by the Senate (a.) The committee shall be composed of the following members:

i. Vice-Chairperson, Policy Board

ii. A member of the Policy Board was elected from its ranks by the body.

iii. An Undergraduate member elected from the ranks of the Senate by the body. iv.

A Graduate member elected from the ranks of the Senate by the body.

v. If any of the above people are unable to participate, it will be the responsibility of each of the governmental structures which they represent to select an alternate to

replace him/her at these hearings. (b.) The Special Investigation Committee shall select

one of its members to serve as chairperson. (c.) Hearings shall continue until all pertinent testimony has been given, after which time the Committee shall make its

findings of facts known to the Senate. The Committees shall not make a recommendation in regard to removal from office.

(d.) All members or their designers must be present to hear testimony.

Item 3 - The Senate shall call a meeting to deal exclusively with the report of the Special Investigation Committee and other findings of fact. The defendant will be permitted to

address the body following the committee's report. Following the two presentations, the Senate shall consider and vote on the actual removal of the defendant from office. A 2/3 vote of the Senate shall be required for removal from office.

Clause H- Shall have the power to challenge a Presidential Veto

Item 1- In event of a presidential veto, the Senate can vote at the next regularly scheduled meeting (with quorum) following the issuance of the veto to override it.

Item 2-All veto overrides must have a 2/3 majority vote of the body.

Clause I - Shall have the power to enact and amend any Bylaws, with the exception of those of the Student Court.

*This section was amended by student referendum March 4, 2024, and again in Spring 20257 in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum on March 1, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum September 30, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum April 13, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum March 30, 2024, in accordance with the provisions of the CIUSA Constitution. After reviewing Clause A of this section, a typo error was found in the approved referenda by Parliamentarian. The parliamentarian officially approved the adding of the amendment without regard to the typo.*

### Section 3. Meetings

Clause A. The Senate shall meet on the first and third Wednesdays of every month.

Clause B. Meetings of the Senate shall be open to the student body unless a closed meeting is called by the voting body with 2/3 approval of the voting body.

Item 1 - The Senate shall meet on the first and third Wednesdays of every month. The Senate will have closed meetings on the fifth Wednesday of each month and as needed.

*This section was amended by student referendum October 5, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This Section was amended by student referendum March 10, 2024, in accordance with the provisions of the CIUSA Constitution.*

Clause C. All members of the Senate shall attend two (2) one-hour sessions - One covering Robert's Rules of Order and the other covering the responsibilities and powers

of the Senate. These sessions shall be presided over by the Chairperson of the Senate and any other invited experts on this subject matter and shall take place during the transitional period. One session shall be held at each of the two transitional meetings.  
*This section was amended by student referendum March 6, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum March 1, 2024, in accordance with the provisions of the CIUSA Constitution.*

Clause D. During the official roll call of all CIUSA Senate meetings, the parliamentarian must request that all Senators and the CIUSA VP announce their preferred gender pronouns when they announce their presence during roll call.

Item 1 - "Preferred gender pronouns" refers to a set of pronouns that a person wants others to use when referring to them to accurately reflect their gender identity.

Item 2 - Senators and the CIUSA VP can decline to announce their preferred gender pronouns when it is their time to announce their presence during the official roll call in senate meetings.

Item 3 - Examples of preferred gender pronouns include she, her, hers, he, him, his, they, them, theirs, ze, xe, hir, zir, xem, hirs, zirs, xyrs, etc.

*This section was amended by student referendum September 30, 2024, in accordance with the provisions of the CIUSA Constitution.*

#### Section 4. Responsibilities of a Senator

##### Clause A. Attendance

Item 1 - All members are subject to dismissal after two unexcused absences of the Senate or their designated committee meetings. All members shall be removed after four unexcused absences of the Senate or their designated committee meetings.

##### Clause B. Individual Responsibilities

Item 1 - Each Senator shall be required to author or co-author and submit at least one piece of legislation per year  
Item 2 - Each Senator shall be required to meet with their designated council at the beginning of each semester to discuss their schools needs on a university wide level.

a. In the event that a senator is elected or appointed after the Fall special elections, they are required to meet with their designated council upon induction for the first semester.

Item 3 - Each individual Senator shall be required to perform three (3) acts of community service per academic semester.

*This section was amended by student referendum October 5, 2024, in accordance with the provisions of the CIUSA Constitution*

*This section was amended by student referendum on March 1, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum March 3, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum March 30, 2024, in accordance with the provisions of the CIUSA Constitution.*

#### Section 5. Officers

Clause A- A chair, vice chair, and parliamentarian shall be elected to run all Senate meetings unless otherwise noted in this document.

Clause B-All officers must be elected at the Second Transitional Meeting.

Clause C-All elected officers must be duly elected members of the Senate and cannot be

the CIUSA Vice President.

Clause D-Responsibilities of the Chair

Item 1. The chair shall run all meetings of the Senate.

Item 2. The Chair shall sign all legislation duly passed by the Senate. Item 3. The chair shall have an official vote on the Senate floor.

Item 4. Shall appoint all committee members for Senate Standing Committees and Ad Hoc Committees. Item 5. Shall present the Senate Operating budget to the Finance Committee for Review

*This section was amended by student referendum October 5, 2024, and March 6, 2024, in accordance with the provisions of the CIUSA Constitution*

*This section was amended by student referendum on March 1, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum March 3, 2024, in accordance with the provisions of the CIUSA Constitution.*

## Section 6. Committees

Clause A- The Senate shall have eight standing committees: Finance, General Elections, Constitutional Review, University and External Affairs Committee, Student Advocacy, Public Relations, Oversight and Reform, Lavender Committee.

Item 1. The Elections Committee

a). The Senate Elections Committee shall maintain oversight responsibility of all Elections b). Shall confirm Elections Administrators recommended by the CIUSA President.

Item 2. The University and External Affairs Committee

a). Shall draft resolutions and/or legislation dealing with university policies and current affairs in the university community, and the global community.

b). Shall perform an act of service per academic school year. Item 3. The Student Advocacy Committee

Committee

a). Shall hear the needs and concerns of the student body and act upon them in coalition with the CIUSA Executive Office, UGSA, and GSA.

b). Shall address the needs and concerns of particular groups of students while empowering the student body by educating them about how to rectify some of their various issues.

c). Shall refer non-university wide issues to their specific schools/colleges or UGSA, GSA as they see fit. d). Shall meet with the Director of Student Services at least once a semester to establish a working line of communication, collaborate on any issues affecting the student body, and remain informed on the Office's advocacy efforts.

Item 4. The Constitutional Review Committee

a). Shall focus on issues and legislation concerning amendments to the Constitution and Bylaws, with such amendments pertaining to financial matters jointly shared with the Financial Committee.

b). Shall ensure that amendments passed by the Senate are forwarded to the Elections Committee and placed on the ballot for the next election day.

c). Shall have the power to make grammatical and formatting amendments to the Constitution and Bylaws with a majority vote of the committee.

i. Changes must be reported during the next Senate meeting.

Item 5. The Finance Committee

a). Shall be entrusted with the authority to review and report on the budget and

expenditures of the CIUSA Executive Office and Senate, as well as any and all branches, departments, councils, committees and ancillary organizations of the aforementioned bodies.

- b). The Financial Advisor of CIUSA shall serve as a nonvoting member of the committee.
- c). The Committee will be responsible for the passage of individual program budgets, as they deem necessary.
- d). May subpoena all financial documents and officials of CIUSA, including those mentioned in this document.
- e). Shall have the exclusive power to review all applications for organizational funding and make recommendations for funding to the full Senate.
- f). Shall have the exclusive power to oversee and review the Student Activity Fee, the procedures which govern it, and the distribution thereof and make the necessary recommendation to the full Senate, the CIUSA Executive Office, the Policy Board, appropriate University- Wide Committees, Administrators, and the Board of Trustees.
- g). Shall receive monthly financial reports from the CIUSA Financial Advisor and oversee the approved CIUSA budget.

Item 6. The Public Relations Committee

- a). Inform and bring awareness to the initiatives of the CIUSA Senate
- b). Hold the CIUSA Senate accountable by creating transparency between the body and students
- c). Shall establish a voting record of all Senators, a publication of all proposals, and meeting minutes from general body meetings.
- c). Shall ensure all rules and regulations regarding university communication are followed including those in the CIUSA Bylaws.

Item 7. The Oversight and Reform Committee

- a). Shall be entrusted with the authority to review and report on the function of the CIUSA Executive Office and Senate, as well as any and all branches, departments, councils, committees, and ancillary organizations of the aforementioned bodies.
  - b). Shall have the authority to request the budget and expenditures, meeting minutes, and monthly reports from the aforementioned bodies.
  - c). Shall be composed of four Senators, selected by the CIUSA Senate body, and the CIUSA Senate Chair.
  - d). Shall have the authority to subpoena the budget and expenditures, meeting minutes, and monthly reports from the aforementioned bodies.
  - e). Shall be the hearing body for any impeachment, removal, recall, and censure proceedings.
- Clause B- The Standing Committees shall be required to meet once between each regularly scheduled meeting of the Senate.

Clause C- Each Standing Committee shall consist of no more than twenty percent of the voting membership of Senate.

Clause D- Ad-hoc committees shall be developed as the need arises at the discretion of the chair and the membership of the Senate.

Item 8. The Lavender Committee

- a). The Lavender Committee shall maintain oversight of the LGBTQIA+ community on campus and create legislation that represents them in the best way possible
- b). Shall maintain contact with the LGBTQIA+ organizations on campus for event partnerships and updates.
- c). Shall update the Senate body about the state of the LGBTQIA+ community on campus.
- d). Shall have monthly meetings with the office of Intercultural Affairs and LGBTQ+ Resource Center about LGBTQIA+ matters pertaining to Cavalla International University students.
- e). Shall be responsible for creating a climate survey to be called the Lavender Survey which will collect qualitative and quantitative data on the Cavalla International

University LGBTQIA+ student population (graduate and undergraduate), climate of the student experiences, and their needs.

f). Shall be responsible for creating and publishing an informational report to be called the CIUSA Senate Lavender Report which will comprise of interpreted and consolidated information and data collected from the Lavender Survey.

*This section was amended by student referendum October 5, 2024, in accordance with the provisions of the CIUSA Constitution*

*This section was amended by student referendum on March 1, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This Section was amended by student referendum March 10, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This Section was amended by student referendum March 3, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This Section was amended by student referendum April 13, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This Section was amended by student referendum March 30, 2024, in accordance with the provisions of the CIUSA Constitution.*

## Section 7. Transfer of Power

Clause A. All elected Senators must oversee the peaceful transfer of power between outgoing Senators and incoming Senators.

Item 1-The incoming and outgoing Chairs of the Senate are responsible for holding Senators accountable when they do not fulfill their transfer of power duties.

Clause B. Current Senators elected to the Cavalla International University Student Association Senate will be required to attend all transition meetings and the first Senate meeting of the new body.

Item 1- This obligation is enacted being that the Senators are still Cavalla International University Students. Clause C. Current Executive Board members and committee chairs are required to have a more active role in the transition of power than other Senators.

Item 1 - Executive Board members and committee chairs are required to attend all transition.

Item 2 - Executive Board members and committee chairs shall transfer any email or account information to incoming committee chairs.

Item 3 - Executive Board members and committee chairs shall share all committee meeting notes taken during their tenure as committee chair.

Item 4 - Executive Board members and committee chairs shall attend the first Senate general body meeting if the committee chairs are still Cavalla International University students.

Item 5 - Executive Board members and committee chairs shall send a list of legislation passed within the committee and the executive board to their successors.

*This section was added by student referendum March 30, 2023, in accordance with the provisions of the CIUSA Constitution. After review of Clause B of this section, multiple formatting typo errors were found in the approved referenda by Parliamentarian. The Parliamentarian officially approved the adding of the amendment without regard to the typo.*

*ARTICLE V*

The Undergraduate Student Assembly

We, the Undergraduate Students of Cavalla International University, form this Assembly: to meet the needs of the Undergraduate Schools and Colleges and the community at large; to develop, maintain and coordinate joint programs between the Undergraduate Schools and Colleges; and to promote firm reciprocal continuance of this relationship after graduation.

Section 1. Name and General Function

Clause A. The Undergraduate Student Assembly (UGSA) shall have the responsibility for instituting and implementing programs and affairs which utilize the combined skills of students at the member schools.

Clause B. The UGSA shall have the responsibility for Undergraduate student self-government and will act as an advisory board to supervise, coordinate and implement programs and affairs which utilize the combined skills of students at the member schools.

Clause C. The UGSA shall function on a twelve (12) month basis with the term of office being from noon Commencement Day to the following Commencement Day at noon.

Section 2. Structure, Elections, and Membership

Clause A. Representation of the Undergraduate Schools and Colleges shall be based on the formula of three (3) representatives for each school and college regardless of size or enrollment. *This section was amended by student referendum March 6, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum on March 1, 2024, in accordance with the provisions of the CIUSA Constitution.*

Item 1. Only elected UGSA representatives will be initially considered for an Executive Board Position to include Coordinator, Vice Coordinator, Programming Director, Public Relations Director, Financial Advisor, and Special Projects Manager.

Item 2. Secretary is the only position that will allow a non-UGSA representative to be chosen in the initial round.

Item 3. In the event that all Executive Board positions are not chosen during the first round of selections, a previous UGSA representative will be allowed to apply for any open positions. Clause B. UGSA Board Selection Process

Item 1. The new board will be chosen at the sole discretion of the previous administration's graduating seniors and SLA staff. The SLA staff must include the UGSA Advisor.

Item 2. A meeting of all UGSA elected representatives will be held to give out application instructions with a due date of approximately 1 week after the original meeting.

Item 3. The selection process includes a proposal application (outlining their vision for the new UGSA programming year) from each candidate and the voting committee (Graduating seniors elected to UGSA from the previous election year and SLA staff) will score the presentations.

Item 4. Once scoring for part 1 has been completed then candidates will be contacted for individual interviews with the voting committee.

Item 5. Based on scores from presentations and individual interviews the selection for the new executive board will commence.

a). After initial selections are made and there are any open positions, we will then open

the positions to previous UGSA Representatives to apply the same way the initial application went. b). The selection process should take a maximum of 3 weeks and an additional 1 week if a second round of selection has to happen.

c). Transition meetings MUST take place within a week of new position announcements.

Item 6-The Voting membership of UGSA shall consist of the Vice President of the Student Councils and the representatives, exclusive of the coordinator who shall vote only in case of a tie.

Clause B. Representatives shall be elected in accordance with the CIUSA Constitution. *This section was amended by student referendum in Spring 2024 in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum on March 1, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum April 13, 2024, in accordance with the provisions of the CIUSA Constitution.*

### Section 3. Functions

Clause A. The functions of the Undergraduate Student Assembly shall include the following:

Item 1-To promote programs in the interest of the Undergraduate Schools.

Item 2-To appropriate funds and review expenditures of all funds of UGSA.

Item 3-To determine stipends for officers, committee chairperson, and Vice Presidents for their member Student Councils.

Item 4-To require reports from all officers and committee chairpersons.

Item 5-To expel any Representative if, during his/her term in office, he/she has three consecutive absences from monthly meetings.

Item 6-To establish the criteria for the removal of Representatives. Item 7-To remove the coordinator and/or Vice Coordinator of UGSA:

(a.) A quorum at a regular monthly meeting shall be sufficient to call a Special Meeting of the Voting body of the UGSA with the exclusive purpose of considering and acting upon removal. (b.) 3/4 vote of those voting at a Special Meeting where a quorum is present is sufficient to remove the coordinator and/or Vice Coordinator.

(c.) In the event the coordinator and/or Vice Coordinator are impeached they shall still retain the representative seat for their school or college.

Item 8 - Item 8 - To perform three (3) acts of service per academic semester within any committee, standing or ad hoc.

*This section was amended by student referendum in Spring 2024 in accordance with the provisions of the CIUSA Constitution*

*This section was amended by student referendum on March 1, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum March 30, 2024, in accordance with the provisions of the CIUSA Constitution.*

### Section 4. Officers

The officers of UGSA shall be the Coordinator, Vice Coordinator and Financial Advisor. Clause A. The Coordinator of UGSA

Item 1-Shall chair all formal meetings of UGSA.

Item 2-Shall vote only in case of a tie during an official meeting of UGSA.

Item 3-Shall implement Robert's Rules of Order (Revised) for conducting meetings.

Item 4-Shall issue a Statement of Affairs Report to UGSA and the Undergraduate Schools at the end of each semester.

Item 5-Shall appoint an Administrative and a Recording Secretary with a 2/3 vote of approval of UGSA. Item 6-Shall aid the preparation of the summer and annual budget of UGSA.

Item 7-Shall sign with the Budget Chairperson all requisition for funds of UGSA. Item

8-Shall serve as official spokesman and representative of the UGSA.

Item 9- Shall coordinate and supervise the Executive Office of UGSA.

Item 10-Shall determine office procedures and guidelines with the approval of the Executive Committee. Clause B. The Vice Coordinator of UGSA

Item 1-Shall assist the coordinator in performing the function of his/her office.

Item 2-Shall assume all responsibilities of the coordinator in the event of his/her absence or removal. Item 3-Shall serve as an official member of all Standing

Committees without a vote. Item 4-Shall vote at all UGSA meetings.

Clause C. The Financial Advisor

Item 1-Shall be selected each year from within the UGSA representative voting body by a 2/3 majority vote. Item 2- Shall maintain accurate financial records of UGSA.

Item 3-Shall formulate the budgets for summer and annual operations, with the assistance of the coordinator, to be presented to the body for its recommendations and approval by a 2/3 vote.

Item 4- Shall submit a budget report at each regular monthly meeting of UGSA. Item 5-Shall submit his/her financial records for review to the Budget Committee.

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the CIUSA Constitution*

#### Section 5. Executive Staff

The Executive Staff shall consist of an Administrative Secretary and a Recording Secretary. Clause A. The Administrative Secretary

Item 1-Shall maintain communications and correspondence for UGSA under the direction of the coordinator.

Item 2-Shall maintain the general upkeep of the UGSA offices (coordination of files, taking messages, etc.). Item 3-Shall maintain a roster of all UGSA members.

Item 4-Shall supervise the disbursement of office supplies.

Item 5-Shall record minutes of UGSA meetings when the Recording Secretary is absent.

Clause B. The recording Secretary Item 1-Shall record, type and duplicate the minutes of all official UGSA meetings, and make them available to the UGSA membership.

Item 2-Shall maintain a permanent record of all minutes as corrected. Item 3-Shall be responsible for the communication of all UGSA business.

Item 4-Shall work in close liaison with all Standing and Ad Hoc Committees.

Clause C. The Administrative and Recording Secretaries of UGSA shall not have a vote at UGSA meetings.

#### Section 6. Meetings

Clause A. UGSA shall meet the second Tuesday of each month. A legally constituted meeting shall consist of a majority of its voting members being present for the duration of the meeting.

Clause B. UGSA meetings shall be open to the students at the member schools and colleges unless a closed meeting is called by the voting body with 2/3 approval of the



voting body.

#### Section 7. Committees and Duties

Clause A. There shall be two types of Committees:

Item 1-Standing

(a) Chairperson shall be elected from within the ranks of UGSA Representatives-Officers and Vice President excluded-by a majority vote, except where otherwise noted in this document.

Item 2-Ad Hoc

(a) Chairperson shall be elected from within the ranks of UGSA Representatives-Officers excluded- by a majority vote.

Clause B. There shall be (5) Standing Committees:

Item 1-Public Relations-Shall be responsible for publicizing programs and events, collecting and distributing all communiqués and, finally, to enhance the overall potential of UGSA.

Item 2-Programs-Shall be responsible for the coordination of all UGSA-sponsored affairs and will receive, respond and act upon all requests made by sources external to UGSA.

Item 3-Grievance-Shall receive, hear and resolve any and all problems, including referendum, recall and amendment, existing in the member schools and colleges collectively and/or individually. This committee shall seek out and hear complaints from any student or organization of the member colleges.

Item 4-Budget-Shall manage all financial transactions of UGSA and is authorized to audit the Treasurer's records of any member school on recommendation from the Grievance Committee with 2/3 approval of the voting body. If this case arises, the school whose Treasurer's records are under investigation shall not vote to approve or disapprove the audit of its financial records. The Financial Advisor shall chair this committee.

Item 5-Executive-Shall consist of the coordinator who will chair, the Vice Coordinator, the Financial Advisor and all committee chairmen. It will be responsible for reviewing committee recommendations. It will meet periodically at the coordinator's request to determine the overall State of Affairs of UGSA.

Clause C. All voting members of UGSA shall be required to serve on at least one of the Standing Committees. Clause D. Ad Hoc committees shall be formulated whenever the voting body of UGSA deems it necessary.

*This section was amended by student referendum in Spring 2024 in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum on March 1, 2024, in accordance with the provisions of the CIUSA Constitution.*

#### Article VI

##### **The Graduate Student Assembly**

We, the Graduate and Professional Students of Cavalla International University, form this Assembly to meet the needs of the Graduate and Professional Schools and the community at large: to develop, maintain and coordinate joint programs between the Graduate and Professional Schools; and to promote firm, reciprocal continuance of this relationship after graduation.

### Section 1. Name and General Function

Clause A. The Graduate Student Assembly shall have the responsibility for instituting and implementing programs and affairs which utilize the combined skills of students at the member schools.

Clause B. The GSA shall have the responsibility for Graduate Student self-government and will act as an advisory board to supervise, coordinate, and implement programs and affairs which utilize the combined skills of students or the member schools.

Clause C. The GSA shall function on a twelve (12) month basis with the term of office being from noon Commencement Day to the following Commencement Day at noon.

### Section 2. Structure and Elections

Clause A. Representation from the Graduate and Professional Schools shall be based on the formula of three (3) representatives for each school and college regardless of size or enrollment.

Item 1- There shall be a Coordinator of GSA. This person shall be selected each year from within the GSA representative voting body by a 2/3 majority vote.

Item 2- There shall be a Vice Coordinator of GSA. This person shall be selected from within the GSA representative voting body by a 2/3 majority vote.

Item 3- Student Council Vice Presidents cannot seek nor occupy the position of Coordinator, Vice Coordinator, or chairperson of a Standing Committee.

Item 4- The Programs Director for the CIUSA Executive Office shall attend the meetings of the GSA for the coherence of the programming entities of CIUSA.

Item 5- All voting members shall be required to serve on at least one of the standing Committees. Item 6- The Voting membership of GSA shall consist of the elected representatives, exclusive of the coordinator who shall vote only in case of a tie. Clause B. Representatives shall be elected in accordance with the CIUSA Constitution.

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the CIUSA Constitution*

*This section was amended by student referendum on March 1, 2011, in accordance with the provisions of the CIUSA Constitution.*

### Section 3. Functions

Clause A. The functions of the Graduate Student Assembly shall include the following:

Item 1- To promote programs in the interest of the Graduate and Professional Schools. Item 2- To appropriate funds and review expenditures of all funds of GSA.

Item 3- To determine stipends for officers, committee chairpersons, and Vice Presidents for their member Student Councils.

Item 4- To require reports from all officers, and committee chairpersons.

Item 5- To expel any Representative if, during his/her term in office, he/she has three consecutive absences from monthly meetings.

Item 6- To establish the criteria for the removal of Representatives.

Item 7- To remove the coordinator and/or Vice Coordinator of GSA:

(a.) A quorum at a regular monthly meeting shall be sufficient to call a Special Meeting of the Voting body of the GSA with the exclusive purpose of considering and acting upon removal. (b.) 3/4 vote of those voting at a Special Meeting where a quorum is present is sufficient to remove the coordinator and/or Vice Coordinator.

(c.) In the event the coordinator and/or Vice Coordinator are impeached they shall still retain the representative seat for their school or college.

Item 8 - To perform two (2) acts of service per academic semester within any

committee, standing or ad hoc.

*This section was amended by student referendum in Spring 2024 in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum on March 1, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum March 30, 2024, in accordance with the provisions of the CIUSA Constitution.*

#### Section 4. Officers

The officers of GSA shall be the Coordinator, Vice Coordinator and Financial Advisor.

Clause A. The Coordinator of GSA

Item 1-Shall chair all formal meetings of GSA.

Item 2-Shall vote only in case of a tie during an official meeting of GSA.

Item 3-Shall implement Robert's Rules of Order (Revised) for conducting meetings.

Item 4-Shall issue a Statement of Affairs Report to GSA and the Undergraduate Schools at the end of each semester.

Item 5-Shall appoint an Administrative and a Recording Secretary with a 2/3 vote of approval of GSA.

Item 6-Shall aid the preparation of the summer and annual budget of GSA.

Item 7-Shall sign with the Budget Chairperson all requisition for funds of GSA. Item 8-Shall serve as official spokesman and representative of the GSA.

Item 9- Shall coordinate and supervise the Executive Office of GSA.

Item 10-Shall determine office procedures and guidelines with eth approval of the Executive Committee. Clause B. The Vice Coordinator of GSA

Item 1-Shall assist the coordinator in performing the function of his/her office.

Item 2-Shall assume all responsibilities of she Coordinator in the event of his/her absence or removal. Item 3-Shall serve as an official member of all Standing Committees without a vote. Item 4-Shall vote at all GSA meetings.

Item 4-Shall vote at all GSA meetings.

Clause C. The Financial Advisor

Item 1-Shall be selected each year from within the GSA representative voting body by a 2/3 majority vote. Item 2- Shall maintain accurate financial records of GSA.

Item 3-Shall formulate the budgets for summer and annual operations, with the assistance of the coordinator, to be presented to the body for its recommendations and approval by a 2/3 vote.

Item 4- Shall submit a budget report at each regular monthly meeting of GSA. Item 5-Shall submit his/her financial records for review to the Budget Committee.

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the CIUSA Constitution*

#### Section 5. Executive Staff

The Executive Staff shall consist of an Administrative Secretary and a Recording Secretary. Clause A. The Administrative Secretary

Item 1-Shall maintain communications and correspondence for GSA under the direction of the coordinator.

Item 2-Shall maintain the general upkeep of the GSA offices (coordination of files, taking messages, etc.). Item 3-Shall maintain a roster of all GSA members.

Item 4-Shall supervise the disbursement of office supplies. Item 5-Shall record minutes of GSA meetings when the Recording Secretary is absent.

Clause B. The recording Secretary Item 1-Shall record, type and duplicate the minutes of all official GSA meetings, and make them available to the GSA membership.

Item 2-Shall maintain a permanent record of all minutes as corrected. Item 3-Shall be responsible for the communication of all GSA business.

Item 4-Shall work in close liaison with all Standing and Ad Hoc Committees.

Clause C. The Administrative and Recording Secretaries of GSA shall not have a vote at UGSA meetings.

## Section 6. Meetings

Clause A. GSA shall meet the second Tuesday of each month. A legally constituted meeting shall consist of a majority of its voting members being present for the duration of the meeting.

Clause B. GSA meetings shall be open to the students at the member schools and colleges unless a closed meeting is called by the voting body with 2/3 approval of the voting body.

## Section 7. Committees and Duties

Clause a There shall be two types of Committees:

Item 1-Standing

(a.) Chairperson shall be elected from within the ranks of GSA Representatives-Officers and Vice President excluded-by a majority vote, except where otherwise noted in this document.

Item 2-Ad Hoc

(b.) Chairperson shall be elected from within the ranks of GSA Representatives-Officers excluded- by a majority vote.

Clause B. There shall be (4) Standing Committees:

Item 1-Public Relations-Shall be responsible for publicizing programs and events, collecting and distribute all communiqués and, finally, to enhance the overall potential of GSA.

Item 2-Programs-Shall be responsible for the coordination of all GSA-sponsored affairs and will receive, respond and act upon all requests made by sources external to GSA.

Item 3-Budget-Shall manage all financial transactions of GSA and is authorized to audit the Treasurer's records of any member school on recommendation from the Grievance Committee with 2/3 approval of the voting body. If this case arises, the school whose Treasurer's records are under investigation shall not vote to approve or disapprove the audit of its financial records. The Financial Advisor shall chair this committee.

Item 4-Executive-Shall consist of the coordinator who will chair, the Vice Coordinator, the Financial Advisor and all committee chairmen. It will be responsible for reviewing committee recommendations. It will meet periodically at the coordinator's request to determine the overall State of Affairs of GSA. Clause C. All voting members of GSA shall be required to serve on at least one of the Standing Committees. Clause D. Ad Hoc committees shall be formulated whenever the voting body of GSA deems it necessary.

## Article VII

### The Cavalla International University Undergraduate Student Councils

### **Section 1. Name and Operational Calendar**

Each undergraduate school or college will have its own student council to address the needs and concerns of students. The elected officers of each respective council shall serve in office on a twelve- month basis from noon on Commencement Day of the year they are elected to noon of the following Commencement Day.

### **Section 2. Membership**

Clause A: The following shall be members of every student council:

Item 1- The Executive Board

(E-Board) Item 2- Executive

Staff

Item 3- Freshman Councils: only applicable for schools or colleges with established Freman

Student Councils Item 4- Interns

Item 5-

UGSA

Reps Item

6- Royal

Court

Item 7-

CIUSA

Senate

### **Section 3. Executive Board**

Clause A. The Executive Board shall be composed of the Executive President, Executive Vice- President, Executive Secretary, and the Executive Treasurer.

Clause B. Executive President

Item 1- The President shall serve as the official head of their respective school or college student body and shall represent it in all matters affecting its interest, welfare, and jurisdiction.

Item 2-The President shall be the presiding officer at all regular and special sessions of the Council and the E-Board. Item 3- Shall assemble an Executive Staff with the approval of the Executive Board and the Chief of Staff

Item 4-The President shall have the power to cast the deciding vote in E-Board and Departmental Meetings in case of a tie vote.

Item 5-Shall sign requisitions for funds for their council with

Executive Treasure Clause C. Executive Vice President

Item 1-Shall assist the Executive President in the performance of her or his duties.

Item 2- In case of illness, temporary inability, or absence of the President, the Vice President shall fulfill the duties of that office.

Item 3- Shall be responsible for attending at least one Senate meeting a month as a non-voting member.

Item 4- Shall be allowed to send a proxy on their behalf. Only either an appointed or elected member of their constituency.

Item 5- Shall approve meeting minutes.

Item 6 - To host at least three (3) acts of service with any member(s) serving on the councils within that academic semester.

Clause D. Executive Treasure

Item 1- The Treasurer shall keep an official record of all income and expenditures of the Council and shall be responsible for all incoming and outgoing financial

communications.

Item 2- The Treasurer shall submit to the Council and CIUSA Senate Finance Committee monthly financial reports and a complete yearly financial report at the last meeting of the academic year. Item 3- The Treasurer shall be responsible for soliciting funds including, but not limited to, acquiring corporate sponsors.

Clause E. Executive Secretary

Item 1- The Secretary shall keep the minutes of all E-Board, Departmental Meetings, and General body meetings.

Item 2- The Secretary shall prepare and keep current, a codification of all amendments, resolutions, and other official actions of the Council which may be subject to review by the Council.

Item 3- The Secretary is responsible for all incoming and outgoing correspondence and internal communications of the Council.

Item 4- Shall publish a monthly report to their respective student body summarizing the activities of the council for that month.

*This Section was amended by student referendum March 30, 2024, in accordance with the provisions of the CIUSA Constitution. After reviewing the referenda written by former Sen. Naylor of the College of Arts and Sciences, a typo error was found in the approved referenda by Parliamentarian John-Louis. The parliamentarian officially approved the adding of the amendment without regard to the typo.*

#### Section 4. Elections

Clause A. All elected officers shall meet the following requirements at the time of election and during their term of office.

Item 1- The candidate must have been a full-time student at Cavalla International University the semester immediately prior to assuming office.

Item 2- Must be a full-time student during his or her term of office.

Item 3- Must possess a 2.7 cumulative grade point average before assuming office.

Clause B. All Cavalla International University Student Council general elections shall be no later than the commencement of Spring Recess and the candidates for the Student Council Executive Board, Undergraduate Assembly Representative, as well as ratification of any proposed referenda and/or amendments to the Constitution shall be placed on the ballot at that time.

Clause C. a Special Election shall be held no later than the fourth Wednesday of September to fill any vacancies left from the General Election held in the spring of the previous academic year. The election of COAS and SOB Student Council Freshman Officers and the placement of proposed referenda and/or amendments on the ballot will take place at this time.

#### Section 5. Transitional Meetings

Clause A. Transitional Meetings will begin before or on the 2nd week after the election of the new council.

Clause B. All new Executive Board members will need to meet with the current council members weekly until the end of the spring semester. At these meetings, the new council members will shadow, ask questions, and receive any and all necessary information to provide the smoothest transition possible.

Section 6. Vacancies

Clause A. In the event of a vacancy on the Undergraduate Student Council Executive board, and the time of special elections having passed, vacancies will be filled through the means of an appointment. Appointments will be decided upon by the remaining Executive board members, Council advisor, and CIUSA Senate.

Section 7. Meetings

Clause A. Undergraduate Student Councils shall hold general body meetings as seen fit by the Executive Board

Clause B. Undergraduate Student Councils shall hold a minimum of one town hall during the fall and spring semester open to the student body of their respective school.

Clause C. All meeting minutes from general body meetings and town hall shall be taken by the Executive Secretary and made public to the student body no later than 5 business days after the conclusion of the meeting/townhall.

Section 8. Freshman Councils

Clause A. The undergraduate school student councils have the right to form a freshman council or board.

Clause B. The Freshman Board shall be comprised of (4) elected students who are first-year students and shall include the Freshman President, Freshman Vice President, Freshman Treasurer, Freshman Secretary.

Clause C. Freshman President

Item 1- Shall be the leading advocate for freshmen from their respective school or college  
Item 2- Shall lobby the Executive Board for sponsorship of Freshmen Board initiatives and programs  
Item 3- Shall submit budget proposals for initiatives and programs to the Executive Treasurer

Clause D. Freshman Vice President

Item 1- Shall assist the Freshman President in the performance of her or his duties.  
Item 2 - Shall be responsible for the overview of an execution of an act of service per academic school year.

Clause E. Freshman Treasurer

Item 1- Shall be responsible for drafting budget proposals for the Freshman Board  
Item 2- Shall assist the Freshman President in negotiating budget proposals with the Executive Treasurer

Clause F. Freshman Secretary

Item 1- Shall be responsible for taking notes at meetings for the Freshman Board  
Item 2- Shall be responsible for submitting reports on behalf of the Freshman Board to the Chief of Staff for review.

Section 9. Impeachments

Clause A: Any member of the Executive Board or student may file a charge of impeachment against a member of the Executive of their respective school if they

Item 1: Eggregiously fails to perform her or his duties.

Item 2: Shows clear apathy and disregard for her or his respective position in a way that negatively impacts the student body.

Item 3: Violates and is found responsible of the Cavalla International University Student Code of Conduct  
Clause B: The student or member of the Executive Board must create a petition and garner 5% of the total population signatures of their respective school in order to start the impeachment proceedings. The student must file

a formal written request of removal from office detailing the offense in which the Executive board member has committed; the request shall be submitted to CIUSA Senate, Judiciary Board, the Executive Board, and SLA.

Clause C. Once the Senate has received the formal request for removal from the office, a meeting will be held to discuss the charges. A 2/3rd majority vote is required by the Senate to proceed with impeachment procedures. Furthermore, if the vote passes to proceed with the impeachment process, the accused Executive board member will be suspended from their role until the impeachment proceedings have concluded. The Executive Board member next in line will take on the duties and responsibilities of the suspended member.

Clause D. If the Senate votes in favor of proceeding with impeachment, an Ad-hoc committee will be created and consists of the following 7 members:

Item 1- Three members from CIUSA Senate; Excluding Senators from the school or college in which the accused Executive Board member is from.

Item 2- Two members from the Judiciary Board  
Item 3- One member from CIUSA Executive

Item 4- One elected Student Trustee: Undergraduate or Graduate

Clause E. The Ad-Hoc committee will listen to the evidence presented by the complainant that is related to the charge. The Executive Board member will have an opportunity to present their defense. Both sides will have an opportunity to call and question witnesses. After the evidence from both sides has been presented, the committee vote in which a majority vote is required to impeach or acquit the Executive Board member.

Clause F. The Ad-Hoc committee shall publish a report summarizing the impeachment hearing and their conclusions to CIUSA Senate, Judiciary Board, SLA, and the general student body.

#### Section 10. Student Council Constitutions

Clause A. All Undergraduate Student Councils are required to write and publish their own Student Council Constitution. The Student Council Constitution must align with the official Cavalla International University Student Association (CIUSA) Constitution.

Clause B. All Student Council Constitutions must be updated yearly by the elected E-Board for that academic semester. Any changes made to the Student Council Constitution must be reviewed and approved by the CIUSA Senate Constitutional Review Committee (CRC).

#### *ARTICLE VIII*

##### The Cavalla International University Royal Court Section 1. Name and General Function

Clause A. The Cavalla International University Royal Court shall have the responsibility for instituting and implementing programs and affairs which utilize the combined skills of students at the member schools.

Clause B. Mr. and Miss Cavalla International University shall function on a twelve (12) month basis with the term of office being from noon Commencement Day to the following Commencement Day at noon.

Clause C. Schools and Colleges Kings and Queens shall function on a twelve (12) month basis with the terms of office being from the time of the Commencement Day to the following Commencement Day. coronation beginning their reign to the following



coronation of the next royal court's reign.

Clause D. The functions of the Cavalla International University Royal Court shall include the following:

Item 1- To serve as ambassadors for all colleges, schools, and the Cavalla International University At large Item 2- To serve as a positive representation for the Cavalla International University both internally and externally Item 3- To promote programs in the interest of the student body at large.

Item 4- Assisting with campaigns and initiatives promoted by Cavalla International University. Item 5- To instill and uphold morale and spirit on campus.

Item 6 - To host at least three (3) acts of service with any member(s) serving on the court within that academic semester.

*This Section was amended by student referendum March 30, 2024, in accordance with the provisions of the CIUSA Constitution.*

## Section 2. Structure, Elections, and Membership

Clause A. Representation from the royal court shall be based on the formula of 2 representatives from each of the Undergraduate Schools and Colleges.

Item 1- There shall be a Royal Court Coordinator. The coordinator shall be selected on the basis of an interview conducted by The Royal Court Advisor, Mr. and Miss Cavalla International University, and the Outgoing Coordinator. Interested candidates will apply through HU Communications for the position and will be selected before the start of the forthcoming academic year.

Item 2- There shall be a Mr. and Miss Cavalla International University. These people shall be both elected and selected to serve in their positions. These positions shall be elected by a majority vote based on a full 51% from the undergraduate and graduate student bodies. These positions will be selected from the remaining areas of competition which include interviews. The interview consists of Pageant Representative, SLA Representative, Cavalla International Administrator, Director of Admissions, and the Royal Court Advisor. portfolio, the Mr. and Miss Cavalla International University pageant, and coordinator/advisor score, which collectively totals the remaining 49%.

Item 3- There shall be a Mr. and Miss School of Education. These persons shall be both elected and selected to serve in their positions. These positions shall be elected by a majority vote based on a full 51% from the undergraduate and graduate student bodies from the respective college.

Item 4 - There shall be a Mr. and Miss Freshman. These people shall be both elected and selected to serve in their positions. These positions shall be elected by a majority vote based on a full 51% from the undergraduate and graduate student bodies limited to 1st-year transfer students who have under 15 credits from Cavalla International and freshmen. Clause B.

For the selection process, candidates will adhere to the elections code set forth by the elections commission.

Item 1- All pageants will be completed by the first (1st) week of April. All winners are confirmed on the night of the final pageant (Mr. and Miss Cavalla International Pageant).

Clause C. The election portion of the Mr. and Miss Cavalla International process will be based on a majority of a maximum of a 51% score. 51% will be proportionate to the number of students who vote across all schools and colleges. (Ex: Out of a total of 100

students, Candidate 1 received 60 votes, Candidate 2 received 40 votes - therefore Candidate 1 would receive 30.6 percentage points towards their final score that include the selection score, while Candidate 2 would receive 20.4 percentage points towards their final score)

Clause D. The election portion of the Mr. and Miss Schools and Colleges process will be based on a majority of a maximum of a 51% score. 51% will be proportionate to the number of students who vote across all schools and colleges. (Ex: Out of a total of 100 students, Candidate 1 received 60 votes, Candidate 2 received 40 votes - therefore Candidate 1 would receive 30.6 percentage points towards their final score that include the selection score, while Candidate 2 would receive 20.4 percentage points towards their final score)

Clause E. The selection process will be composed of the remaining 49% grand total broken down into the following categories.

Item 1- Interview (20%)

Item 2 - Portfolio (13%)

Item 3 - Mr. and Miss Cavalla International

University Pageant (11%) Item 4:

Coordinator/Advisor Score (5%)

Clause F. In the event of a vacancy for a Mr. or Miss on Royal Court, the vacancy will be filled according to Section 5.

Item 1 - There shall be one (1) Royal Court Liaison selected as the representative for the Graduate schools. This liaison should be elected by the Graduate Student Body. The Graduate student body will vote for five (5) candidates, who will be interviewed and selected to serve as the liaison. The interview will be conducted by the Royal Court council. The Royal Court council consists of Mr. Cavalla International University, Miss Cavalla International University, the Royal Court Coordinator, and the Royal Court Advisor.

### Section 3. Meetings

Clause A. Royal Court shall meet on the second and fourth Thursday of every month. A legally constituted meeting shall consist of a majority of its members being present for the duration of the meeting.

### Section 4. Officers

Clause A. Mr. and Miss Cavalla International University

Item 1 - Must attend all mandatory Royal Court events.

Item 2 - Must fill Platform through means of programming.

Item 3 - Must actively work to be a positive role model for the constituency as well as

the rest of the Royal Court Item 4 - Must familiarize Themselves with basic Cavalla International University policies and procedures and be knowledgeable of the history of the University including the Alma Mater and the history of Mr. & Miss Cavalla International University Item 5 - Must be available upon request for special events as

coordinated and/or approved by the advisor

Item 6 - Must be accessible to the following Cavalla International University

Committees that include but are not limited to the Convocation, Charter Day,

Commencement Ceremony, CIU Week, and Homecoming Committees

Clause B. Mr. & Miss Freshman

Item 1 - Must attend all mandatory Royal Court events.

Item 2 - Must collectively be responsible for the planning and implementation of (1) community service project for the Freshman class.

Item 3 - Assist advisor(s) and Mr. & Miss Cavalla International University in the

implementation of programs and activities Item 4 - Participate in all activities and special events in which the Coordinator or Advisor deems necessary Item 5 - Must complete Recruitment Project

Item 6 - Must do a minimum of 5 hours per week in the Royal Court

Office Clause C. Mr. & Miss of Schools or Colleges

Item 1 - Must attend all Royal Court events.

Item 2 - Must have an introductory meeting with the Executive board of your student council, highlighting your platform to create strategic plans for platform implementation to be accomplished Item 3 - Must complete Recruitment Project

Item 4 - Must fill platforms through various events and community project's role.

#### Section 5. Appointments

Clause A. In the event of a vacancy on the Royal Court, and the time of special elections having passed, vacancies will be filled through the means of an appointment.

Appointments will be decided upon by the Royal Court advisor, the Royal Court coordinator, and Mr. and Miss Cavalla International University collectively.

Item 1- Appointments for the role of Mr. and Miss Freshmen shall only be given to persons of freshmen classification. Item 2- Appointments for the roles of Mr. and

Miss of the schools and colleges shall only be given to persons of sophomore and junior classifications, and the individuals appointed may be current students at any undergraduate school or college.

Item 3- For appointments of the roles of Mr. and Miss Cavalla International University please refer to Section 14: Succession Plan

Item 4- Appointments for the role of an executive staff member shall be decided upon by the Royal Court advisor, the Royal Court coordinator, and Mr. and Miss Cavalla International University collectively.

#### Section 6. Succession Plan

Clause A. If a member of the Royal Court is removed, or cannot fulfill his/her responsibilities, the first runner-up will be designated to step into the role of the Mister and/or Miss. In the event that a runner-up is not available, an attendant for that position will be appointed by Mr. and Miss Cavalla International University, the Royal Court Coordinator, and the Royal Court Advisor, collectively as outlined in Section6: Appointments.

#### Article

#### IX

#### Finance

The Cavalla International University Student Association is entrusted with the coordination of an overall thrust for student interests and concerns and assisting in determining the future direction of the University. As such, the CIUSA Executive and Senate hereby establish the following policies and procedures regarding CIUSA finances.

*This section was amended by student referendum in Spring 2024 in accordance with the provisions of the CIUSA Constitution.*

#### Section 1. Source

The Cavalla International University Student Association shall be funded by seventy-four and two fifths' percent (74.4%) of the Student Activity Fee paid annually by each full-time student and any acceptable contributions. (a) The Student Association must raise student body funds through the Student Activities Fee (b) The Student Activities

Fee is \$155 for each full-time undergraduate or graduate student enrolled in Cavalla International University

(i) The whole amount of this fee is to be assessed during the Fall semester each year unless it is a bill introduced to the Senate floor passes a  $\frac{2}{3}$  vote approving a split collection.

## Section 2. Allocations

The Student Activity Fee shall be apportioned in the following manner:

Clause A. Each year eleven (11 %) of the student activities fee shall be divided by the total number of Graduate and Undergraduate students. That number shall then be used as the Individual Student Allocation or ISA. Each Student Council shall receive SAF appropriations not to exceed an amount equal to the ISA multiplied by their respective number of enrolled students. The number of students enrolled in each college/school shall be divided proportionally to 11%.

Item 1-All Student Councils must submit their budgets to the Senate Finance Committee in order to receive their SAF appropriations.

Clause B. Twenty percent (20%) shall be allocated to UGSA and two and five percent (5%) shall be allocated to GSA.

Clause C. Thirteen percent (13%) shall be allocated to the Senate as follows:

Item 1- Twelve percent (12%) to be utilized for the development and execution of university-wide programs.

Item 2- One percent (1%) shall be allocated to the Senate for the Operations of the Judiciary and the Senate. Clause D. Three and one-half percent (3.5%) shall be allocated to the CIUSA Executive Office.

Item 1- These funds are to provide for the following:

(a) Office supplies and equipment

(b) General Expenditures

Clause E. Six percent (6%) shall be allocated for the CIU Yearbook for each full-time student. Clause F. Two percent (2%) shall be allocated for Intramural Sports.

Clause G. Eighteen percent (18%) shall be allocated for the Hired Student Leaders Fund.

Clause H. Three and one-half percent (3.5%) shall be allocated to the Cavalla International University Royal Court.

*This section was amended by student referendum in Spring 2024 in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum on September 30, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum on April 13, 2024, in accordance with the provisions of the CIUSA Constitution.*

## Section 3. Student Activities Fee Committee Source and Authority

Clause A. Eighteen percent (18%) of the Student Activities Fee shall be allocated to the office of the Vice President for Student Affairs, for support of the University Center, University-wide activities, Residence Halls, Special Programs, Student Newspaper (Hilltop) Intramural and Recreational Activities.

Clause B. The Student Activity Fee Committee (SAFC) shall be the ultimate authority regarding the collection, allocation, distribution, and impoundment of the eighteen percent (18%) of the SAF allocated to the office of the Vice President of Student Affairs.

*This section was amended by student referendum in Spring 2024 in accordance with the provisions of the CIUSA Constitution*

*This section was amended by student referendum on September 30, 2024, in accordance with the provisions of the CIUSA Constitution.*

*This section was amended by student referendum in April 13, 2024, in accordance with the provisions of the CIUSA Constitution.*

Section 4: Student Activities Fee Committee Membership

Clause A. The Chair of the SAFC will be the Vice President of Student Affairs.

Clause B. The Vice President of Student Affairs may appoint two university administrators to serve on the SAFC.

Clause C. All other members of the SAFC will be selected by the CIUSA Executive with the advice of the Senate and the Cavalla International University Vice President of Student Affairs. The final decision regarding an appointment will be left to the CIUSA President. The remainder of the SAFC membership will consist of the following: (i.)

Four Non-Elected Undergraduate Students

(i.i) Two Non-Elected Graduate Students

(Iii.) The Chairman/Chairwoman of the Senate Finance Committee (iv.) Two Academic Professors

(v.) Two Elected Student

Government Leaders (vi.) One

Elected Graduate Student

(Vii.) One Non-Traditional Student (as defined by legislation)

Item 1- The CIUSA Executive will provide three students to serve as committee staff members for the SAFC. *This section was amended by student referendum in Spring 2024 in accordance with the provisions of the CIUSA Constitution*

Section 5: Requirements of the SAFC Chair

Clause A. The Vice President of Student Affairs shall provide the SAFC with all pertinent documentation when allocating SAF resources.

Clause B. The Vice President of Student Affairs will consult the SAFC when allocating significant portions of the student activities fee granted him/her by the CIUSA constitution.

Clause C. The Vice President for Student Affairs will provide the SAFC with a written explanation as to why SAF resources are being utilized.

Clause D. If two thirds of the SAFC disagrees with the allocation of funds and the Vice President of Student Affairs still insists on allocating said funds, he/she can do so; however, a written report must be submitted to the CIUSA Senate explaining the necessity for the allocation.

*This section was amended by student referendum in Spring 2024 in accordance with the provisions of the CIUSA Constitution*

Section 6: Requirements of the SAFC

Clause A. SAFC is mandated to meet at least twice a month. Effective School Year 2024-2025, the first

meeting of each session shall take place no later than the second week of the academic year. Clause B. The SAFC may develop their own bylaws regarding the collection,

allocation, and distribution of SAF resources; however, those bylaws must be approved by the Senate and Board of Trustees.

Clause C. All meetings of the SAFC shall be open to the public and cannot be closed for any reason. Therefore, meetings of the SAFC shall be publicized and should be held in a venue that can reasonably accommodate the public.

*This section was amended by student referendum in Spring 2024 in accordance with the provisions of the CIUSA Constitution*

Section 7: Constitutional Mandate

All structures within CIUSA must abide by this Constitution to be entitled to any allotment of the student activities fee.

Section 8: Legislative Authority

Those subjects not explicitly discussed in this section of the constitution are left to the Senate and Board of Trustees for action.

*This section was amended by student referendum in Spring 2024 in accordance with the provisions of the CIUSA Constitution.*

*ARTICLE X*

Hired Student Leaders

Stipend positions are housed within the Office of the Vice President for Student Affairs to compensate students for their work. Thus, the following policies and procedures shall govern the hiring and payment process of all student's stipend through the Student Activity Fee.

Section 1. Apportioning of Hired Positions

Clause A: The apportioning of hired positions of each student leadership organization shall be governed by the following provisions.

Item 1- The number of hired student leader positions is established by the Office of the Vice President for Student Affairs.

Item 2- Each student leadership organization shall be allocated a minimum of hired positions as follows:

- i. 9 each for Hilltop and CIU Yearbook,
- ii. 5 each for CIUSA Executive, UGSA, and Undergraduate Student Councils,
- iii. 4 each for Elections Commission, GSA and Graduate Student Councils,
- iv. 3 each for CIUSA Senate, and
- v. 2 for the Cavalla International University Royal Court.

a) These allocations shall be further delineated in Section 3 of this Article.

b) This shall serve as the default apportioning of hired positions for each new term.

Item 3- CIUSA Senate reserves the right to determine the reallocation of vacant positions to student leadership organizations.

a) At the beginning of each term, student leadership organizations needing more positions should make the request known to CIUSA Senate.

a) As CIUSA Senate approves student leadership organization budgets at the start of the term, Senate shall also approve the reallocation of vacant positions to student leadership organizations. b) The Senate reserves the right to refuse to reallocate vacant positions.

c) A 2/3 vote is necessary to approve the reallocation of vacant positions for the term. d) This reallocation will only stand for one term at a time; at the start of a term, the list of positions as delineated in Section 3 shall govern the apportioning of positions.

e) Reallocation of vacant positions should not prematurely allocate seats that may be filled later in the term via special elections.

Section 2. Pay Rates

Clause A: Pay rates shall be established to ensure fair and uniform compensation of student leaders through stipends. The following policies and procedures shall govern the

establishment of these pay rates.

Item 1-These pay rates will be percentages of the Central Stipend Budget specific to a position type. Item 2- Uniformity between pay rates will be established between positions with similar workloads, especially as delineated by the CIUSA Constitution.

a) Students in the same position and working for the same constituency type shall have equal pay rates, as delineated by Section 3 of this Article.

Item 3-Those who serve graduate, undergraduate, and university-wide constituencies shall have increasingly higher pay rates, as delineated by Section 3 of this Article.

Item 4- Pay rates of positions not delineated in this Article shall be determined by CIUSA Senate, in accordance with the guidelines set forth in this Article.

Item 5-The total of all pay rates in a given term shall not exceed 100%.

Item 6-If CIUSA Senate reallocates vacant positions to student leadership organizations, as detailed in Article VII, section 2, Clause G, the pay rates of the reallocated positions summed with the pay rates of filled positions, as outlined in proposed Article VIII, shall not total more than 100%.

### Section 3. Delineation of Hired Student Positions and Pay Rates

Clause A. The following table shall govern the hiring and payment of student leaders.

Clause B. In accordance with the policies and procedures detailed in this Article, CIUSA Senate may make adjustments to the apportioning of hired positions on a term-by-term basis.

Clause C. In accordance with the policies and procedures detailed in this Article, if CIUSA Senate makes adjustments to the apportioning of hired positions, Senate may also make adjustments to the pay rates delineated in this section, on a term-by-term basis.

Clause D. At the start of a new term, this table shall be the default regardless of the adjustments made in the previous term.

*This section was amended by student referendum on September 30, 2024, in accordance with the provisions of the CIUSA Constitution.*

### Section 4. Stipend Report

Clause 1. All students compensated using Student Activity Fee must complete and submit a written report to the Office of the Vice President for Student Affairs detailing the work completed in the pay period.

Clause 2. Failure to submit this report shall result in the relinquishment of compensation for that pay period.

Clause 3. If a student leader is deemed by the Office of the Vice President for Student Affairs to not have completed their duties and responsibilities detailed by the CIUSA Constitution, compensation for that pay period shall be relinquished.

## ARTICLE XI

### Amendments

#### Section 1. Procedures for Amending the Constitution

Clause A. Amendment to this Constitution shall be originated by 2/3 vote at two (2) consecutive meetings of the voting body or the Senate (absolute). After this process, the Senate shall then propose amendment, or amendments placed on ballot to be approved by a 2/3 majority of those students voting in a University-wide Referendum.

Existing Articles VIII and IX will become IX and X, respectively.

*This Section was amended by student referendum March 10, 2020, in accordance with the provisions of the CIUSA Constitution.*

*ARTICLE XII*

Enactment of This Constitution Section

1. Constitutional Approval

Clause A. This constitution shall be considered enacted if approved by 2/3 majority vote of those students voting in a University-wide Referendum.

Item 1-Once enacted, this Constitution shall be the governing document of CIUSA and become subject to evaluation on a semester basis by the Constitutional Review Committee of CIUSA Senate.

**Existing Articles VIII and IX will become IX and X, respectively.** *This Section was amended by student referendum March 10, 2020, in accordance with the provisions of the CIUSA Constitution.*

\* All references to the CIUSA Senate are now imputed to the CIUSA Senate.

*FRATERNITY AND SORORITY AFFAIRS*

Official recognition of fraternities and sororities may be conferred by the Vice President for Student Affairs upon the recommendation of the Office of Campus Life, which will serve as the sponsoring university unit for all recognized fraternities or sororities. Each fraternity, sorority, honor society and/or similar organization is expected to maintain membership in one of the member organizations of the Council of Fraternal Organizations, as applicable: National Cavalla Council (NPHC) and the Council of Independent Organizations (CIO). All officially recognized fraternities, sororities, honor societies and similar organizations are required to abide by all applicable university and governing council rules and regulations, including, but not limited to, The Cavalla International University Student Code of Conduct; Cavalla International University Policies Applying to Campus Activities, Organizations, and Students; Cavalla International University Student Alcohol Policy; and The Cavalla International University Policy on Sexual Harassment. In addition, each fraternity, sorority, honor society (if applicable), similar organization or CFO organization classified as *OPEN MEMBERSHIP* with a membership intake/induction process must annually file a current certificate of liability insurance coverage (*naming Cavalla International University as an additional insured*) with the Office of Campus Life.

There is a fifty (50) new-member limit for member organizations of the CFO and a fifty (50) new- member limit for NPHC organizations participating in the membership intake/recruitment process. Organizations in compliance with their respective international requirements, governing councils and Cavalla International University policies reserve the right to select any number of new members within, but not exceeding, the indicated University limit.

Cavalla International University follows a **deferred recruitment cycle** during the Spring semester of each academic year for the National Cavalla Council. Organizations associated with the Council of Independent Organizations are permitted to conduct recruitment in the Fall and Spring semesters.

**Joint Greek Council**

The Joint Greek Council (JGC) shall serve as the advisory body/governing body to the Office of Campus Life in the development of policies, initiatives and programs related



to the community of recognized fraternities, sororities, honor societies and similar organizations at Cavalla International University. The JGC shall provide recommendations to enhance and promote the self-governance of the fraternity and sorority community at Cavalla; it shall serve as the peer review board for new and petitioning fraternal organizations seeking expansion (*refer to expansion policy*); it shall have representatives serve on judicial and administrative review boards for member organizations and it shall be a forum for community building and outreach for the fraternities, sororities, honor societies and similar organizations at Cavalla International University. The CFO serves as the governing council for all fraternities, sororities, honor societies and similar organizations not recognized by the National Pan- Hellenic Council.

*\*The member organizations of the National Cavalla Council serve as ex-officio members on the council of fraternal organizations with the exception of the President of the National Cavalla council who shall serve as a voting member of the CFO.*

#### **Member Organizations of the Joint Greek Council (JGC)**

- COUNCIL OF INDEPENDENT ORGANIZATIONS (CIO)
- NATIONAL CAVALLACOUNCIL (NPHC)
- LOCAL BASED COUNCIL (LBC)

#### **National Cavalla Council**

The National Cavalla Council was organized on May 10, 1930, at Cavalla International University. The Council is composed of nine (9) organizations and promotes interaction, engagement, and exchange of information through cooperative programming and collaborative initiatives for its affiliate organizations. Many of the National Cavalla Organizations were founded at Cavalla International University. Membership intake occurs only in the spring semester for National Cavalla organizations.

The following fraternities and sororities are recognized National Cavalla Organizations at Cavalla International University:

- Alpha Kappa Alpha Sorority, Inc. (Alpha Chapter)
- Alpha Phi Alpha Fraternity, Inc. (Beta Chapter)
- Delta Sigma Theta Sorority, Inc. (Alpha Chapter)
- Iota Phi Theta Fraternity, Inc. (Alpha Tau Chapter)
- Kappa Alpha Psi Fraternity, Inc. (Xi Chapter)
- Kappa Alpha Psi Fraternity, Inc. (Theta Tau, Intermediate Chapter)
- Omega Psi Phi Fraternity, Inc. (Alpha Chapter)
- Phi Beta Sigma Fraternity, Inc. (Alpha Chapter)
- Sigma Gamma Rho Sorority, Inc. (Alpha Phi Chapter)
- Zeta Phi Beta Sorority, Inc. (Alpha Chapter)

All members of the CHC-Cavalla International University Chapter Executive Board must possess and maintain a cumulative 2.85 g.p.a at the time of election and throughout the tenure of office to be considered a member in good standing. A 2.85 cumulative grade point average is necessary to be eligible to apply for membership into any of the member organizations of the NPHC-Cavalla International University Chapter.

**All organizations recognized as a fraternity, sorority, honor society or similar organization must attend and participate in the activities of its respective council.**

### **Programming for Selective Organizations**

All organizations that fall under this section are expected to have programming that will have a positive impact on the campus of Cavalla International University.

- i. Each organization must email the Office of Fraternity and Sorority Affairs their programming calendar for the academic school year.
- ii. Events must be approved by the Office of Fraternity and Sorority Life through the designated method.
- iii. Organizations must adhere to Greek Assessment Plan in conducting programming.
- iv. Fraternity and Sorority Life will have sole discretion on the manner in which an organization conducts their programming.
- v. If an organization does not follow the policy and guidelines as outlined by the Office of Fraternity and Sorority Life, the organization will be subject to disciplinary action consistent with but not limited to the sanctions enumerated in the Adjudication Process section of this handbook.

### Selective Organization Assessment

- i. All organizations that fall under this section are required to submit an overview of all programs, initiatives, workshops, and milestones participated in throughout the academic year. The chapters will be assessed based on the Office of Fraternity and Sorority Life's designated scoring rubric.
- ii. Each chapter must score a passing grade on the Greek Assessment Plan to remain in fully active status for the next school year.
- iii. Chapters that do not score at least a passing score for two out of three consecutive years will risk losing their recognition here at Cavalla International University.

\* See Cavalla International University Greek Assessment Profile outlines and policy guide for specific rubric and assessment information.

### Fraternity & Sorority Affairs Expansion/Extension Plan

Expansion involves inviting inter/national fraternities and sororities to establish chapters on campus and is encouraged when a need exists and is recommended by the National Cavalla Council (NPHC), the Professional Fraternal Council (PFC), Independent Fraternal Council (IFC) or the Local Based Council (LBC). This recommendation/approval must be made in combination with the Fraternity & Sorority Affairs Expansion Committee which consists of six (6) members: Coordinator of Fraternity & Sorority Affairs, Executive Director of Campus Life, Vice President of Student Affairs, CIUSA President, Graduate Assistant of Fraternity & Sorority Affairs (if applicable), and the president of the Governing Council that is expanding.

\* *Please see Section V for guidelines governing expansion for the Honor Society Council (HSC).*

### Criteria for Expansion Consideration

- Interest as shown through the number of prospective members.
- Membership status of current fraternities and sororities
- University enrollment trends

*Please Note:*

- *Cavalla International University will not recognize new local-based fraternities, sororities and/or similar groups as members of the Fraternity & Sorority Community.*
- *Expansion for a Fraternity, Sorority or Similar Organization is not automatic. Expansion must be approved by the Fraternity & Sorority Affairs Expansion Committee. "Campus crashing," or forming a group of interested students without the approval of the office of Campus Life, or by the (Inter)/National Office will not be tolerated.*
- *Checklist referenced in Extension/Expansion Plan may vary based on Fraternity & Sorority Council affiliation, (Inter)National Organization, and/or University standards. Additionally, the checklist may include specifics relevant to situation, circumstance, or history.*

When it is determined that a new group is needed to strengthen the Fraternity & Sorority Affairs Community at Cavalla International University, the procedures outlined below will be followed. The purpose of these procedures is to ensure expansion of Fraternity & Sorority letter organizations (fraternities and sororities), honor societies and/or similar organizations occurs in a manner which includes a carefully developed plan conducive to the educational mission of Cavalla International University and to provide specific guidance and support for new fraternities, sororities, honor societies and/or similar organizations. This provides maximum opportunity for successful chartering and a meaningful and rewarding experience for the students within the Fraternity & Sorority community.

All fraternities, sororities, honor societies and/or similar organizations seeking to charter a chapter or reorganize a latent charter on the Cavalla International University campus after June 1, 2016, shall be required to follow the procedures set forth by this policy. All fraternities and sororities, honor societies and/or similar organizations must be recognized by a governing council (NPHC, PFC, IFC, HSC, LBC).

#### **I. Procedures for Expansion**

The Fraternity/Sorority/Similar Organization expansion can be initiated in one of three ways:

- Through receiving a formal new student organization petition for recognition by a group of interested students
- Through a formal expansion plan approved by a Fraternity & Sorority Affairs Governing Council (CPHC, CFC, CFC, CBC, CSC) and the Fraternity & Sorority Affairs Expansion Committee, or
- Through reviewing a formal petition for recognition by a group coming off a disciplinary loss of university recognition

Procedures for Recognition by a group of interested students.

*(Defined as a group of students expressing an interest in becoming a Fraternity & Sorority-Lettered Organization or Honor Society)*

1. Prior to initiating contact with potential new student members, the group must submit a formal request for expansion in writing to the Office of Campus Life.
2. The Fraternity & Sorority Affairs Expansion Committee would meet to

- determine if expanding the particular Council is appropriate.
3. Schedule a meeting with the Coordinator of Fraternity & Sorority Affairs to discuss expectations, policies and procedures, etc.
  4. Upon approval from the Fraternity & Sorority Affairs Expansion Committee, the group of interested students will submit the information requested in Section II to the Director of Campus Life for review/approval.
  5. The (Inter) National Fraternity/Sorority will be invited to make an on-campus presentation to the Fraternity & Sorority Affairs Expansion Committee, Governing Council and Fraternity & Sorority Community.
  6. Following the various presentations, evaluations will be collected for review by the Fraternity & Sorority Affairs Expansion Committee.
  7. A decision will be made within 72 business hours to invite or not invite the (Inter) National fraternity/sorority to charter a chapter of interested students at Cavalla International University. The Governing Council will provide a checklist of expectations for the chosen organization.
  8. Cavalla International University will recognize no more than one fraternity and sorority per Governing Council as a group of interested students/chartering group at any one time. Therefore, the council will not be allowed to expand further until the group of interested students has become a chartered chapter, has disbanded, or has fulfilled their national standards to reorganize a latent charter.

#### Procedures for formal expansion requested by a Fraternity & Sorority Governing Council

1. Determine need for expansion.
2. The council executive board must first gain approval from the individual active Chapters within its Council and the Fraternity & Sorority Affairs Expansion Committee to begin expansion.
  - a. Discussion will begin in the Governing Council meeting.
  - b. Each organization in the Council will discuss the expansion in their next business meeting and report back to the council executive board.
3. If expansion is approved, the Coordinator of Fraternity & Sorority Affairs will send letters of inquiry to applicable organizations that have expressed interest in establishing a chapter at Cavalla International University. Consideration should be given to fraternities or sororities who previously had a chapter at Cavalla international University.
4. Interested organizations must submit a formal request for expansion to the Office of Campus Life.
5. Interested organizations must submit information requested in Section II to the Director of Campus Life for review by the Fraternity & Sorority Affairs Expansion Committee.
6. The Fraternity & Sorority Affairs Expansion Committee must then review information and select 2-3 groups from the groups that applied to be invited to make an on-campus presentation to the Fraternity & Sorority Affairs Expansion Committee, Governing Council and Fraternity & Sorority Community.
7. The fraternities or sororities making an on-campus presentation will meet prior to the various presentations with the Coordinator of Fraternity & Sorority Affairs to discuss expectations, policies and procedures, etc.
8. Following the various presentations, evaluations will be collected for review for the Fraternity & Sorority Affairs Expansion Committee and a decision will be made on whether or not to invite an organization to Cavalla international University.

9. If a (Inter) National fraternity/sorority is invited to charter a chapter or a group of interested students at Cavalla international University, the Coordinator of Fraternity & Sorority Affairs will provide a checklist\* of expectations to the selected organization.
10. Cavalla international University will recognize no more than one fraternity and sorority per Governing Council as a group of interested students/chartering group at any one time. Therefore, the council will not be allowed to expand further until the group of interested students has become a chartered chapter, has disbanded, or has fulfilled their national standards to reorganize a latent charter.

Procedures for an organization reorganizing or coming off disciplinary loss of university recognition. Meet with the Coordinator of Fraternity & Sorority Affairs to discuss possible reorganization and receive a list of criteria to be met in consideration of returning to Cavalla international University as an active chapter.

*The criteria must include, but are not limited to:*

- a. Reasons why the chapter became inactive on campus, and when.
  - b. How the issue(s) have been addressed
  - c. How the group has cleared any debts or circumstances still incomplete from when previously on campus (if applicable)
  - d. A new chapter advisor, which shall not have been affiliated with the chapter in any way at the time of loss of recognition.
  - e. No involvement from the members who were involved in the incident.
2. Submit information requested in Section II to the Assistant Director of Campus Life for review by the Fraternity & Sorority Affairs Expansion Committee.
  3. If approved, the (Inter) National Fraternity/Sorority will be invited to make an on-campus presentation to the Fraternity & Sorority Affairs Expansion Committee, Governing Council and Fraternity & Sorority Community.
  4. A decision will be made on whether or not to invite the (Inter) National fraternity/sorority to reorganize a chapter at Cavalla international University. If invited to reorganize a chapter, the Governing Council will provide a checklist\* of expectations for the chosen organization.
  5. Cavalla international University will recognize no more than one fraternity and sorority per Governing Council at any one time. Therefore, the council will not be allowed to expand further until the group of interested students has reorganized a chapter, has disbanded, or has fulfilled their national standards to reorganize a latent charter.
  6. If invited to return, the organization will be placed on probation for a minimum of one (1) semester.
    - a. The fraternity or sorority must meet all (Inter) National requirements, participate in all Fraternity & Sorority Affairs sponsored events, and receive no disciplinary sanctions.
    - b. If a chapter has previously been suspended by the University, and then is found responsible for further disciplinary actions, the organization may be expelled.

**II. Materials to be included in the petition for a group of interested students/reorganizing group.**

1. Letter of interest/support from (Inter) National Fraternity & Sorority headquarters.

2. Logistical Information
  - a. Name of fraternity or sorority
  - b. Founding date
  - c. Current number of undergraduate chapters
  - d. Current number of undergraduate members
  - e. Average chapter size
  - f. Number of chapters closed in the last five years and reasons for closing.
  - g. Membership costs: new member, initiation fees, regular dues, etc.
  - h. Nearest alumni/graduate chapter
  - i. If a group is returning to campus, describe the following:
    - i. History at Cavalla international University
    - ii. Reasons why the chapter became inactive on campus, and when.
    - iii. How the issue(s) involved have been addressed
    - iv. How the group has cleared any debts or circumstances still incomplete from when previously on campus (if applicable)
3. Inter/National Headquarters Values, Policies and Publications
  - a. A description of the organizational values and founding principles
  - b. A description or diagram of the governance structure at the chapter and the inter/national levels.
  - c. Constitution (Inter/National and local if applicable)
  - d. Risk Management
4. Chapter Development
5. Membership Development
  - a. Hazing policy
  - b. Membership discrimination policy
  - c. Membership education policy and program (New Member Education Program)
  - d. Recruitment/Membership intake policy and program
6. Additional Information
  - a. A copy of the organization's Certificate of Insurance
  - b. Letter of intent from the Inter/National Headquarters Expansion Chairperson
  - c. Petition Form
  - d. Letter of intent from the On-Campus Advisor
  - e. A student organization Advisor Agreement Form

All items above, plus any additional information should be put into a packet which follows the format specified and be sent to:

Cavalla  
international University  
Cavalla University Center

[info@callauniversity.edu](mailto:info@callauniversity.edu)  
n

**Suggested Expansion Time Frame** (*approximate time frame; subject to change*)  
**Recruitment Cycle Prior Semester-** The Fraternity & Sorority Affairs Expansion Committee meets to determine which councils will accept expansion packets and which will not; after the vote is complete, the Director of Campus Life will begin taking packets during the Fall semester.

***\*Packets will not be reviewed until the spring cycle of New Student Organization Petitions.***

All packets by petitioning organizations must be submitted and completed in the format previously outlined. Incomplete packets will not be considered.

- The Fraternity & Sorority Affairs Expansion Committee will meet to review submitted packets and select organizations for presentations.

October

- Selected groups will present to the Fraternity & Sorority Affairs Expansion Committee and to the current chapter members of the Fraternity & Sorority community.
- The Fraternity & Sorority Affairs Committee will have a final meeting and decide which organization(s) to bring to campus. The committee reserves the right to decline consideration of a group for any reason, and the decision is final.

Once expansion is approved, the New Student Organization Petition will be submitted to CIUSA, Executive Director of Campus Life and the Office of the Vice President for Student Affairs for final approval.

#### Statement on Informational/Rush Meetings:

If an international organization is eligible for expansion (*no previous restrictions from policy breaches and governing council open for expansion*) it may hold two general informational/rush meetings in order to build interest on campus, as well as see which students may want to be a part of their organization if they expand to our university. Any meetings of this kind **MUST** be coordinated by a designated national officer and **NOT** the group of interested students on campus. ***Also, it must be clearly stated at the meeting that there is no guarantee that because there is an interest that the organization will be approved to expand on campus.*** University Officials must be invited to, and allowed to attend, all informational meetings. This designated group of interested students is prohibited to act as an organization affiliated with the national fraternity or sorority and will not be recognized as a student organization at Cavalla international University nor engage in any activities restricted to recognized fraternities/sororities. There are to be no officers of the group, nor events held in the group's name. Any initiation or new member education of members of the group of interested students violates the expansion policy and subjects the (inter)national organization to a minimum of two years of ineligibility to expand at Cavalla international University.

### III. Recruitment/Intake

According to Campus Life policy, the following recruitment/intake procedures must be followed:

**Intake Requirement:** All organizations that fall under this section are expected to have intake every academic year unless:

- Organization is not in good standing with the university. This could be but is not limited to:
  - Frozen status.
  - Suspended.
  - Unsatisfied financial obligations to the University.

All other statuses that are deemed to be not in good standing by Fraternity and Sorority Life.

- The Office of Fraternity & Sorority Life believes the after a holistic review of the totality of the circumstance chapter cannot fulfill or manage intake.
- National/ Local Organization or Organization's advisor does not authorize intake.
- Office of Fraternity and Sorority Life exercises discretion in unique circumstances.

\*Failing to conduct intake without an approved exception is grounds for the organization to be subject to disciplinary action.

1. There will be NO summer or winter break recruitment or intake meetings.
2. There will be NO summer, winter or spring break initiations of interested students whose information was gathered at the end of the academic semester.
3. All interested students must have GPA information verified through Campus Life to ensure that they meet university academic standards and their (inter)national and/or local chapter organization's academic standards for membership recruitment/intake.
4. Students must complete university-wide membership education and anti-hazing workshops and a designated number of community service hours required by Campus Life prior to membership intake. Once students attend the university-wide membership education and anti-hazing workshops they will have four (4) semesters of eligibility to join a competitive/selective organization, including fraternities and sororities. If a student attends the Fall 2023 workshops, they will be eligible for membership intake for Fall 2023, Spring 2024, Fall 2024, and Spring 2025. After the four (4) semesters have expired and the student has not joined a competitive/selective organization they will have to attend the workshops again as the laws and policies around the issue of hazing and the practices for hazing prevention and education change frequently and want to ensure that our students are provided relevant and up-to-date information.
5. All interested students will undergo a Student Code of Conduct review by the Director of Campus Life to determine eligibility.
  - a. Students who have not undergone an academic and judicial review by the Office of Campus Life will be subject to further judicial sanctions by the Dean of Campus Life. If it has been determined that a Chapter has knowingly initiated a member without prior review, that Chapter will then be subject to sanctions from the Coordinator of Fraternity & Sorority Affairs, inclusive of possible suspension.
6.
  - a. Students who have been issued disciplinary sanctions are ineligible for a minimum of (1) one full academic year AFTER their probation period expires before they can apply for membership recruitment/intake.
  - b. Students who have an open judicial sanction are ineligible for membership recruitment/intake.
  - c. Students who are found in violation of the Student Code of Conduct and have been accepted for membership recruitment/intake AND/OR are participating in the process may be declared ineligible depending on violation, circumstance, and severity.
  - d. Students who have been suspended for disciplinary reasons are ineligible.
  - e. The Chapter On-Campus and Graduate Advisor will be notified of all students with any disciplinary history.
7. All students must be in good standing (academic, disciplined and financial) with the university to be eligible.

#### IV. Chartering Procedure

1. Organizations selected to expand or reorganize must meet the following criteria:
  - a. Recruit and maintain at least 5 full-time, Cavalla international University undergraduate and/or graduate students.
  - b. Representatives must attend all Governing Council meetings and all members are strongly encouraged to participate in every facet of the



- Fraternity & Sorority Affairs community.
  - c. Secure the support of a faculty/staff advisor.
  - d. The chapter advisor should attend all meetings of the group and scheduled meetings for advisors by Campus Life.
  - e. The group must abide by the Council of Fraternal Organizations (CFO), governing council, Inter/National and University policies, regulations, and guidelines.
  - f. The group must remain a group of interested students for at least one fall or spring academic semester and have achieved five (5) members to receive recognition, within 1 academic year.
  - g. Organizations not fulfilling obligations can petition the Fraternity & Sorority Affairs Expansion Committee for an extension. If an extension is not granted, the organization can petition for another opportunity after two (2) years.
2. All fraternities/sororities, honor societies and similar organizations will be expected to maintain Minimum Standards for student organizations at Cavalla international University.

#### Chapter Recognition

1. Membership in a Governing Council (CPHC, CFC, CFC, CSC and CBC) of the Council of Fraternal Organizations (CFO) is required of any fraternity/sorority, honor society and similar organization to be considered part of the Cavalla international University Fraternity & Sorority Community.

#### V. Honor Society Council (HSC) Expansion Policy:

1. Interested University Departments and/or (Inter) National Organizations must submit a formal request for expansion to the Office of Campus Life.
2. Interested University Departments and/or (Inter) National Organizations must submit information requested in Section II to the Assistant Director of Campus Life for review by the Fraternity & Sorority Affairs Expansion Committee.
3. If a (Inter) National Organization is invited to charter a chapter or a group of interested students at Cavalla international University, the Coordinator of Fraternity & Sorority Affairs will provide a checklist\* of expectations to the selected organization.
4. Cavalla international University will recognize no more than one Honor Society as a group of interested students/chartering group at any one time. Therefore, the Honors council will not be allowed to expand further until the group of interested students has become a chartered chapter, has disbanded, or has fulfilled their (inter) national standards to reorganize a latent charter.

*Cavalla international University is committed to supporting a vibrant and strong fraternity/sorority/similar organization community through a collection of outstanding chapters that support and live their respective values. We believe that this can best be achieved through partnerships with (Inter)National organizations, alumni advisors, individual chapters and the University. Greek Affairs can play a positive role in the development of students throughout their college years through values-based organizations, with the support and assistance of the University.*

#### STUDENT ORGANIZATIONS ADJUDICATION PROCESS

Discipline may be imposed upon a recognized student organization in accordance with

these procedures and following the filing of a complaint with the Office of Student Activities alleging that the organization does not meet, or has violated, one or more of the applicable regulations set forth in the recognition policy and/or the following University policies: the CAVALLA INTERNATIONALUNIVERSITY STUDENT CODE OF CONDUCT; CAVALLA INTERNATIONALUNIVERSITY POLICIES APPLYING TO CAMPUS ACTIVITIES, ORGANIZATIONS, AND STUDENTS; CAVALLA INTERNATIONALUNIVERSITY STUDENT ALCOHOL POLICY; and the CAVALLA INTERNATIONALUNIVERSITY POLICY ON SEXUAL HARASSMENT.

- 1) The Office of Student Activities holds the final authority for the administration of the adjudication process.
  - a) **FORMAL PROCESS:** Following the receipt of a written complaint, the Office of Student Activities will notify the president and chapter advisor of the accused organization. In the event of a serious allegation, which impacts the organization and the campus community, the University, preferably in conjunction with the campus advisor, may impose suspension of all chapter activity, pending investigation. The Campus Governing body having jurisdiction for the member group(s) will be notified as appropriate. The Office of Student activities seek to limit fact-finding into any complaint to thirty days but reserves the right to extend or reduce the fact-finding time- frame, as appropriate.
  - b) **NOTIFICATION OF CHARGES** sustained through fact-finding or admission of guilt, will be communicated to the organization president, the campus advisor(s), and the (inter)national executive office (if applicable). Written notification of the judgment/determination and any sanctions will be communicated to the organization president, the advisor(s), and the (inter)national executive office following the completion of the process.
  - c) **SANCTIONS:** If it is determined that an organization does not meet, is responsible and/or has violated, one or more of the aforementioned standards and/or regulations, one or more of the following sanctions may be imposed:
    1. **WARNING:** Warnings can be formal and/or informal and will be accompanied by a written notice to the organization that continued or repeated violations may be cause for more severe disciplinary action. Additionally, the warning will provide or suggest a reasonable time frame for corrective action. If that action is not taken in the time frame by the organization, further sanctions may be invoked or levied against the organization.
    2. **EDUCATIONAL OR RESTORATIVE ACTION:** Any sanction issued that may include a verbal or written apology, required workshops or training programs, community service hours, restitution, fines, and/or any other such action to change behavior and/or enact positive change within the individual member, chapter, organization, campus or greater community.

3. **PROBATION:** Probation will be for a specific period of time. It may include terms, conditions, and restrictive action including a time frame for corrective action by the organization. If any term or condition is not met/satisfied in a timely fashion, or any violation of restrictive action occurs, further sanctions may be invoked or levied against the organization.
4. **SUSPENSION OF OFFICIAL RECOGNITION:** The suspension shall be for a specific period of time during which some and/or all actions and activities of the chapter/organization previously sponsored/approved by the University may be suspended, and all University rights and privileges pertaining to official recognition may be revoked. For Fraternal organizations, the undergraduate chapter, working with the local Alumni(ae) chapter, will be required to submit a written plan for corrective action to be taken by the chapter in order to meet the standards established. Conditions may be placed upon the suspension.
5. **WITHDRAWAL OF OFFICIAL RECOGNITION:** (In the case of withdrawal of Official Recognition, such sanction must be recommended by the Director of Student Life and Activities.) Upon withdrawal of official recognition, the organization will lose all rights and privileges pertaining to such status including, without limitation, the right to participate in any University sponsored events as an organization and/or to use the University name, brand or any other form of University branded, affiliated and/or trademarked material.
6. **REFERRAL TO OTHER OFFICES:** If, based on the outcome of the Adjudication Process the Office of Student Life determines it is possible that individual members of the organization may have engaged in conduct that violates the Student Code of Conduct, Title IX Policy, or any other policy of the University, the Office of Student Life may refer the matter to the appropriate office for adjudication.

d) *APPEALS PROCESS:*

1. A formal written statement indicating the grounds for the appeal, the supporting facts related to the grounds for appeal and the requested corrective action must be submitted within five (5) working days of receipt of sanction notification.
2. Grounds for appeal include:
  - a) Procedural Error  
An appeal request will be granted when an important procedure leading up to or during the original hearing was ignored or so flawed that the hearing was not fair and impartial.
  - b) New Evidence  
An appeal request will be granted when relevant new evidence has surfaced that could materially affect the decision or finding of the Hearing Panel/Hearing Officer. This evidence must be produced and substantiated

or documented and it is required that proof be provided that this information was not available at the time of the hearing.

c) Disproportionate Sanction

An appeal request will be granted when the sanction levied against the responsible party is manifestly unjust because it is overtly disproportionate to the offense.

3. Judgments issued by the Governing Judicial Board may be appealed to The Office of Student Activities within five working days by presenting a letter of appeal to the Director of the Office of Student Activities. The appeals process will be conducted in a timely manner.
4. Judgments issued after administrative review may be appealed in writing to the Director of Student Life and Activities, within five working days, with a copy to the Office of Student Activities.
5. Where the recommended sanction is Withdrawal of Official Recognition, appeals may be directed to the Vice-President for Student Affairs with a copy to the Office of Student Life and Activities.
6. Should an appeal be submitted, and it be denied due to failure to indicate or satisfy grounds for appeal, appropriate notification shall take place within 48 hours to the appealing organization. The Director of Student Life and Activities reserves the right to make a determination on the appeal and/or to convene an Administrative Appeal Committee to review the findings, appeal and make a recommendation for administrative action. Written notification of the determination including findings, the reasons therefore, and clarification of the sanction/action will be provided to the organization President, Advisor, and (inter)National Office in a timely manner.

***CAVALLA INTERNATIONAL UNIVERSITY DEFINITION AND STATEMENT ON HAZING***

Cavalla international University has a zero-tolerance policy against hazing, as hazing violates campus regulations, the Student Code of Conduct, chapter rules and sometimes city and state laws. The information provided below is intended to be educational and should not be viewed as all-Inclusive in its content and definitions. Specific questions and reports on hazing should be directed to the Office of Student Life and Activities at 1-888-233-5356.

***STATEMENT ON HAZING***

Cavalla international University recognizes that student groups and associations, including, but not limited to clubs and organizations, fraternities and sororities, are an integral part of the University. They contribute to the academic and social experience of the students and the University community. This relationship carries with it certain rights of the University to protect and preserve an appropriate environment in which all students and organizations may operate. As such, all students are expected to conduct themselves as responsible members of the University community and to respect their fellow citizens. Any departure from these standards as defined in the Student Code of Conduct, national fraternity/sorority documents, or the laws and regulations of local, state or federal jurisdictions may subject any individual(s) or group(s) to disciplinary action.

**CAVALLA INTERNATIONAL UNIVERSITY DEFINITION OF HAZING**

Hazing is defined as any forced action that could possibly endanger the mental, physical, or emotional health or safety of a student. Hazing may include, but is not limited to, line formations; the prevention of wearing or the requirement to wear certain colors; the destruction or removal of public or private property; any activity conducted on or off-campus that causes or intends to cause an unreasonable expenditure of funds, or embarrassing, intimidating or demeaning behavior; exposure to unreasonable situations that could result in physical, mental, or emotional harm; or as an abuse of power by a member of an organization and/or group used against an individual as a condition for seeking to join, hold membership, or affiliate in any sanctioned or unsanctioned group or organization at the University.

An abuse of power may be exercised through direct action against another or through indirect action by encouraging and/or influencing another individual to commit an act of hazing. A failure to address and/or report an act of hazing committed against another individual may also be considered an abuse of power and a violation of this policy. Neither the intent of the initiator(s), nor consent/ willingness of the participant(s) will serve as factors in determining responsibility but will be considered in the application of sanctions.

Under this policy, many of the activities which traditionally have been part of pledging to a fraternity or sorority are banned as hazing.

**LEGAL CONSEQUENCES OF HAZING**

Any person or organization that takes part in hazing, on or off university property, may face sanctions. Sanctions may include, but are not limited to, fines; suspension or expulsion from the University; criminal charges ranging from misdemeanors to felonies, depending on the nature of the hazing activity (such as reckless endangerment, assault, sexual misconduct or false imprisonment); revocation of the chapter's charter; and possible civil action (such as a lawsuit for damages). As hazing incidents are often reported in the media, a student may also face public scorn and a damaged reputation that may impact a student's future employment or educational opportunities.

**NOTE:** *It is important to note that laws vary by state and that in some states hazing is a felony offense, and penalties may be greater.*

**Examples of Hazing:** Depending upon circumstances, these activities have at one time, or another been construed as hazing by the courts and/or institutions of higher education. Such actions are often required or implied as conditions of inclusion or exclusion from a group, formal or informal. Thus, hazing may be perpetrated by individual(s), individual against group, or group against individual.

- Requiring calisthenics such as sit-ups, push-ups, running, or any form of physically abusive exercise.
- Forcing, requiring, or endorsing consumption of alcoholic beverages or any other drug.
- Requiring the carrying of items such as rocks, bricks, pumpkins, etc.
- Requiring the ingesting of an undesirable, unwanted substance (e.g. spoiled food, drink concoctions, etc.).
- Scavenger hunts, treasure hunts, road trips, kidnappings, drop-offs, or any other such activities.

- Morally degrading or humiliating games and activities such as requiring members to sign in public or act like animals.
- Assigning or endorsing pranks such as borrowing or stealing items, painting property and objects, or harassing other individuals or groups.
- Deprivation of sleep.
- Verbal harassment including yelling and screaming.
- Blindfolding or hand-tying.
- Requiring any personal servitude such as running errands.
- Line-ups, kangaroo courts, or any interrogations not consistent with legitimate testing for information about the history, purpose or direction.
- Requiring new members to publicly wear apparel that is conspicuous and/or not normally in good taste.
- Requiring new members to be branded.
- Requiring new members to answer phones or doors with chants, riddles, songs, or rhymes.
- Deceptions and/or threats contrived to convince the new members they won't be able to join the organizations.
- Conducting activities that do not allow adequate time for study or sleep.
- Requiring new members to yell when entering or leaving any residence hall or building.
- Work projects without the participation of the full membership.
- Any action which could be perceived as infliction physical abuse/harm to an individual, for example, paddling or throwing things at new members.

***PLEASE NOTE:*** This list by no means covers all activities and actions that can be considered hazing.

### ***STUDENT DISCIPLINARY REPORTING***

All reports of hazing will be reviewed in accordance with the procedures outlined in this policy. Any person may file a complaint of hazing against a university student, defined as a person who is taking or auditing courses at the institution either on a full- or part-time basis or as a staff member. Alumni are not precluded from being charged if the victim is a student and the incident occurred while the alum was enrolled as a student.

There is no time limit to filing a formal complaint; however, persons are encouraged to promptly report alleged acts of hazing in order to maximize the University's ability to investigate and respond. The University strives to resolve all complaints within a reasonable timeframe of the filing of a formal complaint. The resolution time may vary depending on the complexity of the investigation, severity and extent of the alleged misconduct and totality of the circumstance.

***Retaliation:*** Retaliation against any person filing a complaint or against any person cooperating in the investigation of such complaint is strictly prohibited. Retaliation includes but is not limited to direct or indirect intimidation, threats, and/or harassment for or against any party involved in the investigation. Students found to be responsible for retaliation will be subject to disciplinary action under the Code of Student Conduct. Retaliatory conduct may also constitute a criminal offense.

***Interim Measures:*** All formal reports of alleged hazing, regardless of whether the complainant chooses to pursue resolution through the student conduct process, will be investigated and steps will be taken to provide support to the complainant. This support may include taking appropriate interim action prior to the completion of the investigation and conclusion of the student conduct

process.

Interim measures may include a “no contact” directive serving as notice to the organization or its members that they must not have verbal, electronic, written or third-party communication with one another or with the student(s) seeking membership. Interim measures may also include alteration of students’ academic, University housing, and/or University employment arrangements and a cease and desist of all organizational activities of the group being investigated. Failure to comply with interim measures may result in a student being charged with additional disciplinary violations.

### **BOOK VOUCHERS**

*The Book Voucher Request is available as a function of the One Card. The One Card Book Voucher Account is a prepaid account where funds must be added to the account prior to using it for purchases. Validated students with sufficient excess funds on their CIUWeb student account may log on to CIUWeb to request a book voucher up to \$950.00 per semester. In addition, all recipients of an athletic book voucher or a book voucher for the Cavalla international University Freshman Scholarship Program (e.g., Founders, Laureate & Presidential Scholars) may also log on to their CIUWeb account and request that available scholarship funds be transferred to the Book Voucher Account on their One Card. Students no longer need to visit the Office of Student Accounts to request a book voucher. To utilize this system, please note the following criteria:*

- You must be validated.
- You must have a valid CIU One Card
- You must have excess funds (defined as monies available after all tuition, fees and other charges have been satisfied) or a book voucher award on your account.
- You may request a voucher up to the amount of your excess funds or to a maximum of \$950 per semester.
- Book Vouchers may be requested and used from the start of the semester through no later than the end of the 5th week of the current semester.
- Any unused funds in the Book Voucher Account will be returned to the student’s account immediately following the 8th week of the semester.
- All unused funds in the Book Voucher Account will be returned to the student’s account upon purge or early departure from the university.

### ***ENVIRONMENTAL HEALTH & SAFETY PROGRAM***

**Cavalla international University  
Service Center**

The university operates a comprehensive environmental health and safety program that includes occupational safety, environmental compliance, fire safety, accident prevention & investigation, laboratory safety, hazard communication, hazardous material handling, biosafety, indoor air quality, safety training, building code compliance, safety committee advisory support and a number of other safety related services. The board of trustees has approved a written safety policy that covers all of the important aspects of the university’s safety operations and management. The office is open weekdays from 8:00 a.m. – 5:00 p.m. Accidents or safety related incidents that occur on weekends should be reported to the campus police department.

## Reporting Fires and Other Emergencies

Each dormitory, classroom and administrative building has an approved fire emergency evacuation plan specifically designed for that facility. You must become familiar with this plan. All building evacuations will occur when an alarm sounds and/or upon notification by a fire and emergency attendant/warden/campus police or fire department.

### 1. If You Discover or Suspect a Fire

- Sound the alarm.
- Be aware that the dc fire department needs to be called immediately.
- Call the 9-911 system.
- Call the campus police emergency number 6-1100.
- Do not use the elevators.
- Do not take time to recover clothing, books, or other belongings.
- Do not run or create any condition that may cause panic.
- Move quickly away from the building (at least 50 feet) and proceed to a pre-designated assembly area.

### 2. Reporting Fires

Whenever any fire and emergency attendant/warden or alternate discovers a fire should take the following actions immediately:

- Sound the building fire alarm by pulling the nearest pull station. If the fire alarm fails to operate, warn the occupants by shouting “fire” loudly as you leave the building. As soon as possible call 911 and report the building’s address, the location of the fire and your name. After evacuation, the attendant/warden who pulled the fire alarm or discovered the fire should call campus police emergency number 1-888-233-5356.
- If possible, close doors behind you, especially the door to the burning room.
- Evacuate the building immediately using the nearest accessible stairwell or exit, or if you are an attendant go to your designated assembly area.
- Never attempt to fight a fire that may endanger your life.
- Do not use the elevators. Elevator shafts may fill with smoke, or the power may fail leaving you trapped.
- Contact the first responding official campus police or fire department to provide additional information upon their arrival.

### 3. When Not to Fight a Fire

Do not fight a fire if:

- The fire is spreading beyond the spot where it started.
- You can’t fight the fire with your back to an escape exit.
- The fire can block your only escape route.
- You don’t have adequate fire-fighting equipment.
- You have not been trained to use a fire extinguisher.

Students should always remember that participation in annual fire drills is mandatory and mandated by the dc office of the fire marshal. In addition, any emergency response exercises conducted by the university administration is also, mandatory.



The Office of Auxiliary Enterprises authorizes and manages the sale or distribution of merchandise and consumables on the University campus. Policies are in place to protect the University and its students from unsafe or harmful products and liability. This office also administers and approves the use and reproduction of the University's trademarks, name, and logos, ensuring that all products bearing the University name and logos are of a high quality and reflect positively upon the University.

#### *SHORT-TERM VENDING*

Authorized University student organizations must obtain a vending permit to conduct fundraising activities or to distribute products or consumables. Vending applications and brochures may be obtained at the Office of Campus Life and the Scheduling Office. All vending permit requests must be processed ten (10) business days prior to the planned event.

#### *USE OF UNIVERSITY NAME & TRADEMARK*

The University has registered its name, logo, and seal as trademarks. As such, these marks are protected under applicable federal and local laws. Authorized student organizations must be pre-approved to reproduce or to have a manufacturer reproduce the University trademarks on merchandise, for sale or distribution. The use of the University seal is further restricted to authenticating the highest official university documents and for display during major ceremonies. Exceptions for use of the seal are considered based on written request accompanied by justification and submitted to the Office of the President or the Office of the Secretary.

#### *GIFT ACCEPTANCE AND ADMINISTRATION POLICY*

The purpose of the Gift Acceptance and Administration Policy is to provide a set of standards by which gifts are solicited, reviewed, accepted, and administered by Cavalla international University. This policy applies to any person or entity involved in soliciting, negotiating, accepting, or processing a gift to the University including, but not limited to, student organizations (including fraternities and sororities), alumni organizations, alumni, students, and parents. All fundraising events and activities benefiting the University must be coordinated through the Division of Development and Alumni Relations (DAR). For more information on the Gift Acceptance and Administration Policy, please visit the University Policy website.

#### *STUDENT ORGANIZATION VENDING/FUNDRAISING: POLICIES & PROCEDURES*

##### **A. Fundraising Policies**

1. Authorized student organizations must obtain a vending permit to conduct fundraising activities or to distribute products or consumables.
2. Vending/Fundraising applications and brochures can be obtained at the Office of Campus Life and the Scheduling Office.
3. All fundraising requests must be processed ten (10) business days prior to the planned event.
4. Student organizations may only vend/fundraise in the Cavalla University Center. Vending/Fundraising is NOT allowed in any other building or location on campus.
5. The privilege to reserve table space for fundraising in the Cavalla University Center is offered to all authorized student organizations in good standing for up to 10 days per semester.
6. A table can be reserved between the hours of 11 a.m. – 4 p.m. on Tuesdays, Thursdays, and First Fridays only. There is a \$100.00 fee.

7. Submit a table request via email to [infor@cavallauniversity.edu](mailto:infor@cavallauniversity.edu) at least 10 business days prior to the event.
8. Any representative at the table will treat fellow students, staff, faculty, and visitors with respect.
9. All activity must be conducted at the reserved table.
10. A representative from the organization must be present at all times.
11. Cavalla international University has an exclusive beverage agreement with the Pepsi-Cola Company. All beverages promoted or distributed on campus must be Pepsi-Cola brand products.
12. Only commercially produced, pre-packaged, individually wrapped, single-serving size food and/or drinks may be sold or distributed by student organizations. No home-baked goods.
13. The sale or distribution of hot food by student organizations for vending/fundraising is strictly prohibited.
14. The sale of ANY items that contain the words Cavalla international University, the University's logo or any signature Cavalla international University name, picture, theme, saying, logo, or other trademarked item must be purchased from a licensed vendor and pre-approved by the Office of Auxiliary Enterprises.

## B. Fundraising Request

### Procedures STEP 1: Faculty

#### Advisor Approval

All student organizations must obtain their faculty advisor's approval for the planned activity.

#### STEP 2:

##### Office of Campus Life

All student organizations must receive approval from the Office of Campus Life for the planned activity. To receive approval, an Event/Program Request must be submitted via CIU Link at least **10 to 15 business days** prior to the event date.

CIU Link: [info@cavallauniversity.edu](mailto:info@cavallauniversity.edu).

#### STEP 3:

##### Central Scheduling & Information Office

Submit a table request via email to [infor@cavallauniversity.edu](mailto:infor@cavallauniversity.edu) at least 10 **business days** prior to the event.

#### STEP 4:

##### Office of Auxiliary Enterprises

Download and complete the Student Short-Term Vending/Fundraising form in CIU Link or visit Return form to:

**Email:** [info@cavallauniversity.edu](mailto:info@cavallauniversity.edu)

**Office of Auxiliary Enterprises**

Your approved/not approved vending status will be forwarded to the Central Scheduling & Information Office and you will receive a Short-term Vending Permit.

#### STEP 5:

##### Central Scheduling & Information Office

Central Scheduling will confirm your vending dates and location. In the event

the dates and locations are not confirmed the Short-term Vending Permit will be revoked.

### **CENTER FOR CAREER & PROFESSIONAL SUCCESS (CCPS)**

The Center for Career and Professional Success is dedicated to edifying the whole student with a special focus on career, professional and leadership development. Our strategies are directly aligned with the university's overall strategy in supporting student success.

Our services include providing students with access to jobs, internships, career fairs, employer sponsored events, major career exploration and opportunities to work one-on-one with our Career Coach. We are here to support you!



## VISA AND IMMIGRATION SERVICES (Students, Staff, and Faculty)

### International Student and Immigration Services Office of Human Resources

#### Immigration and Visa Services

These offices provide services principally to international students, faculty, and staff to facilitate matriculation and employment at the University and Hospital. The main areas of support are:

**IMMIGRATION:** The United States Citizenship and Immigration Services (USCIS) issues regulations governing all students, faculty and staff members who are required to always maintain legal status.

- Students in F-1 and J-1 Visa status must remain enrolled full-time each semester to be registered with the Student and Exchange Visitor Information System (SEVIS).
- Students must make sure that their authorized stay in the country has not expired (see forms I-20 and I-94).
- Students' passports must be always valid for at least six months.
- Students must ensure that there are no changes to their majors as indicated on their respective I-20; and that any change of major must be reported to the ISSO immediately to reflect same in SEVIS and a new Form I-20 issued the student.
- Students must physically contact the Visa & Immigration Services office at the start of each semester.

Changes to International student records must be done in collaboration with the Bureau of Citizenship and Immigration Services and the University's Visa and Immigration Student/Faculty/Staff services offices.

**FINANCIAL FORMS:** Students often need official letters showing the estimated cost of attendance to have money sent from abroad. Staff in these offices assist in the completion of a variety of scholarship and loan documents from other countries, international agencies and organizations to fulfill the outstanding obligations of matriculation at the University. In collaboration with the offices of Student Financial Services, international students are provided an informational resource to address any fiscal question or concern.

**ADVISING/COUNSELING:** Staff in these offices are available to discuss matters of concern to international students and to refer them to additional campus resources while adjusting to the University. Other support services and counseling available to all students are detailed in other sections of this handbook.

For additional information, appropriate application forms and services please visit the Visa and Immigration Services offices.

## OFFICE OF PARKING AND TRANSPORTATION SERVICES

### Administration Building

The Office of Parking and Transportation Services maintains and operates Cavalla International University's parking lots and shuttle services. The parking lots provide primary parking for faculty, staff, students, vendors, contractors, and visitors to the campus. These resources are limited and are managed through a permitting system designed to be safe, efficient, and equitable. To effectively manage this limited resource, freshmen (first-time in college) students are not eligible for parking privileges on university lots. First-year students are discouraged from bringing a car to campus, as street parking is limited and aggressively enforced by law authorities.

Students can choose their parking assignments using an online permitting system. Parking registration is held twice a year. The first registration is held in April for the upcoming fall semester. The second registration is held in August, during the first week of classes. Student parking assignments not claimed within the first week of classes will be returned and resold on a first come, first served basis. Registration and permit distribution dates are announced through CIU Communications and the parking website.

The cost of student parking is \$680 per year. The cost of the permit includes both the fall and spring semesters. Students are not required to pay for the permit at the time of registration. Permit fees will be charged to the student's account. During the summer months, students can purchase a parking permit from the parking office. The cost for a summer permit is \$75 per summer session. Payment for a summer permit must be paid at the time of receipt. Commuter students are encouraged to use the Metro transit system (Metro bus and Metro rail services). The Metro bus runs along Cavalla Avenue and has five stops along the main campus.

#### 1.Special Parking Accommodations

Students with a valid Cavalla international University parking permit can request special parking accommodation from Special Student Services at 1-888-233-5356.

#### 2.Permit Distribution

PTS administers permit distribution. Before receiving a permit, students are required to show a valid vehicle registration card and a student ID. Students are not required to own the vehicle to receive a parking permit. Permit holders are responsible for updating their vehicle registration information using the online parking portal. The vehicle must be registered, and a valid parking permit must be displayed to park a vehicle in a Cavalla international University parking lot. Failure to comply may result in your vehicle being ticketed, towed, and immobilized.

#### 3.Display of Parking Permit

Anyone parking a motor vehicle in a Cavalla international University parking lot or in a garage must display the appropriate permit for that lot or parking area. Any vehicle parked without displaying a valid permit is subject to ticketing, towing, and immobilization. Permit holders who do not find space available in their designated parking area should notify PTS. PTS will arrange to park the vehicle in an alternate location temporarily.

#### 4.Campus Traffic Rules and Regulations

Cavalla International University's parking regulations are enforced by PTS personnel. These individuals have the authority to cite, tow, and immobilize vehicles violating university property traffic or parking regulations. It is the driver's responsibility to find a legal, marked parking space and to park the entire vehicle within the space's boundary lines. Citation violations are the responsibility of the driver. Unresolved citations over thirty days will be sent to a collection

agency or charged to a student's account.

#### 5.Shuttle Service Schedules

The university offers a shuttle service around the main campus and a limited number of off-campus locations. You can view these schedules online at [info@cavallauniversity.edu](mailto:info@cavallauniversity.edu) or download the Ride Systems app and track shuttle service in real-time. For more information, please call 1-888-233-5356.

The Cavalla international University Bookstore provides goods and services to the University community for its academic and administrative needs. The Cavalla international University Bookstore currently operates in two locations: The main campus store and the west campus store.

#### Hours of Operation

Monday – Friday: 10:00 a.m. -  
6:00 p.m. Saturday: 10:00 a.m.  
– 4:00 p.m.  
Sunday: Closed

The Cavalla international University Bookstore stocks textbooks, general books, academic supplies, apparel, gifts, greeting cards, computer software, and hardware and features a Starbucks Café. The bookstore frequently hosts author signings and events, which include many celebrities & VIPs. For a schedule of events and to order textbooks and other merchandise online, visit our website.

#### Hours of Operation

Monday – Friday: 9:00 a.m. -  
5:00 p.m. Saturday & Sunday:  
CLOSED

Cavalla international University West Campus Bookstore is located on the lower level of Holy Cross and serves the Law School and Divinity School students on the West Campus. It provides course books, study aids, legal outlines, school supplies, and convenience items.

## **POLICIES & REGULATIONS**

### **STUDENT CODE OF CONDUCT**

Cavalla international University affirms that the central purpose of a university is the pursuit of truth, the discovery of new knowledge through scholarly research, the teaching and overall development of students, and the transmission of knowledge and learning to the world at large. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruption. Rules and regulations are necessary to mark the boundaries of this needed order. However, the rights of the individual demand that honesty, integrity, responsibility, and respect for persons and property must form the core values upon which those rules and regulations are based. All members of the University community share a mutual responsibility to practice the values that inform the rules and regulations.

It is expected that student conduct will be in concert with, and supportive of, the University's mission, vision, central purpose, and core values. Examples of prohibited student behavior are described in this *Student Code of Conduct* ("Code"). Behaviors that indicate a violation of any provision contained within the *Code* will immediately be reported and referred to the University's Office of Student Conduct & Community Standards for prompt adjudication in accordance with the University's disciplinary process.

The rules and regulations contained in the *Code* apply to the following categories of individuals: ALL students, including all persons taking courses at the University, either full-time or part-time, undergraduate, graduate, professional and unclassified studies. Additionally, persons who withdraw from the University after allegedly violating the *Code*, those who are not officially enrolled for a particular semester or term, but have a continuing relationship with the University, and those who have been notified of their acceptance for admission are also considered to be students under this *Code*. Finally, persons who are living in university residence halls, although not enrolled in this institution, are also considered students for purposes of the *Code*. These persons include, but are not limited to, new, continuing and transfer students; participants involved in pre-college or dual-enrollment programs; and those attending workshops, seminars, special classes, summer programs, athletic programs/events/activities, and/or camps affiliated with the University. Students living in off-campus housing and students involved in clinical rotations, practicum, internships, externships, or other activities directly involved with an academic program of study are also subject to the *Code*.

It is presumed that every student, from the date of their initial acceptance or affiliation with the University, has knowledge of University policies including, but not limited to, the *Code*, the *Academic Code of Conduct*, and the *Title IX Policy*. Students are also expected to know and abide by the policies and procedures contained in the *H-Book*, the *Bulletin*, the *Student Reference Manual* and the *Directory of Classes*. Therefore, it is the responsibility and duty of each and every student to become acquainted with all provisions contained in the *Code*. All students are deemed to have agreed to the *Code* and are required to adhere to the *Code* as a condition of their continued enrollment at the University.

#### *SECTION I: SCOPE, LIMITATIONS AND APPLICABILITY OF THE CODE*

The *Code* applies to any and all behavior occurring on any University property, at any University sponsored event, both on and off campus and at off-campus events hosted by individual students, student groups or organizations. It also applies to a number of other situations occurring off-campus including, but not limited to, incidents that involve students and occur at institutions that are part of the International Area Consortium of Universities and incidents that occur within the neighboring communities.

The actual daily administration, enforcement and operation of the University's judicial program are delegated to the Director of Student Conduct & Community Standards. This *Code* does not address academic offenses. Academic offenses will be addressed by the Dean of the appropriate school or college and/or the Provost and Chief Academic Officer. However, academic offenses may also be violations of the *Code*. In these instances, the Dean of the appropriate school or college and/or the provost may recommend that the student also be adjudicated under the procedures set forth in the *Code*.

Any student who has committed a violation of the *Code* while off-campus will be subject to the judicial process upon receipt of either the filing of a complaint through submission of an *Allegation of an Off-Campus Violation of the Cavalla international University Student Code of*

*Conduct* form or referral of a student by a member of the University administration. The *Allegation of an Off-Campus Violation of the Cavalla international University Student Code of Conduct* form may be obtained from the Director of Off-Campus Housing and Community Engagement or the Director of Student Conduct & Community Standards in the Office of Student Conduct & Community Standards (OSC). After review of the form or receipt of the student referral, the Director of Student Conduct & Community Standards will determine its appropriateness for university disciplinary action. Examples of off- campus matters that would typically be excluded from resolution under the *Code* are landlord/tenant disputes, certain personal business matters with off-campus entities, and non- violent domestic issues.

Depending on the severity or nature of the charge, students who violate the *Code* are subject to a wide range of disciplinary actions, up to and including suspension or expulsion; they may also be barred from all University-owned and operated property and all University-sponsored events and activities.

The consequences are serious for students who are charged and/or found guilty of misconduct under this *Code*. Therefore, any member of the University Community who knowingly and/or willfully misuses the procedures of the *Code* to harm another member of the University Community shall be subject to disciplinary action.

The University may also take disciplinary action against any student convicted of, or charged with, a felony or misdemeanor, as delineated in Section V under the section pertaining to Students Charged with or Convicted of a Criminal Act. In the event a student is arrested for a felony or misdemeanor charge, it is the responsibility of that student to immediately inform the University's Associate Vice President for Student Affairs of the arrest. Failure to do so may result in disciplinary action up to and including suspension or expulsion.

## *SECTION II: COOPERATION WITH LAW ENFORCEMENT AUTHORITIES*

The University cooperates fully with law enforcement authorities. Therefore, violations of the *Code* that are also violations of federal or local law may be referred to the appropriate non- University law enforcement authority. Proceedings under the *Code* may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Determinations made or sanctions imposed under the *Code* shall not be subject to change because criminal charges arising out of the same or similar facts were dismissed, reduced, or resolved in favor of the criminal law defendant.

The Cavalla international University Department of Public Safety (CIU-DPS) works closely with local law enforcement agencies, particularly the Police Department (PD). However, Commissioned HU-DPS 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 PD respond to any reported offense or incident that may violate the law.

## *SECTION III: STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES*

With appreciation for the tradition of freedom of expression on campus, the University reasserts its commitment to fostering and tolerating different viewpoints. It acknowledges that points of view will diverge and that some students will believe it necessary to express themselves by means of protest. However, the University will not tolerate disruption to its academic mission and does not condone any means of protest that interferes with the legitimate rights of others. Additionally, in the event a student is arrested during a protest, the University will not be



responsible for securing their freedom or providing the student with legal services or advice.

## 1. GENERAL RIGHTS AND FREEDOMS

Students shall have the following rights and freedoms:

- A. As members of the University Community, all students are guaranteed freedom of expression, inquiry and assembly; the right to form a student government; the right to organize groups; the right to join associations in support of any cause or common interest; and the right to peacefully protest, provided that such activity is conducted in a reasonable manner, does not abridge the rights of others and is carried out in accordance with local and/or Federal law as well as University rules and regulations.
- B. Students have the right to fair access to all educational opportunities and benefits available at the University in an environment that is safe and free from invidious harassment, discrimination, or intimidation.
- C. Students have a right to privacy in accordance with the provisions established by the Family Educational Rights and Privacy Act of 1974 (FERPA).
- D. Students have the right and responsibility to report, in good faith and without fear of retaliation, violations of this *Code*, the *University Code of Ethics and Conduct*, the *Title IX Policy* and any other policy of the University, to appropriate academic or administrative officers of the University.

## 2. PROCEDURAL RIGHTS AND FREEDOMS

Students accused of violating this *Code* have the following rights:

- A. To have access to all University policies and procedures regarding the functioning of the disciplinary process.
- B. To be informed of and to have explained, as required, the pending charges.
- C. To be free from intimidation and retaliation by university employees in the resolution of disciplinary matters.
- D. When a complaint alleges a violation of the University's *Title IX* policy, the case will be governed by the University's *Title IX* policy.
- E. To be free from searches or seizures unless these actions are necessary based upon reasonable cause by appropriate University or law enforcement officials. In accordance with written procedures approved by the Vice President for Student Affairs, searches and seizures may be made or requested by the Vice President for Student Affairs or their designee, the Director of Residence Life or their designee, University Cabinet officers, counsel in the University's Office of General Counsel and/or Cavalla international University Police.
- F. To have a fair and impartial hearing before an appropriately appointed hearing board, appeal board, or Administrative Hearing Officer.

### 3. RESPONSIBILITIES

All students share the following responsibilities:

- A. To read, become familiar with and adhere to the *Code*, the *University's Code of Ethics and Conduct*, the *Title IX Policy*, the *Student Reference Manual*, the *H-Book*, the relevant academic Bulletin of the school or college in which the student is enrolled and any and all other relevant and pertinent University policies.
- B. To respect the personal and property rights of others and to act in a responsible manner at all times.
- C. To protect and foster the intellectual, academic, cultural, social, and other missions of the University.
- D. To observe the laws of local, state, and federal governments.

## SECTION IV: PROCESS FOR ENFORCEMENT OF THE CODE

### 1. FILING A COMPLAINT

Any student who has been charged with committing a violation of the *Code* will be subject to the judicial process upon receipt of the filing of a complaint through submission of an *Allegation of a Violation of the Cavalla international University Student Code of Conduct* form, a referral of a student by a member of the University administration, a *Request for Resolution of an Alleged Violation of the Student Code of Conduct* form, a written Incident Report taken by the Department of Public Safety.

If a student wishes to file a complaint against another student for a violation of the *Code*, the Complainant must review the *Code* to determine the specific provisions the Accused Student violated. The Complainant must then obtain, complete, and submit to the Director of Student Conduct & Community Standards either an *Allegation Violation of the Cavalla international University Student Code of Conduct* complainant form or an *Alleged Violation of the Student Code of Conduct* respondent form. More than one provision of the *Code* may be cited in the complaint form. The forms are available in the Office of Student Conduct & Community Standards (OSC).

The appropriate form must be submitted within five (5) calendar days of the date upon which the incident and/or interaction with the Accused Student occurred or within five (5) calendar days of when the Complainant knew or had reason to know about the alleged Code violation. Alleged *Code* violations supplied on forms submitted after these five (5) calendars day period will be evaluated by the Director of Student Conduct & Community Standards on a case-by- case basis and will only be adjudicated if extenuating circumstances are present.

Once the appropriate form has been submitted to the Associate Vice President for Student Affairs or Director of Student Conduct & Community Standards, the Accused Student will receive written notice from the Director of Student Conduct & Community Standards. The notice will be sent to the student, in writing, via certified mail or email. The Director of Student Conduct & Community Standards will use their best efforts to contact the Accused Student at their local and/or permanent address as well as at any and all email addresses the University has on file. The notice will contain information regarding the alleged violation; it will also request that the Accused Student report to the Director of Student Conduct & Community Standards within forty-eight (48) hours of receipt of the

notice for an initial in-take interview.

## 2. ADMINISTRATIVE ACTION ON ALLEGATIONS OF VIOLATIONS OF THE *CODE*: THE INVESTIGATION AND HEARING PROCESSES

Following the initial in-take interview, the Director of Student Conduct & Community Standards will assess whether the alleged behavior may be a violation of the *Code*. If a determination is made that a violation of the *Code* may have occurred, the Complainant(s) and the Accused Student(s) will be contacted by the Director of Student Conduct & Community Standards no more than five (5) business days after receiving the completed *Allegation of an Off-Campus Violation of the Cavalla international University Student Code of Conduct* form or the *Request for Resolution of an Alleged Violation of the Student Code of Conduct* form. Both the Complainant(s) and the Accused Student(s) are expected to respond within forty-eight (48) hours of being contacted by the Director of Student Conduct & Community Standards. However, if the Accused Student(s) fails to respond within five (5) business days of the date of the communication, the Director of Student Conduct & Community Standards will proceed with scheduling and convening a hearing to resolve the matter.

After each individual is contacted by the Director of Student Conduct & Community Standards, both the Complainant(s) and the Accused Student(s) will be required to submit individual written Incident Statements outlining the events and/or incidences that led to the complaint that is now before the Director of Student Conduct & Community Standards. This written account of the incident must be submitted to the Director of Student Conduct & Community Standards no later than five (5) business days of speaking and/or meeting with the Director of Student Conduct & Community Standards. Upon written request to the Director of Student Conduct & Community Standards, the Complainant(s) and/or the Accused Student(s) may request that their full written account be submitted to University Police so that it may be substituted for their incident statement. The Incident Statements of the Complainant(s) and Accused(s) will be shared with both parties, upon written consent of both parties.

The Incident Statement provides the Accused Student(s) with an opportunity to provide their response to the allegation and to submit any and all related information that may support their version of the facts. Within the Incident Statement, the Accused Student(s) will also have an opportunity to plead “Responsible” or “Not Responsible” to the allegations presented in the Complaint. If the Accused Student(s) indicates that he or she is “Not Responsible” for violating the *Code*, the case will automatically be sent to an Administrative Hearing Officer or an Administrative Hearing Panel for a hearing. After the case has been sent to an Administrative Hearing Officer or Administrative Hearing Panel, the Accused Student(s) and the Complainant(s) will receive written notification of the date, time and place of the hearing no more than ten (10) business days after pleading “Not Responsible”.

If the Accused Student(s) indicates that he or she is “Responsible” for violating the *Code*, the case will be sent to the Director of Student Conduct & Community Standards for a determination regarding appropriate sanction(s) to be imposed. Once the Director of Student Conduct & Community Standards has determined the appropriate sanctions for the Accused Student(s), both the Complainant(s) and the Accused Student(s) will be notified of the sanction(s), in writing. The Accused Student(s) may appeal the sanction(s) handed down by the Director of Student Conduct & Community Standards by submitting a written notice of appeal to the Associate Vice President for Student Affairs. The appeals process is outlined in Section IV, Paragraph 3 below.

## A. ADMINISTRATIVE HEARINGS

An Administrative Hearing may be employed in any of the following circumstances:

- 1) When a student is charged with a *Code* violation that does not merit indefinite suspension, withdrawal, or expulsion.
- 2) When the nature of the case is such that the Director of Student Conduct & Community Standards Students and the Associate Vice President for Student Affairs believe that the best interest of the student and/or the University would be served by using an Administrative Hearing. If the Complainant or the Accused Student objects to use of an Administrative Hearing, either party may appeal this decision, in writing, to the Associate Vice President for Student Affairs, within five (5) calendar days after receiving written notice of the Administrative Hearing. The Vice President for Student Affairs shall render a decision within three (3) business days after receiving the written notice of appeal.

The Director of Student Conduct & Community Standards or the Associate Vice President for Student Affairs reserve the exclusive right to determine which cases will be heard through the Administrative Hearing process and whether these cases will be heard by an Administrative Hearing Officer or an Administrative Hearing Panel. In most cases, the adjudication of alleged violations of the *Code* will be conducted by a duly appointed Administrative Hearing Officer. However, in cases that involve charges that may result in a possible indefinite suspension, withdrawal or expulsion, an Administrative Hearing Panel will be convened.

Administrative Hearing Officers shall be selected by the Director of Student Conduct & Community Standards from a pool of qualified and trained administrative staff and faculty members. The Administrative Hearing Officer is responsible for reviewing all of the relevant information, conducting a hearing, rendering a decision of responsible or not responsible and making recommendations for sanctions, if any, to the Associate Vice President for Student Affairs or Director of Student Conduct & Community Standards. The Hearing officer shall be the sole judge of the relevancy and admissibility of evidence presented for consideration.

## B. HEARING PARTICULARS

### 1) Notification of Hearing

Once it has been determined that a matter will be adjudicated before an Administrative Hearing Officer or Administrative Hearing Panel, the Director of Student Conduct & Community Standards shall provide the Hearing Officer or Hearing Panel, the Accused Student(s), and the Complainant(s) with a written hearing notice. This notice will contain the date, time and location of the scheduled hearing and will be sent no less than ten (10) business days prior to the hearing date (excluding holidays and University closure days). The hearing notice shall also inform both the Complainant(s) and the Accused Student(s) that they are responsible for contacting their own witnesses, informing them of the hearing particulars, and ensuring their attendance at the hearing. Such notification shall be hand-delivered, mailed, e-mailed or delivered to the local address of record. In the event any party to the hearing elects to present witnesses, he or she must submit a witness list to the Director of Student Conduct & Community

Standards, at least two.

(2) business days prior to the hearing. Upon request, copies of the witness list will be made available to the parties.

Please note, upon request, excused absence letters for students who miss class due to participation in a disciplinary procedure will be provided for students to submit to their professors.

## 2) Notification of Inability to Attend a Hearing

If either the Accused Student(s) or the Complainant(s) cannot attend a scheduled hearing due to compelling circumstances, they must notify the Director of Student Conduct & Community Standards as soon as this information is known. If such a request is made, written documentation of the extenuating circumstances must be provided. Failure to adhere to this policy may result in the imposition of additional disciplinary action and/or the University conducting the proceeding without the benefit of the absent person's participation.

## 3) Postponement

A one-time request for postponement by either the Accused Student or the Complainant(s) may be considered by the Director of Student Conduct & Community Standards and granted only when it is determined that there is a compelling reason for the delay. If the postponement is granted, the Director of Student Conduct & Community Standards will set a new date for the hearing and notify all parties involved. Further requests for postponement do not have to be considered and a hearing may be held in the absence of either party.

## 4) Witnesses

Only those people with direct knowledge of the incident shall be allowed to appear as witnesses. Those attesting to character alone are not allowed to serve as witnesses. A list of any witnesses speaking on behalf of the Accused Student or Complainant must be submitted in accordance with the timeline established herein.

In those situations when an Officer of the Cavalla international University Department of Public Safety takes a report and/or investigates an incident relevant to the proceeding, OSC, the Complainant or the Accused Student may request that the Officer attend and/or participate in a hearing as a witness. Such attendance or participation will be permitted if the Hearing Officer or the Hearing Panel determines that the Officer's presence will facilitate the finding of facts. The Complainant or the Accused Student should contact the Cavalla international University Public Safety Officer directly to make such a request. The student making such a request must also notify the Director of Student Conduct & Community Standards that this request has been made.

## 5) Document Access

Both the Accused Student(s) and the Complaint (s) shall have reasonable access to all of the relevant case documents that are maintained in the Office of Student Conduct & Community Standards.

Documents shall also be available for review by the Hearing Officer or members of the Hearing Panel prior to a hearing. Any documents prepared by the Director of Student Conduct & Community Standards, all documents submitted during the hearing and any written and/or oral statements related to a matter are considered to be the record and all of these documents will be reviewed by the Hearing Officer or the Hearing Panel in an administrative hearing proceeding.

6) Briefings and Consultations

Prior to the administrative hearing proceeding, Hearing Officers or members of the Hearing Panel will be briefed by the Director of Student Conduct & Community Standards on factual and procedural matters.

7) Failure to Attend

A student who fails to attend a scheduled hearing, after receiving notice that they have been accused of violating the *Code* and after receiving appropriate notification of the hearing, may be subject to further disciplinary action by the Associate Vice President for Student Affairs. Under these circumstances, the Hearing Officer or the Hearing Panel may elect to proceed with the hearing without the Accused Student and render a decision based on the evidence presented.

A witness with evidence critical to any adjudication process related to a violation of the *Code*, who refuses to attend a scheduled hearing, after being called by the Director of Student Conduct & Community Standards, a Hearing Officer, or the Hearing Panel and receiving reasonable notification of a hearing may be subject to disciplinary action.

8) Closed Hearings

All hearings are closed. Therefore, only those persons directly involved, to include the Accused Student, the Complainant, staff, witnesses and University counsel, when appropriate, may be present, unless the Hearing Officer or Hearing Panel, in consultation with the Director of Student Conduct & Community Standards, determines otherwise.

9) Rules of Evidence and Legal Representation

Any disciplinary proceeding related to alleged violations of the *Code* are not subject to the formal rules of process, procedure, and/or evidence, as utilized and applied in criminal or civil court proceedings. These are internal proceedings that will be governed by the rules and regulations contained herein. Additionally, these proceedings do not use the same evidentiary standard used in a court of law. Rather, any decision made by a Hearing Officer or Hearing Panel is based solely on whether the record makes it more likely than not that the charges are true, and the *Code* was violated.

Please note, prior to any administrative hearing, both the Accused Student(s) and the Complainant(s) may consult with their own personal legal counsel to prepare for the hearing. However, attorneys are not permitted to attend and/or participate in any disciplinary hearing; they also cannot represent a student at a hearing. A student may, however, elect to have a peer advisor present at their

hearing. The peer advisor shall serve in an advisory capacity only. Advisors are not permitted to speak and/or directly participate in the hearing. Peer advisors must be current students in good academic, disciplinary and financial standing with the University.

10) Burden of Proof

The Complainant carries the burden of proof to establish that the Accused Student violated the *Code*. The Accused Student should be prepared to respond to all charges and evidence presented against him/her with witnesses and/or documents, as appropriate.

11) Scope of Evidence Considered in a Disciplinary Hearing

The Hearing Officer or the Hearing Panel shall be the sole judge of the relevancy and admissibility of any and all evidence presented for consideration.

12) Role of the Administrative Hearing Officer and Hearing Panel

The Administrative Hearing Officer and the Hearing Panel are responsible for conducting the hearing in a fair and impartial manner and for recommending such action(s) as necessary to sanction, control and prevent disruptive or inappropriate behavior.

13) Steps in the Hearing

Each hearing shall follow a standardized format. Copies of the procedures may be secured from the Director of Student Conduct & Community Standards in the Office of Student Conduct & Community Standards.

14) Deliberation, Decision Making and Reporting Results

- a. The Hearing Officer/Hearing Panel shall consider all information contained within the record.
- b. The Hearing Officer/Hearing Panel shall prepare a written report including any recommended sanctions and submit the report to the Director of Student Conduct & Community Standards no later than five (5) business days after the date of the hearing.
- c. Any sensitive information considered by the Director of Student Conduct & Community Standards in determining appropriate sanctions for the Accused Student(s) shall be deemed confidential and will not be shared with students, except upon written request from any alleged victim of a crime of violence or non-forcible sex act. Under these circumstances, the results of the University's disciplinary proceedings as well as any sensitive information regarding the Accused student will be disclosed.

### **C. NOTIFICATION OF HEARING OUTCOME**

The Associate Vice President for Student Affairs shall review the recommendations

of the Administrative Hearing Officer/Hearing Panel and the Director of Student Conduct & Community Standards and shall make a final determination regarding which sanctions to render, when applicable. Both the Accused Student(s) and the Complainant(s) will be notified of the hearing outcome within ten (10) business days of the date the Director of Student Conduct & Community Standards receives the written report. If it is determined that a student is Responsible for violating the *Code*, the Director of Student Conduct & Community Standards shall prepare a written memorandum setting forth the decision and any sanctions imposed. The Complainant(s) will be notified of the hearing outcome but not of the specific action taken against the Responsible Party, in accordance with the provisions of the Family Educational Rights and Privacy Act. Please note, the Associate Vice President for Student Affairs reserves the right to delay notification when it determines that such delay is in the best interest of the University.

Under these circumstances, the Director of Student Conduct & Community Standards will notify both the Accused Student(s) and the Complainant(s) of the University's determination and provide an anticipated date for notification. When deemed necessary or appropriate, relevant University officers, officials, units and organizations will also receive notification of hearing outcomes and sanctions.

### 3. **PROCESS FOR APPEALING A DISCIPLINARY HEARING DECISION**

#### A. Criteria for an Appeal

A student found Responsible for violating the *Code* may appeal the finding and/or the sanctions imposed. An appeal is not an opportunity to have a new hearing on the matter. As such, an appeal will only be granted under the following circumstances:

- 1) Procedural Error  
An appeal request will be granted when an important procedure leading up to or during the original hearing was ignored or so flawed that the hearing was not fair and impartial.
- 2) Substantive Error  
An appeal request will be granted when there was an error in identifying or interpreting the controlling and relevant University policy or standard of conduct and this substantially affected the hearing and resulted in the Accused being denied a fair hearing outcome.
- 3) New Evidence  
An appeal request will be granted when relevant new evidence has surfaced that could materially affect the decision or finding of the Hearing Panel/Hearing Officer. This evidence must be produced and substantiated or documented and it is required that proof be provided that this information was not available at the time of the hearing.
- 4) Disproportionate Sanction  
An appeal request will be granted when the sanction levied against the Responsible party is manifestly unjust because it is overtly disproportionate to the offense.



**B. PROCESS FOR FILING AN APPEAL OF DISCIPLINARY ACTION**

The student found Responsible of violating the *Code* must submit an *Appeal of Disciplinary Action* form to the Director of Student Conduct & Community Standards within five (5) business days of receiving the written notice of hearing outcome. The form should be typewritten or printed very legibly, with an attached statement of no more than five double-spaced pages in length. The statement must clearly specify the grounds on which the appeal request is being submitted and it must be accompanied by any relevant supporting documentation. Each case may be appealed only once.

**C. APPEAL REVIEW PROCESS**

Upon receipt of the *Appeal of Disciplinary Action* form and all supporting documentation, the Director of Student Conduct & Community Standards will forward the appeal request to the Vice President for Student Affairs or designee, who shall serve as the Administrative Appeal Officer. The Officer shall have the authority to determine if the appeal could reasonably be expected to meet at least one of the four stated criteria. If the Officer rules, they will set up an appeal hearing and notify the parties of its date, time, and location.

**D. APPEAL HEARING**

Appeal hearings will be limited to a presentation of evidence by the appellant that directly addresses the grounds for the appeal. No witnesses may be called. Appeal hearings will follow a standardized format.

**E. REMEDIES ON APPEAL**

Once the appeal requested is granted, the Administrative Appeals Officer may take one of the following actions:

- 1) Affirm the findings of the original Hearing Officer/Hearing Panel.
- 2) Affirm the findings but change the sanction(s) levied.
- 3) Overturn the findings of the original Hearing Officer/Hearing Panel and remand the matter to the original Hearing Officer/Hearing Panel for a new hearing.

**F. NOTIFICATION OF FINDING**

Upon reaching a final resolution regarding the appeal review, the Administrative Appeals Officer will notify the Associate Vice President for Student Affairs of the results of the appeal review within ten (10) business days of the decision. If necessary, the Associate Vice President for Student Affairs may extend this timeline, when an extension is requested by the Administrative Appeals Officer. Within five (5) business days, the Associate Vice President for Student Affairs will inform the Appellant and the Complainant of the appeal.

decision. If the case is remanded for a new hearing, the Director of Student Conduct &

Community Standards will contact the student about that new hearing.

**G. LIMITATIONS**

- 1) Each case may be appealed only once. Therefore, the finding of the designated Administrative Appeal Officer is final and binding.
- 2) Only the Accused Student may file an appeal.
- 3) Appeals filed after the stated deadline will not be considered, except in compelling circumstances as determined by the Associate Vice President for Student Affairs.

**H. STAY OF SANCTION(S) DURING THE APPEAL PROCESS**

The Associate Vice President for Student Affairs will determine if the sanction(s) imposed on an appellant will be stayed during the appeal process.

**SECTION V: EMERGENCY ACTION SUSPENSION AND INVOLUNTARY ADMINISTRATIVE WITHDRAWAL**

**1. EMERGENCY ACTION SUSPENSION**

As the Chief Executive Officer of the University, the President holds the ultimate authority in matters of student discipline. Unless otherwise exercised or modified by the President, this emergency authority is delegated to the Associate Vice President for Student Affairs.

On rare occasions, this authority may be exercised to protect a student's own physical or emotional safety and well-being; University property; the health and safety of particular individuals and/or the University community; or to prevent the threat of disruption of, or interference with, the normal operations of the University. On such occasions, the President or Associate Vice President for Student Affairs may take emergency administrative action to immediately suspend a student's enrollment. In these instances, the student will be notified of this action, orally and/or in writing and apprised of the reasons for the suspension. An Emergency Action Suspension Hearing (EASH) will be held as soon as one can be convened, but no more than thirty (30) calendar days from notification of action. The purpose of the EASH will be to determine whether the student may remain enrolled at the University while they await a regular Disciplinary Hearing, as described in Section IV of the *Code*. The EASH notice will include the time, date and location of the hearing.

**2. INVOLUNTARY ADMINISTRATIVE WITHDRAWAL**

In situations where the University cannot effectively monitor or control the conditions or behaviors of a student, it reserves the right to affect a Total Involuntary Administrative Withdrawal. In circumstances where the mental, emotional and/or physical welfare of the student is in jeopardy, or where the student's behavior and conduct present an imminent danger or threat to the individual student, other members of the University Community or the University Community at-large, it may become necessary to take emergency action to temporarily or permanently separate a student from the campus community. Further, in these instances, the University reserves the right to contact the student's parent, guardian, and/or

next of kin, in accordance with the Family Education Rights and Privacy Act), which provides for the release of normally protected student information when it is believed that the student represents a health or safety risk to self or others.

This policy will be instituted in the event that a student: (a) demonstrates lack of good judgment, suicidal behavior, self-destructive behavior, or has untreated or uncontrollable medical or mental conditions which result in actual or possible imminent danger of injury to self or members of the University Community; (b) demonstrates an inability, without adequate care, to satisfy personal needs, including activities of daily living, nourishment and maintenance of shelter; (c) demonstrates behavior, due to mental, emotional, or medical incapacitation, which poses an imminent danger of causing significant property damage, or directly and substantially impedes the lawful activities of others or interferes with the educational process and/or the orderly operation of the University; or (d) fails to comply with requirements to adhere to the instructions and guidelines of the clinical/medical staff of the University Counseling Service, Student Health Center or Hospital, as a result of an episode of mental or medical crisis intervention.

During the period of Involuntary Administrative Withdrawal, a student may be barred from the campus and denied access to classes and classrooms, residence halls and University events and activities; student may also be denied other privileges to which they might otherwise be entitled and eligible to receive, as the Associate Vice President for Student Affairs may determine to be appropriate. In making this determination, the Associate Vice President for Student Affairs will consult with appropriate University administrators and health care professionals including, but not limited to, the Director of the University Counseling Service, the Medical Director of the Student Health Center, the Director of the Interpersonal Violence Prevention Program, members of the University's Behavioral Threat Assessment Team and appropriate staff in the Hospital.

### **3. TIMELINE OF PROCESS FOR EMERGENCY ACTION SUSPENSION AND INVOLUNTARY ADMINISTRATIVE WITHDRAWAL**

Cavalla international University will schedule a hearing within thirty (30) calendar days of the student's Emergency Action Suspension or Involuntary Administrative Withdrawal. Once the hearing date has been set, the Associate Vice President for Student Affairs will provide the student with a written notice specifying the reason for the Emergency Action Suspension or Involuntary Administrative Withdrawal as well as the date, time, and place of the hearing. During the hearing, appropriate University personnel may be present and/or consulted. Additionally, parents, spouses and/or any persons who would be of support to the student may, with the express written consent of the Associate Vice President for Student Affairs and the verbal consent of the student, participate in the hearing. As this University hearing is an internal proceeding, attorneys are excluded from appearing at or sitting in the hearing; however, they may accompany their client/the student to the hearing and sit outside in the waiting area until the hearing has concluded.

Prior to the start of the hearing, any student who has been subject to Emergency Action Suspension or Involuntary Administrative Withdrawal must provide medical documentation from a licensed physician to the Associate Vice President for Student Affairs, as stipulated in the Withdrawal Notice. Upon receipt, the hearing will begin. The University will first present the reason for the student's Emergency Action Suspension or Involuntary Administrative Withdrawal, the alleged violations of university policy and evidence supporting these claims. The student will then have an opportunity to respond and present any documentation that may support their response. Finally, if the student has any witnesses they

would like to present, the witnesses may provide their statements after the complainant has presented their case. Please note, a complainant must provide the Associate Vice President for Student Affairs with a written list of witnesses within five (5) business days of receiving the notice of hearing. Following witness statements, the hearing will conclude.

The Associate Vice President for Student Affairs will then notify the student of the decision and the basis for the decision, in writing, within ten (10) business days of the hearing. If it is determined that the student does not present a threat to themselves or others, the student will be permitted to return to campus, resume their studies and continue as a student. If the University decides that the Emergency Action Suspension or Involuntary Administrative Withdrawal shall remain in effect, the communication will indicate the minimum length of time this action will remain in effect and what, if any, stipulations govern their return to the University. Such stipulations may include, but are not limited to, providing the University with written documentation from a certified healthcare professional indicating that the student is able to return to the University. In the event it is decided that the Suspension or Withdrawal action remain in effect, the Associate Vice President for Student Affairs and the Behavioral Health Committee shall meet to discuss the student's desired return to the University.

#### **4. PROCESS FOR APPEALING AN EMERGENCY ACTION SUSPENSION OR INVOLUNTARY ADMINISTRATIVE WITHDRAWAL**

A student wishing to appeal their continued Emergency Action Suspension or Involuntary Administrative Withdrawal must submit a written letter of appeal to the Vice President for Student Affairs within ten (10) business days of receiving notice of the final hearing decision. The letter of appeal must outline all of the reasons the student is seeking an appeal, and the student should also submit any additional accompanying information that may support this appeal request. Upon receipt, the Vice President for Student Affairs will request all documentation presented during the hearing, the hearing report and the hearing outcome, as well as any reports submitted by both internal and/or external healthcare professionals. Please be advised that the Vice President for Student Affairs may also contact the internal and/or external healthcare professionals to obtain their written response to the information provided in the student's letter of appeal, when appropriate.

Additionally, prior to rendering a final decision on the appeal request, the Vice President for Student Affairs or Associate Vice President for Student Affairs may require the student, at their own expense, to obtain a psychiatric/medical evaluation from appropriate medical professionals external to the University; the student will then be required to provide the Vice President for Student Affairs or Associate Vice President for Student Affairs with a written report detailing the medical professional's findings. During the appeals process, the Office of the General Counsel may be consulted for legal advice before the Vice President for Student Affairs or Associate Vice President for Student Affairs render a final decision regarding the appeal request.

Once the Vice President for Student Affairs or Associate Vice President for Student Affairs render a decision regarding the appeal, that decision is final and there shall be no further appeal of the decision.

#### **5. EMERGENCY ACTION SUSPENSION OF STUDENTS CHARGED WITH A CRIMINAL ACT**

Depending on the nature of the allegations, a student charged with either a misdemeanor or a felony crime by any local, state, or federal entity may be subject to an Emergency Action

Suspension by the Associate Vice President for Student Affairs. In addition, disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the *Code*, without regard to any pending civil or criminal litigation and/or criminal arrest and prosecution. Proceedings under this *Code* may be carried out prior to, simultaneously with, or following any civil or criminal proceedings at the sole discretion of the Associate Vice President for Student Affairs. Determinations made and/or sanctions imposed under this *Code* shall not be subject to change simply because the criminal charges that were also violations of the *Code* were dismissed, reduced or resolved in favor of the criminal defendant.

The Emergency Action Suspension of a student charged with a criminal act will occur only in situations where the University determines that the charged student poses a risk of substantial harm to the health, safety or welfare of the student, other individuals or the University Community or where the University must act to prevent the threat of disruption of, or interference with, the normal operations of the University. This individualized assessment shall be based on a comprehensive assessment of the elements of the crime, the nature of the charge and the best available objective evidence. This assessment shall be conducted by the Office of General Counsel and the Behavioral Threat Assessment Team. Emergency Action Suspension review will consider:

- The nature, duration, and severity of the crime.
- The risk of harm the student charged with the criminal act poses to university property and to other members of the University Community.
- The likelihood that the potential harm will occur; and
- Whether reasonable modifications of university policies, practices, or procedures will sufficiently mitigate the risk.

#### **A. TIMELINE OF PROCESS FOR EMERGENCY ACTION SUSPENSION OF STUDENTS CHARGED WITH A CRIMINAL ACT**

Cavalla international University will schedule a hearing within thirty (30) calendar days of the student's Emergency Action Suspension. Once the hearing date has been set, the Associate Vice President for Student Affairs will provide the student with a written notice specifying the reason for the Emergency Action Suspension as well as the date, time, and place of the hearing.

After being duly notified of the scheduled disciplinary hearing, if the charged student is unable to appear due to incarceration or incapacitation, the student may submit a written request to the Associate Vice President for Student Affairs asking that the disciplinary hearing be postponed and rescheduled for a later date when he or she is able to appear, even if that date is after the conclusion of the criminal proceedings. Please note that a student may be suspended or expelled prior to the final resolution of their criminal matter.

At all times, the student has an affirmative duty to notify the University of any status changes in their criminal matter. At a minimum, students are required to provide a written update to the Associate Vice President for Student Affairs every three (3) months. If a student fails to provide such notice or fails to communicate with the University within this time frame, the University will take measures to move for the student's permanent expulsion.

**B. UNIVERSITY DECISIONS UPON CRIMINAL CONVICTION**

It is the University's policy that a student convicted of a felony shall be immediately expelled from the institution, irrespective of the student's current enrollment status. Once a student is expelled, the decision is final and may not be appealed.

A decision about the continued enrollment of any student convicted of a misdemeanor will be made on a case-by-case basis by the Associate Vice President for Student Affairs. This decision may be appealed to the Vice President for Student Affairs. A student wishing to appeal the decision of the Associate Vice President for Student Affairs must submit a written letter of appeal to the Vice President for Student Affairs within ten (10) business days of receiving notice regarding continued enrollment. The letter of appeal must outline all of the reasons the student is seeking an appeal, and the student should submit any additional accompanying information that may support this appeal request. Upon receipt, the Vice President for Student Affairs will request any and all documentation the Associate Vice President for Student Affairs used to render a decision about the student's continued enrollment and review the entire file. During the appeals process, the Office of the General Counsel may be consulted for legal advice before the Vice President for Student Affairs renders a final decision regarding the appeal request. Once the Vice President for Student Affairs renders a decision regarding the appeal, that decision is final and there shall be no further appeal of the decision.

**SECTION VI: PROHIBITED BEHAVIORS**

The following is an illustrative list of the types of conduct, including actual conduct and attempts to engage in such conduct that are strictly prohibited by this *Code*. A reasonable suspicion that a student has engaged in, or attempted to engage in, such prohibited conduct will result in the immediate consideration of disciplinary action under this *Code*. The Prohibited Behaviors below are listed in alphabetical order, not in order of severity.

**1. ALCOHOLIC BEVERAGES**

The University prohibits the unauthorized possession, use or distribution of alcoholic beverages. The University enforces all local and federal laws or regulations that regulate and control the sale or use of alcohol. Cavalla international University is a dry-campus and therefore has a zero-tolerance policy regarding the possession, distribution, or consumption of alcohol, except when possession, distribution or consumption has been explicitly approved, in writing, by the President or their designee. When possession, distribution or consumption is approved, the University limits these on-campus activities to specified areas and to persons of legal age.

At all times and under all circumstances, underage drinking is strictly prohibited; it is not permitted or sanctioned by the University. The University's Alcoholic Beverages Regulations and Guidelines under the *Code* are as follows:

- A.** Under no circumstances will alcoholic beverages be provided to anyone under 21 years of age. The sale, service, possession, or consumption of an alcoholic beverage is expressly prohibited, unless approved, in writing, by the President or their designee for students over 21 years of age.
- B.** Consumption and/or possession of alcoholic beverages in the residence halls

is strictly prohibited.

- C. Aiding or abetting an underage person in the purchase of alcoholic beverages or providing an underage person with alcohol is strictly prohibited.
- D. Student organizations affiliated with schools and colleges may not serve alcoholic beverages at events without express written approval from the President or the Vice President for Student Affairs. Prior to receiving consent, all organizations must submit a written request to serve alcoholic beverages to the Vice President for Student Affairs. All requests will contain information regarding the event, its location, potential attendees, and the manner in which alcohol consumption will be controlled to prevent underage drinking. If the request is approved, the written approval will clearly articulate all terms and conditions regarding possession and consumption. Approval will be given only to those students over 21 years of age. If approved, alcoholic beverages may not be consumed outside of the designated areas for the event. If violations occur, the student organizational leadership, along with the coordinator(s) of the event, may be charged under the Code.
- E. Student organizations serving alcoholic beverages at off-campus events may not identify these events as university-sponsored or sanctioned events.
- F. Disorderly conduct due all or in part to being under the influence of alcohol is strictly prohibited.
- G. Possession of an open alcohol container in a public area is strictly prohibited.
- H. Consumption of alcohol in a public area on the campus is strictly prohibited.

After consuming alcoholic beverages, students must assume full responsibility for their conduct as it relates to the need to exercise good judgment, consume in moderation, respect the rights of others, and the need to abide by and comply with the legal regulations of the jurisdictions involved.

## 2. ASSAULT

Assault is any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability to do so, and any intentional display of force that would give a reasonable person a reason to fear bodily harm. An assault may be committed without actually touching or striking another, or without actually inflicting or committing bodily harm. Self-defense may be a mitigating factor to this charge, depending on the circumstances.

## 3. BATTERY

Battery is an encounter in which one person threatens to initiate and/or actually engages in physical contact with another person through use of weapons, body parts or other objects, use of blows or other acts of violence that may include pushing, shoving and other acts of physical abuse. Self-defense may be a mitigating factor to this charge, depending on the circumstances.

## 4. CONTEMPT OF, OR INTERFERENCE WITH, ANY DISCIPLINARY PROGRAM, ACTIONS OR ACTIVITIES

Failure to respect the disciplinary program or process, including failure to appear for a meeting or hearing if requested to do so, interfering with attendance by any person or persons mandated to attend a meeting or hearing, breaching any confidentiality requirements or in

any way interfering with the hearing or disciplinary process of any disciplinary board or administrative hearing may be a violation of the *Code*. Additionally, acting or behaving in a threatening or harassing manner towards hearing participants or panelists before, during or after a hearing or disciplinary process may result in disciplinary action.

## 5. CONTRACTS

Students, in their individual capacity or in their capacity as representatives of a student group or organization, are prohibited from entering into verbal or written agreements or contracts that

purport to bind, obligate, or create liability of any kind for Cavalla international University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

## 6. DISCRIMINATION

- A.** Engaging in verbal or physical behavior that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that infringes upon the ability of other students, faculty and/or staff to access or receive the educational benefits available to them as a member of the University Community. The University prohibits such behavior directed at an individual or group based upon a protected class. Protected classes include national origin, race, color, age, gender, ethnicity, disability, creed, religious beliefs, political affiliation, personal appearance, family status sexual orientation, gender identity or gender expression. The Code also prohibits hate crimes, as defined in the District of Columbia Code.
- B.** Wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages, either in words or pictures, which demonstrate bias or discrimination against any individual or group within the University Community.

## 7. DISRUPTIVE CONDUCT

- A.** Acting in a manner that impairs, interferes with, or obstructs the orderly conduct, processes, or functions of the University or that interferes with or negatively impacts any person or persons in the classroom or on university owned or operated property or at any University-sponsored event.
- B.** Student behavior, communications, and/or attire may be considered disruptive to the University and/or to members of the University Community. Under this policy, disruptive behavior includes, but is not limited to, use of electronic devices such as pagers, cell phones, video games, iPods, Walkman, personal music players, or computers or tablets for non-educational purposes in the library or computer labs, during class sessions, laboratory or clinical practicums, study hall or clerkships/internships and/or during periods of academic and classroom instruction, testing, remediation, or tutorial assistance. This provision also applies to students who engage in disruptive behaviors or communications with an instructor, such as swearing or cursing, as this type of behavior impedes the ability of the instructor to carry out their professional duties and responsibilities.
- C.** Disruptive conduct may also include the wearing of apparel or clothing that is lewd, lascivious, profane or sexually explicit and/or attire that conveys



messages in print or in picture form that are profane, vulgar, patently offensive, racist or discriminatory and disrupts any aspect of the daily operations of the University.

- D.** Students residing in off-campus housing, either University-owned or non-University owned, may not disturb the peace and quiet enjoyment of their neighbors by creating a community disturbance. Community disturbances include, but are not limited to: maintaining a noise level, at late hours, that is unduly loud and continual; causing vehicular congestion that would impede both emergency and non-emergency vehicles from passing; illegal parking in alleys and on streets; engaging in lewd or indecent behavior; creating or engaging in activity that generates large crowds of guests; engaging in disorderly behavior that disrupts the regular or normal functions of the community in which you reside or which breach the peace or violate the rights of others; participating in illegal activity, to include the use of drugs, dumping of trash and other violations; engaging in excessive use of alcohol and/or participating or engaging in any other activity that may be a violation of the Student Code of Conduct or District of Columbia, Maryland or Virginia laws.
- E.** Students are required to carry their Cavalla international University student identification cards at all times and are required to surrender it upon reasonable request by any University official, faculty or staff member and all residence hall personnel.

## **8. DOMESTIC VIOLENCE/DATING VIOLENCE/ SEXUAL ASSAULT/ STALKING/SEXUAL HARASSMENT**

Cavalla international University is committed to maintaining a safe and healthy living, learning, and working environment for students, faculty, and staff free of harassment, exploitation, or intimidation. It is also committed to working towards ensuring that the campus community is free from the dangerous and problematic behaviors of domestic violence, dating violence, sexual assault, and stalking. Domestic Violence, Dating Violence, Sexual Assault and Stalking are not only addressed in this Code, but also in the Cavalla international University *Response to Domestic Violence, Dating Violence, Sexual Assault and Stalking Policy*, which provides guidance to the University Community about responding to such incidences and details the process for addressing these claims as well as the Cavalla international University *Title IX (Student) Policy*. These policies are located on the University's policy website.

### **Definitions and examples of these types of behavior are listed below:**

- A.** Dating and Domestic Violence - A pattern of controlling behaviors used by one partner to control the other partner. By reference, this policy also incorporates the definition of domestic violence contained in the University Code. There are many forms of dating and domestic violence:
- 1) Physical Abuse – Dating and domestic violence that includes, but is not limited to, hitting, shoving, slapping, pushing, punching, burning, and stabbing. It can also include withholding someone from receiving needed medical care or medication.

- 2) Sexual Abuse - Dating and domestic violence that includes, but is not limited to, forced sex, and forcing someone to have sex without protection, with an object, or with another person.
- 3) Psychological and Emotional Abuse - Dating and domestic violence that includes, but is not limited to, controlling someone's behavior or actions, isolating a person from friends and family; making threats against a person, their family, friends, and pets; using social media to make threats; and verbal abuse.
- 4) Economic Abuse - Dating and domestic violence that includes, but is not limited to, taking a partner's money, and not allowing a person or disrupting a person's ability to work or go to school.
- 5) Sexual Assault – Rape, attempted rape, forced sexual intercourse including forcible sodomy, sexual assault with an object and/or sexual battery; any unwanted sexual contact or threats; and any non-consensual sexual contact, including unwanted touching or forcible fondling.
- 6) Stalking - A course of conduct that is unwanted, unwelcome, and unreciprocated directed at a specific person that would cause a reasonable person to feel fear. Examples of stalking behaviors include, but are not limited to:
  - a. Waiting outside a person's class or residence.
  - b. Sending unwanted letters, phone calls, emails, texts, posts to a person.
  - c. Following the person.
  - d. Sending gifts.
  - e. Sending information to others about the person.
  - f. Threatening the person.
  - g. Vandalizing the person's property
  - h. Tracking the person's computer and internet use.
  - i. Posting improper messages on social media about the person.

## 9. DRUGS/CONTROLLED SUBSTANCES

The University prohibits the possession, use, sale, manufacture or distribution of illegal drugs, controlled substances, and prescription drugs. By reference, the University also requires that students comply with any and all laws within the District of Columbia code that pertain to drugs, drug paraphernalia and controlled substances. However, in the event that the District of Columbia or Maryland legalizes the possession, use, sale, manufacture or distribution of any drug and/or controlled substance, these actions will still be prohibited on any University owned and/or operated premises. In addition, under federal and local laws, any student convicted of a drug-related offense must be denied all federal assistance, including Pell Grants. Information about remaining eligible for federal financial aid may be obtained from the Office of Financial Aid.

The University's zero tolerance policy regarding the use of illegal drugs and the improper use of controlled substances expressly prohibits:

- A. The possession, use, manufacturing, distribution, or intent to distribute and/or sale of a controlled substance, an illegal substance or prescription medication. Examples of these illegal substances include, but are not limited to crack cocaine, ecstasy/molly, date rape drugs (Rohypnol), cocaine, heroin,

opium/morphine/codeine, oxycodone, molly, amphetamines, methamphetamines, synthetic stimulants, such as bath salts or K2 or any other narcotic or controlled substances.

- B.** The legal and illegal possession, use, manufacturing, distribution, or intent to distribute and/or sale of drug paraphernalia.
- C.** Aiding or abetting an individual(s) who is in legal or illegal possession of or who has an intent to use, sell, or distribute or who uses, sells, or distributes controlled substances or drug paraphernalia, including allowing persons involved in such activities to visit or stay in their residence hall room, or to be in any University owned or operated property over which they have control.
- D.** The possession, use, manufacturing, distribution, or intent to distribute and/or sale of marijuana, even if it is deemed to be legal in any of the cities, counties, states or jurisdictions in which the University conducts business or in which a student is engaging in any educational, extracurricular, or athletic activity as a member of and on behalf of Cavalla international University.

Cavalla international University is committed to maintaining a safe and healthy living, learning, and working environment for students, faculty, and staff. It is also committed to complying with all applicable federal, state, and local regulations regarding alcohol and substance abuse, including the federal requirements of the Drug-Free Schools and Communities Act Amendment of 1989. These matters are not only addressed in this *Code*, but also in the Cavalla International University *Alcohol and Drug Prevention Policy*. This policy is located on the University's policy website.

#### 10. EMBEZZLEMENT

Unauthorized acquisition and/or use of funds belonging to, or under the stewardship of, any University unit, organization, or individual is a violation of the *Code* and may also be a violation of local, state or Federal law.

#### 11. ESTABLISHED POLICIES AND PROCEDURES

Failure to observe, abide by or comply with any University policy including, but not limited to, any provision contained within the *Student Code of Conduct*, the *H-Book*, or the appropriate school/college bulletin or manual is a violation of this *Code*.

#### 12. FAILURE TO COMPLY/NON-COMPLIANCE

- A.** Failing to immediately comply with or respond to the directions or instructions of an authorized University official, faculty member, or staff member acting in the performance of their duties or any other person responsible for a university facility or off-campus residence during a registered or non/registered function when they is acting in accordance with their responsibilities is strictly prohibited.
- B.** The Cavalla international University student identification card shall be carried by students at all times and surrendered upon the request of any University official, faculty member or staff member, and all Residence Hall Personnel, both on and off campus.

Failure to comply with any disciplinary procedure, within the identified time frame, will result in a hearing with sanctions applied, and the forfeiture of the right to the appeal process.

### 13. FORGERY, FRAUD, DISHONESTY

Forging the name of a University employee, another student or any other person or entity, altering or misusing any official Faculty, Staff or University forms, documents, records, stored data, electronic data bases, websites, webpages, University enterprise systems, or knowingly furnishing false information to University Officers, Officials, Faculty and/or employees or providing such information involving or referring to the University in off-campus organizations, institutions, or individuals is strictly prohibited.

Making false statements in public or private, including knowingly filing false charges under the *Code*, is also a violation. Aiding and abetting another individual in any of the conduct referenced above also constitutes a violation of this provision.

Unauthorized and unsanctioned use of the University name, logo and/or seal are also strictly prohibited under this *Code*. The University has registered its name, logo and seal as trademarks; therefore, they are property of the University and protected under applicable federal and local laws. Students may not use the seal, logo(s), motto, trademarks, or other intellectual property of the University without express written permission from the University's Office of General Counsel. Authorized student organizations must be pre-approved by the office of Licensing and Vending to reproduce these marks and/or to have a manufacturer reproduce the University trademarks on merchandise for sale or distribution. The use of the University seal is restricted and can only be used to authenticate the highest level of official University documents and be displayed during major ceremonies. On very rare occasions, exceptions to this general rule regarding the University seal are made. All requests to use the seal are considered on a case-by-case basis, only after a formal written request and justification for use are submitted to the Office of the President or the Office of the Secretary, and a written response granting use is supplied to the requesting party.

### 14. HARASSMENT

Harassment is engaging in verbal, electronic, visual, written or physical behavior directed at an individual or group that, in the view of a reasonable person, is likely to provoke or otherwise result in a negative or injurious response, mental or emotional distress, or related reaction or consequence. This behavior may include, but is not limited to:

- A. Making an expressed or implied threat of an action that will affect another person's academic pursuits, University employment, or participation in academic or extracurricular activities sponsored by either the University or organizations or groups related to the University.
- B. Engaging in unwelcomed and unwarranted obstruction or interference with respect to a person's participation in educational, athletic or on-campus activity, personal pursuits, or employment, which includes but is not limited to behaviors or communications which detract from or interfere with: an instructor's ability to provide instruction in the classroom, laboratory, clinical practicum or clerkship; any activity directly related to teaching, instruction or academic advisement and counseling; or provision or use of any and all academic support services provided throughout the University Community.

C. Creating an intimidating, demeaning or hostile situation or environment or inflicting personal, social, academic, psychological or emotional harm, or undue stress.

**D. BULLYING**

Unwanted, aggressive and/or hostile behavior, from an individual or group that involves a real or perceived power imbalance and that is intended to humiliate, mentally or physically injure or intimidate and/or control another individual or group of individuals. Bullying can be one single act or can be repeated behavior that occurs over the course of time. Bullying includes, but is not limited to, actions such as making verbal or written threats, spreading rumors, attacking someone physically or verbally and marginalizing and/or excluding someone from a group, event or activity.

**E. CYBERBULLYING**

Unwanted, aggressive and/or hostile behavior, from an individual or group that involves a real or perceived power imbalance and that is intended to humiliate, mentally or physically injure or intimidate and/or control another individual or group of individuals. Bullying can be one single act or can be repeated behavior that occurs over the course of time. Cyberbullying includes the use of technology, social networking sites, text and voicemail messages, emails, instant messages, personal websites and other forms of technology to make verbal or written threats, spread rumors, attack someone or marginalize and/or exclude someone from a group, event or activity. It is also the use of the above-mentioned mediums to support deliberate and hostile behavior that is intended to harm others.

**15. HARBORING**

Harboring is knowingly allowing any fugitive from justice, or any student, employee, or other individual who has been barred from the University, to stay in, or to be transported onto, University owned or operated property or facilities. This also includes harboring any individual who is considered to be a fugitive from justice or for whom there is an outstanding warrant. In addition to being a violation of this *Code*, harboring may also be a violation of local, state or Federal law.

**16. HAZING**

**A.** Hazing is defined as an act which endangers the mental or physical health or safety of a student. It may include, but is not limited to, the destruction or removal of public or private property, or any activity conducted on or off-campus that causes or intends to cause an unreasonable expenditure of funds; embarrassing, intimidating or demeaning behavior; exposure to situations that could result in physical or emotional harm; or behavior that causes undue stress, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in any sanctioned or unsanctioned group or organization at the University. By reference, the University also requires that students comply with hazing laws contained within the District of Columbia code.

**B. MINNESOTA LAW**

Hazing is any initiation of applicants to or members of a student or fraternal organization in which a person or people knowingly or recklessly organize, promote, facilitate or engage in any conduct, which places or may place another person in danger of bodily injury. Any person who hazes or takes part in hazing activities on or off the property of any university located within the State of Minnesota shall be deemed guilty of a misdemeanor and on conviction, is subject to a fine of up to \$1,000, or imprisonment of up to 6 months. Any fraternity, sorority, or group recognized by any university within the State of Minnesota who knowingly or recklessly permits hazing on or off the property of any university located within the District of Columbia shall be subject to a fine of not more than \$5,000.00. The implied or expressed consent of a student shall not be a defense under this section.

**C. EXAMPLES OF HAZING**

Depending upon circumstances, these activities have at one time, or another been construed as hazing by the courts and/or institutions of higher education. Such actions are often required or implied as conditions of inclusion or exclusion from a group, formal or informal. Thus, hazing may be perpetrated by individual(s), individual against group, or group against individual.

- Requiring calisthenics such as sit-ups, push-ups, running, or any form of physically abusive exercise.
- Forcing, requiring, or endorsing consumption of alcoholic beverages or any other drug.
- Requiring the carrying of items such as rocks, bricks, pumpkins, etc.
- Requiring the ingestion of an undesirable, unwanted substance (e.g. spoiled food, drink concoctions, etc.).
- Scavenger hunts, treasure hunts, road trips, kidnappings, drop-offs, or any other such activities.
- Morally degrading or humiliating games and activities such as requiring members to sign in public or act like animals.
- Assigning or endorsing pranks such as borrowing or stealing items, painting property and objects, or harassing other individuals or groups.
- Deprivation of sleep.
- Blindfolding or hand-tying.
- Verbal harassment including yelling and screaming.
- Blindfolding or hand-tying.
- Requiring any personal servitude such as running errands.
- Line-ups, kangaroo courts, or any interrogations not consistent with legitimate testing for information about the history, purpose or direction.
- Requiring new members to wear publicly apparel that is conspicuous and/or not normally in good taste.
- Requiring new members to be branded.
- Requiring new members to answer phones or doors with chants, riddles, songs, or rhymes.

- Deceptions and/or threats contrived to convince the new member he or she won't be able to join the organizations.
- Conducting activities that do not allow adequate time for study or sleep.
- Requiring new members to yell when entering or leaving any residence hall or building.
- Work projects without the participation of the full membership.
- Any action which could be perceived as inflicting physical abuse/harm to an individual, for example, paddling or throwing things at new members.

**D. STATEMENT ON HAZING**

Cavalla international University recognizes that student groups and associations including, but not limited to clubs and organizations, fraternities and sororities are an integral part of the University. They contribute to the academic and social experience of the students and the University community. This relationship carries with it certain rights of the University to protect and preserve an appropriate environment in which all students and organizations may operate. As such, all students are expected to conduct themselves as responsible members of the University community and to respect their fellow citizens.

**17. MEDIA CONTACT**

Students are expressly prohibited from speaking to any media outlet, organization or publication on behalf of, or as a representative of, Cavalla international University. Similarly, students are expressly prohibited from inviting the same to any University-owned or operated property, facility or event without the express written permission of the Office of University Communications.

**18. NON-FORCIBLE SEX OFFENSE**

- A.** Unlawful, non-forcible sexual intercourse.
- B.** Incest – An act committed that involves non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- C.** Statutory Rape – engaging in a sexual act that involves non-forcible sexual intercourse with a person who is under the statutory age of consent.

**19. ORGANIZATION AND EVENT REGISTRATION**

Failing to comply with policies and regulations governing the registration of student organizations, events on campus, off-campus house parties or the use of university facilities or resources is strictly prohibited. Failing to comply with regulations set forth in any and all applicable policies regarding the recognition of organizations is also strictly prohibited. Disciplinary action may be imposed upon a recognized student organization by the Office of Student Activities for violations of any applicable regulations set forth in university policy, the organization's charter, constitution and/or bylaws or any other policies or procedures regarding the recognition of an organization.

**20. PRESENTING FALSE TESTIMONY**

Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process could result in disciplinary action.

**21. PROPERTY DAMAGE**

- A.** The attempted or actual unauthorized removal, use of or defacing of university property, property under university custody or control or property of another individual or group that results in its destruction or damage.
- B.** Destroying, defacing, removing or damaging the property of others on university premises or at university-sponsored activities.

## 22. SAFETY

- A. Causing any experience, condition or environment that jeopardizes the safety of individuals, groups of individuals, or the University Community, both on and off campus; participating in conduct or behavior that explicitly endangers the safety and well-being of yourself or others are strictly prohibited.
- B. Tampering with safety measures or devices including, but not limited to, alarm systems, fire extinguishers, exit signs, emergency phone systems, smoke or heat detectors, fire hoses, security systems, locked exterior or interior doors, and sprinkler systems is strictly prohibited.
- C. Failing to comply with safety regulations including, but not limited to, failure to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms, inappropriate use of the alarm system, and similar conduct is strictly prohibited.
- D. Falsely reporting the presence or threat of a bomb or any other dangerous device or condition; falsely reporting any potentially dangerous and/or hazardous incident are strictly prohibited.
- E. Failing to report an event or act that would potentially endanger members of the University Community when you know, or have reason to know, of such an event or act is strictly prohibited. This event or act can be presently taking place or can be proposed for a future date and/or time.

## 23. SEXUAL HARASSMENT

Cavalla international University is committed to providing students with educational opportunities free from sexual harassment and discrimination based upon gender, gender expression, gender identity or sexual orientation. It is also committed to working towards ensuring that the campus community is free from sexual violence. Sexual Harassment is not only addressed in this Code, but also in the Cavalla international University *Title IX (Student) Policy on Prohibited Sexual Harassment and Gender-Based Discrimination in Education Programs and Activities*, which details the process for reporting and investigating sexual harassment claims. This policy is located in the H-book and on the University's policy website.

Sexual Harassment" is defined as: unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a basis for any decision affecting the terms or conditions of participation in any such program or activity or status in an academic course; or
- B. Such conduct has the purpose or effect of unreasonably interfering with a student's educational right, privilege, advantage, or opportunity; or
- C. Such conduct is so pervasive or severe that it creates an intimidating, hostile, or offensive environment for learning and has no reasonable relationship to the subject matter of the relevant course of instruction.

### Examples of Sexual Harassment

The following examples are illustrative of conduct that, if proven, may be considered by the University to establish sexual harassment in an academic setting:

- 1) Unsolicited, unwelcome flirtations, advances, and/or propositions of a sexual nature.
- 2) Insults, jokes, or anecdotes that belittle or demean an individual or a group's sexuality or gender.
- 3) Unwelcome sexually oriented gestures, verbal expressions, or comments of a sexual nature about an individual's body, clothing, or sexual experience.
- 4) Inappropriate displays of sexually suggestive objects or pictures.
- 5) Unnecessary and inappropriate touching, such as hugging, or brushing against an individual's body; patting, pinching,



- 6) Sexual assault (includes all incidents of "criminal sexual conduct" as defined by the District of Columbia code or the applicable law where the sexual assault takes place); or
- 7) Suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignments, status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation.

#### **24. SMOKING**

Smoking and the use of tobacco are prohibited in all indoor locations, including classrooms, offices, residence and dining halls, balconies, stairwells, common areas, and other private residential spaces that are on university property or maintained by the University for members of the University community. Smoking and the use of tobacco are prohibited in and on university-owned outdoor spaces, including walkways, the Yard, and sports and recreational areas. Also, smoking is prohibited in university-owned, leased or rented vehicles, regardless of location. Smoking and tobacco products, such as cigarettes, electronic smoking devices, cigars, pipes, hookahs, and chewing tobacco, are prohibited from use or sale and distribution on university property.

More information regarding the University's *Smoke-Free and Tobacco-Free Policy* is located on the University's policy website.

#### **25. THEFT**

The stealing or attempted theft of property and/or services; knowingly possessing or transporting stolen property; or improperly using or converting the property of another for personal use is a violation of the *Code* and may also be a violation of the law.

By reference, the University also requires that students comply with any and all laws within the State of Minnesota Code that pertain to theft.

#### **26. UNAUTHORIZED ENTRY, USE, OR TRESPASSING**

Entering or using University facilities or property, property in the custody or control of the University or property in the custody or control of another individual or group, for an improper purpose, or without proper authorization, or assisting others in doing so is strictly prohibited.

By reference, the University also requires that students comply with any and all laws within the District of Columbia Code that pertain to unlawful entry and/or trespass.

#### **27. USE OF ELECTRONIC COMMUNICATION**

Using University telecommunications, data communication networks or any electronic means owned and operated by the University for illegal or improper purposes or in violation of university regulations and policies, or related federal, state, or local laws is strictly prohibited. Electronic Communication use is not only addressed in this *Code*, but also in (1) the Cavalla international University *Acceptable Use of University Information Data and Communication Services Policy*; (2) the *Acceptable Use Policy for Computer and Network Systems*; and (3) the *social media Policy*. These policies are located on the University's policy website.

#### **28. VIOLATION OF CRIMINAL CODES OF THE LOCAL, STATE, OR FEDERAL GOVERNMENTS**

On or off-campus actions or activities that violate criminal law may also violate the *Code*.

## 29. WEAPONS

- A. Possession of weapons including, but not limited to, firearms, items that eject projectiles, knives, blackjack, slingshot, sand club, sandbag, knuckles, an imitation pistol, dirk, razor blade, or knife with a blade longer than three (3) inches or any instrument, attachment or appliance for causing the firing of any firearm to be silent or intended to lessen or muffle the noise of the firing of any firearms that any reasonable person would consider to have the possibility of doing bodily harm is strictly prohibited.
- B. Possessing, using, storing, distributing or transporting firearms, other weapons, explosives, fireworks, ammunition, tear gas or dangerous chemicals, except as authorized for use in class or in connection with university-sponsored research or other approved activities is strictly prohibited.

### SECTION VII: DISCIPLINARY SANCTIONS

The purpose of disciplinary sanctions for violations of the *Code* is to educate students about responsible behavior as members of the Cavalla international University Community, to maintain order and to protect the rights of others.

When students are found to be Responsible for violating the *Code*, they are required to abide by and comply with any and all rendered sanctions. The Office of Student Conduct & Community Standards (OSC) monitors such compliance. There is no set sanction for any particular offense, with the exception of automatic expulsion for a felony conviction. Each individual matter is evaluated separately and independently by the Hearing Officer/Hearing Panel and sanctions should reflect the nature and severity of each individual offense. However, in the event a student has previously been before a Hearing Officer or Hearing Panel for violations of the *Code*, while each individual matter will be evaluated independently, the sanctions imposed upon the student may be based upon the student's entire record of past alleged and/or guilty behavior.

#### 1. GENERAL TERMS

- A. Parents of minor or dependent students who receive a disciplinary sanction may be notified of that action by the University.
- B. The University reserves the right to apply any sanction for a violation of the *Code* that, in its sole discretion, appropriately addresses the gravity and frequency of the offense. One or more sanctions may be imposed for any offense. Prior offenses are cumulative, and any student found guilty of the same offense or a second offense of equal or greater magnitude may be suspended or expelled from the University. However, evidence of prior violations of the *Code* may be considered after a determination of Responsible has been made as part of the process of determining sanctions.
- C. Sanctions are imposed under the *Code* without regard to student classification, prospective graduation date, scholarship status, the time in the semester, the term in which the violation occurs, or any other factor.
- D. Students who have not completely fulfilled their sanctions may be allowed to participate in General Mandatory Registration for the subsequent semester if all other financial and academic conditions have been met. However, their registration will be canceled if they fail to comply with all the stipulations of the sanctions within the time limit set forth in their hearing outcome notification.

- E. The imposition of sanctions will be a matter of record maintained in the Office of Student Conduct & Community Standards. Any and all violations of the *Code* can and will be reported to other colleges/universities, potential employers, professional licensing agencies or other appropriate entities when the University receives inquiries regarding any administrative actions taken against a student.

## 2. TYPES OF DISCIPLINARY SANCTIONS

One or more of the following sanctions may be imposed for any violation of the *Code*. Failure to perform or comply with a sanction, as directed, can lead to the imposition of more severe sanctions, up to and including suspension or expulsion. The identified sanctions do not represent the full range of sanctions that may be imposed against a student found responsible for a violation of the *Code*.

### A. DISCIPLINARY WARNING OR REPRIMAND

A disciplinary warning or reprimand is an official written statement of censure. It is used when a student's behavior is unacceptable but is considered to be minor and/or unintended. This sanction includes a warning that if the student is found guilty of any other violation of the University's *Code*, they will be subject to more severe disciplinary action.

### B. LETTER OF APOLOGY TO THE AGGRIEVED PARTY

A student may be required to write a letter of apology to the aggrieved party. A draft copy of the letter must be provided to the Director of Student Conduct & Community Standards for final approval, prior to submission to the Complainant(s).

### C. REQUIREMENT TO SEEK COUNSELING

This sanction may be imposed when a student is found guilty of engaging in disruptive or uncivil behaviors as well as behavior that may cause him/her to be a threat to self or others. In such cases, the student shall be required to provide evidence of attendance and completion of counseling by a qualified professional to the Associate Vice President for Student Affairs.

### D. PARTICIPATION IN, OR CONDUCTING, SPECIAL WORKSHOPS, CLASSES OR SEMINARS

A student may be required to participate in, or to develop, advertise and present special workshops or seminars related to a *Code* violation. In such cases, the student may be required to present a typed summary of the activity to the Associate Vice President for Student Affairs for final approval, prior to conducting such activities.

### E. RESEARCH ASSIGNMENTS

A student may be required to complete a research assignment on a topic related to the *Code* violation within a specified deadline.

### F. MANDATORY UNIVERSITY OR COMMUNITY SERVICE

A student may be required to perform work assignments at the University or in the local community.

### G. RESTITUTION

Restitution is reimbursement to compensate for personal injury, property damage, or misappropriation of university or other personal property. It may be in the form of money or services, subject to the discretion of the Hearing Officer and/or the Director of Student Conduct & Community Standards.

#### H. DISCIPLINARY PROBATION

Disciplinary Probation may be imposed for a specified period of time, not to exceed two (2) years. A student who is under disciplinary probation will not be permitted to participate in any extracurricular activity, including intramural, intercollegiate or club sports, student clubs, fraternities, sororities, social groups and any other organization that is not directly linked to receiving a grade in a particular course. A student on disciplinary probation is prohibited from representing the University in any public function, competition, or performance, hold office in a student organization, or be eligible to join a fraternity or sorority.

Students receiving scholarships for any activities enumerated above may have that scholarship suspended, terminated or revoked. Decisions regarding scholarship suspension, termination or revocation will be made by the Vice President for Student Affairs, after consultation with the Associate Vice President for Student Affairs and other appropriate University officials.

#### I. LIMITED TERM SUSPENSION

Suspension is appropriate in cases of serious misconduct or in cases when a student has violated a condition of disciplinary probation or failed to meet the stipulations of lesser sanctions. A student may be suspended from the University for (1) the remainder of the semester or summer session during which the sanction is applied, or any portion thereof; (2) the next semester; or (3) any other additional periods determined appropriate by the University. In the event of a limited-term suspension, tuition and fees will be forfeited if the violation occurs after the refund period as recorded on the University Calendar.

Suspensions are recorded on the student's permanent record (official transcript). Students suspended from the University are required to immediately return all University property, including, but not limited to, their student identification cards, room keys and other University property. Suspended students will also be barred from the campus for the duration of their suspension. Exceptions may be granted to this prohibition by the Associate Vice President for Student Affairs, if it is determined that the barred student must enter University property for the purpose of conducting official business. If a student returns to the campus without permission during the period of suspension, their eligibility to be re-admitted to Cavalla international University is jeopardized and such persons may also be charged with unlawful entry and, thereby, made subject to arrest.

#### J. INDEFINITE SUSPENSION

Indefinite suspension includes all conditions described in Limited Term Suspensions above, and an inability to be considered for readmission to the University for a two (2) year period following the suspension. This sanction is used in cases of extremely serious misconduct. Prior to being granted readmission, any student subject to indefinite suspension must present evidence of rehabilitation to the Vice President for Student Affairs. Upon consideration, the Vice President for Student Affairs shall have sole discretion regarding whether readmission to the University will be granted.

**K. EXPULSION**

Expulsion is the most severe sanction that the University may impose. Expulsion is permanent dismissal from the University. In addition, the student is never eligible for readmission to the University and is permanently barred from Cavalla international University owned and/or operated property and from all University-sponsored events. Students expelled from the University are immediately required to return any and all University property, including, but not limited to, any student identification cards, room keys, and other University property and must leave campus immediately upon notification of being expelled. If an expelled student returns to the campus, he or she will be charged with unlawful entry and may be arrested. An expelled student's relationship with the University is severed permanently.

**SECTION VIII: PROCEDURE FOR READMISSION AFTER DISCIPLINARY SUSPENSION**

A student temporarily suspended will be considered for readmission only after the student submits a *Former Student Returning Application* form to the Office of Student Conduct & Community Standards and a Request for Readmission form to the Office of the Registrar.

OSS shall inform University officers or officials, including the appropriate academic and administrative deans, the Vice President for Student Affairs, the Office of the Provost, the Office of General Counsel and the Office of the President of the disposition of the matter.

**SECTION IX: REVISIONS OF THE STUDENT *CODE* OF CONDUCT AND JUDICIARIES**

**1. PERIODIC REVIEW**

The Office of Student Conduct & Community Standards will conduct a full formal review of the *Code* no less than every five (5) years or at other times as it deems appropriate to determine if the *Code* should undergo a full revision.

**2. PROCEDURE FOR REVISION**

If it is determined that the *Code* is in need of full revision, the procedure for developing a new document for recommendation to the Board of Trustees will be as follows:

- A.** The Associate Vice President for Student Affairs will form a committee composed of faculty, administrative staff and students to review the "*Code*" and to make recommendations for changes. The pool of those eligible to serve will come from names submitted by university officers, Deans of the schools and colleges, the Faculty Senate, the Cavalla international University Student Association (CIUSA), and other authorized and approved undergraduate and graduate student governing bodies using their own internal policies for such selections. In the event that after appropriate notice, names are not submitted, the Associate Vice President for Student Affairs shall unilaterally make appointments.
- B.** An open forum for students, appropriately advertised, will be held to allow for discussion of proposed changes to the *Code*. Comments and concerns will be considered in completing the final draft.
- C.** After receipt of all recommendations, the draft of the revised *Code* will be completed by the Associate Vice President for Student Affairs and forwarded to the Vice President for Student Affairs and the Provost for review and comment.
- D.** The final draft will be submitted for review to the General Counsel.

**3. FORWARDING FOR APPROVAL**

After review by the General Counsel, the final document will be forwarded through the Vice President for Student Affairs and the Provost, to the President for final review and presentation to the Board of Trustees for final approval.

#### 4. AMENDMENTS

Amendments to the *Code* deemed necessary by the Associate Vice President for Student Affairs during periods between formal full reviews and revisions will be prepared by the Associate Vice President for Student Affairs and forwarded through the Vice President for Student Affairs, the Provost and General Counsel, to the President for approval and implementation.

#### HISTORY:

Approved by the Board of Trustees on *April 17, 2024*

Conforming Amendments: February 2021, September 2022, August 2023

## CAVALLA INTERNATIONAL UNIVERSITY POLICY

Policy Number: 000-001

**Policy Title:** STUDENT PRIVACY RIGHTS

**Responsible Officer:** Provost

**Responsible Office:** Office of the Provost and Chief Academic Officer

**Effective Date:** June 3, 2024

### *I. POLICY STATEMENT*

Cavalla international University (the “University”) reaffirms its commitment to ensuring that information contained within the education records of all students is protected to the fullest extent of the law. In accordance with Federal law, the University has a legal obligation to implement a policy addressing the privacy rights of students and to ensure compliance by all members of the University community. To fulfill these obligations, the University has created this Privacy Rights of Students policy to adhere to the regulations established by the Family Educational Rights and Privacy Act of 1974, as amended (hereinafter referred to as “FERPA”). FERPA affords all students attending an institution of postsecondary education the right to: (1) inspect and review their education records; (2) request an amendment to education records that are inaccurate or misleading and; (3) exercise some level of control over the disclosure of their education records and the personally identifiable information these education records contain.

Further, unless otherwise required by law or permitted by a FERPA exception or exemption, information contained within a student’s education record shall not be disclosed to persons outside of the University without the student’s express written consent.

The Provost and Chief Academic Officer is primarily responsible for implementing this policy and for ensuring that all students, faculty members, administrators and other pertinent University officials are fully aware of their rights, responsibilities and obligations under this policy. The provisions of this policy extend to all undergraduate, graduate, transfer, and foreign and/or domestic exchange students as well as all residents and individuals receiving education and/or training at the University. Moreover, it is imperative that this policy is strictly adhered to by all University administrators, staff and faculty members creating, possessing and/or maintaining any written records/documents pertaining to students and their behavior, academic performance or any other matter during their matriculation at the University. Student education records must be maintained for a minimum of three (3) years. The Provost and Chief Academic Officer shall also ensure that appropriate notice of this policy and its contents are distributed to all University vendors and third parties to whom this policy may apply. If applicable, these individuals are also required to comply with all of the University’s rules and regulations regarding student privacy rights, as set forth within this policy.

### *II. RATIONALE*

FERPA is a federal law enacted to maintain the privacy of student records and outline obligations of the institution. This policy focuses primarily on the areas of release of student records and the access provided to these records.

This policy and the procedures outlined herein have been adopted in accordance with FERPA.

### *III. ENTITIES AFFECTED BY THIS POLICY*

While it is the responsibility of the University to disseminate this policy, it is the responsibility of each member of the University Community to read the policy and become familiar with its provisions. Moreover, failure to follow these procedures may inhibit or prevent the University from receiving federally administered funds.

While this policy addresses student education records, the regulations contained herein apply to all students, faculty members and administrators of the University Community. More specifically, each time an individual or entity not affiliated with the University Community requests information contained within a student’s

education records, this policy will be applied. Additionally, this policy is extended to third parties, including those serving as contractors and vendors doing business at and/or with the University if they create and/or maintain possession of or access to any student's education records. If such an individual commits an act in violation of this policy, the University will take appropriate remedial measures, under the circumstances, to sanction the offender, mitigate against the potential for recurrence, and discipline any member of the University Community who may have failed to comply with this policy, or may have failed to stop activities in violation of this policy when they had the authority to do so.

#### IV. DEFINITIONS

**Directory Information:** information contained in a student's education records that is generally not considered to be harmful or an invasion of privacy if disclosed. The following non-exhaustive list contains information that the University may release without the express written consent of a student: name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, school or college, credit hours earned, degrees earned, enrollment status, participation in officially recognized sports and activities, and honors and awards received.

**Education Records:** those records, files, documents, and other materials which contain information directly related to a student and are maintained by an educational institution or by a person acting for such institution. The following **do not** constitute education records:

- Records of instructional, supervisory, and administrative personnel are in the sole possession of the maker of those records that are not accessible or revealed to any other person, except a substitute teacher or professor.
- Records maintained by a "law enforcement unit" of the educational institution created by that "law enforcement unit" for the purpose of law enforcement (such as the Cavalla international University Department of Public Safety or its equivalent).
- Employee files are made and maintained in the normal course of business, if the person is employed by the institution but not in attendance at the institution.
- Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in their professional capacity, when such records are made, maintained, or used only in connection with providing treatment to the student and are not available to anyone other than persons providing treatment.

**Law Enforcement Unit Records:** records that are (a) created by a law enforcement entity, (b) created for a law enforcement purpose, and (c) maintained by a "law enforcement unit" (this includes, but is not limited to, those records of the Cavalla international University Department of Public Safety).

**Legitimate Educational Interest:** exists when there is a need to know the information at issue in order for a university official to perform their professional responsibilities for the University.

#### V. POLICY PROCEDURES

##### (1) Information the University May Disclose

In accordance with the provisions of both FERPA and this policy, the University may disclose information contained within a student's education records in instances where:

- a. A student has provided written consent permitting the disclosure of such information.
- b. Directory information has been requested. In this instance, the University may release the



directory information contained within a student's education records without the student's written consent. However, a student may submit a written statement to the Provost and Chief Academic Officer specifically requesting that no such data be released without their written consent.

(2) Information the University May Disclose Without Student Consent

The University may disclose information contained within a student's education records under the following circumstances, without a student's written consent:

- a. Requests Pertaining to a Legitimate Educational Interest: members of the University Community may disclose information contained within a student's education records to other University officials, as long as the University uses reasonable methods to ensure that the University officials only obtain access to those education records in which they have legitimate educational interests.
- b. Requests by Parents of Dependent Students: information contained within a student's education records may be disclosed or released to the parents of a student who is considered a dependent for federal income tax purposes. If a student is claimed as a dependent on the federal income tax filings of one or both parents, either parent may be granted access to the student's education records and the information contained therein. Prior to the release of any information, parents will be required to provide documentation evidencing that the student has been claimed as a dependent.
- c. In the Event of a Health or Safety Emergency: in the event the University determines that a student is experiencing a health or safety emergency, parents are expressly included as "appropriate persons" who may receive student record information in connection with the emergency, if the knowledge of the information is necessary to protect the health or safety of the student or other persons within the University community.
- d. In Connection with Certain Disciplinary Proceedings Involving Alcohol, Drugs, Crimes of Violence, or Non-Forcible Sex Offenses: the University may disclose information contained within a student's education records pertaining to any disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the University community. Additionally, the University is permitted to disclose, to a parent or legal guardian, information contained within a student's education records regarding any violation of Federal law.
- e. law or University policy governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the University determines that the student has committed a disciplinary violation with respect to such use or possession.
- f. Requests by Other Schools in Which a Student Seeks or Intends to Enroll: The University may disclose information contained within a student's education records to officials at another institution when a student seeks or intends to enroll in the other institution. If information is sought by another institution, the University will make a reasonable attempt to notify the student that it intends to release such student education record information.
- g. Requests by Authorized Representatives: the University is permitted to release information contained within a student's education records to authorized representatives of the United States Comptroller General, the Secretary, or State educational authorities or authorized representatives of the Attorney General for law enforcement purposes. This information may also be released to state and local officials or authorities to whom such information is specifically allowed to be disclosed pursuant to state policies and laws.

- h. Requests Relating to Financial Aid: The University may release information contained within a student's education records to persons and/or agencies in connection with a student's application for, or receipt of, financial aid.
- i. Requests by Organizations for Studies and Accrediting Organizations: the University is permitted to release information contained within a student's education records to organizations conducting studies for, or on behalf of, educational institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The University may also release such information to accrediting organizations desiring information to carry out their accrediting functions. When these requests are made, each organization will be required to ensure that a student's personally identifiable information will not be released or retained after its purpose is served.
- j. Lawfully Issued Subpoena Requests: upon receipt of a lawfully issued subpoena, the University may disclose any requested information contained within a student's education record in order to ensure compliance with the request. Under these circumstances and absent a court order, the University must make reasonable attempts to notify a student that it has been presented with a subpoena or a judicial order requiring the release of such data and that this request seeks information contained within their education records.

In accordance with Federal law, the University is required to maintain a record of all those persons requesting and/or gaining access to a student's education records, except when: (a) such disclosures are made to other University officials with a legitimate educational interest and (b) the only information in the student's education records that is released is directory information.

### (3) Information Not Subject to or Protected Under FERPA

The following statements and/or records are not considered to be education records under FERPA. Therefore, they can freely be discussed, disclosed or shared, subject to other applicable University, District of Columbia and/or Federal laws and provisions:

- a. Statements Made as a Result of Personal Observations or Direct Interactions Not Derived from an Existing Education Record: neither FERPA nor this policy applies to any personal observations of or direct interactions with students. Therefore, any member of the faculty, staff or University administration is permitted to disclose their personal observations of a student to appropriate persons seeking such information. However, if a member of the faculty, staff or University administration describes their observations of a student in a written document, the document is subject to the provisions contained within this policy.
- b. Records Created and Maintained by a Law Enforcement Unit for a Law Enforcement Purpose: investigative reports regarding students and other records created and maintained by law enforcement units are not considered education records as long as the records are created, at least in part, for law enforcement purposes. Therefore, the University is not prohibited from disclosing any information contained within law enforcement unit records to anyone, even when the student has not provided a written consent for disclosure.
- c. Student Medical Treatment Records: student medical records are not protected by or covered under this policy if they are (1) made or maintained by a physician, psychiatrist, psychologist, or other health care professional acting in their professional capacity and (2) made, maintained, or used only in connection with treatment of the student. However, the disclosure of these student medical records is governed by other applicable University policies and Federal and District of Columbia laws.

### (4) Additional Policy Procedures

- a. Right to Inspect and Review Student Education Records: any student, once enrolled at the University as a

student of record, shall have the right to inspect and review their student education records within 45 days of the day the University receives a written request for such access. The written request must specifically state the record(s) the student wishes to inspect and must be submitted to the Office of the General Counsel for further action. Submission of a written request to inspect education records does not entitle a student to receive a copy of their transcript if there is an outstanding University balance. In the event a student with an outstanding balance wishes to inspect and review their student education records, the student will be permitted to view the information contained within the education records, in the presence of an authorized University official, but will not be permitted to leave the University with a copy of their transcript.

Additionally, the University does place limitations on the types of information a student has the right to inspect and review in their education records. More specifically, the University is not required to permit students to inspect and review the following:

- a. Financial information submitted by parents.
- b. Education records containing information about more than one student.
- c. Confidential letters and recommendations placed in the student's file.
- d. Confidential recommendations pertaining to admission to any educational institution, an application for employment, and the receipt of an honor or honorary recognition if the student has waived their right to access these confidential recommendations. Waiver applies to recommendations only if:
  1. Upon request, the student is notified of the names of all persons making confidential recommendations; and
  2. The recommendations are used only for the purpose they were specifically intended.
  3. **NOTE:** waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the University.

It is important to note that parents of a dependent student, as defined by the Internal Revenue Code, may be granted similar access to inspect and review the education records of the University student, upon submission of documentation evidencing that the student has been claimed as a dependent for tax filing purposes.

- b. **Right to Seek an Amendment to Education Records:** a student may request that the University amend and/or change information contained within their education records, if they believe that the information is inaccurate, misleading, or in violation of privacy rights. When seeking an amendment, students must provide a written request specifically identifying the part of the education records they want corrected and specifying why they believe the current information is inaccurate. Students will be required to present written documentation in support of their position prior to any possible correction.
- c. **Filing a Complaint:** each student has the right to file a complaint with the Department of Education concerning alleged failure by the University to comply with the requirements of FERPA and this Policy. Complaints should be filed, in writing, and addressed to the following:

Family Practice Compliance Office  
U.S. Department of  
Education 400  
Maryland Avenue,  
SW Washington,  
D.C. 20202-5920

## **VI. SANCTIONS**

Failure to carry out the responsibilities established by this policy will give rise to disciplinary action, up to and including separation from the University.

**VII. *HYPERLINK***

**Website: <https://cavallauniversity.education/>**

## *CODE OF ETHICS AND CONDUCT*

### Section I

#### **Statement of Purpose**

It is the policy of the University to conduct itself with the highest degree of integrity and honesty in all of its dealings. This is a responsibility that we share as a University Community. Each trustee, student, faculty member, and administrative employee must be bound by this common duty in the pursuit of their individual responsibility to the educational objectives of the University. We owe this duty not only to each other, but also to our residential neighbors and the government that represents the interests of all citizens. Honesty and fair dealing are the hallmark of this institution, inherited from those who have come before us and a sacred trust that we must leave to those who will follow.

This Code of Ethics and Conduct will identify some of the common obligations and responsibilities of the University Community. Particular emphasis, however, will be devoted to those individuals who comprise the Board of Trustees, the deans of the various colleges and schools, and other senior administrative personnel. This document is not intended to be a procedural manual or an exacting account of proscribed conduct. If any member of the University Community should require a greater degree of specificity as particular circumstances arise, guidance can be obtained from the University's compliance officer.

### Section II Applicability

The Code of Ethics and Conduct applies to the members of the Board of Trustees, all students, faculty, and administrative personnel ("University Community"). Because of the sensitive nature of some positions and the high degree of trust placed in those individuals occupying such positions, this Code will place special responsibilities on trustees and senior administrative personnel. For the purposes of this document, the term "Senior Administrative Personnel" shall mean the President, the Provost, Deans, Directors, all Vice Presidents and the General Counsel.

### Section III

#### Responsibilities

The University Community shares the following fundamental responsibilities:

- To Our Students—We owe the right of fair access to all educational opportunities and benefits available at the University in an environment that is free of invidious harassment, discrimination, or intimidation.
- To Our Faculty—We must offer a fair opportunity to teach, conduct research, and to provide service to the community in a setting that provides the academic freedom necessary to cultivate a wide expanse of ideas and teaching methods.
- To Our Administrative Staff—We must provide the opportunity to serve the institution to their fullest potential and in a work environment that is safe and free from illegal discrimination.
- To Our Neighbors—We must operate our facilities in a way that does not unjustly deprive any of our residential neighbors of a valid property right. At all times, we should conduct ourselves in a manner that avoids any diminution in the quality of our neighborhood.
- To Our Trustees—We owe our honesty and best judgment. We must manage the University's assets prudently and fairly in accordance with the Trustees' direction and within the constraints of law.
- To Our Government—We have an obligation to always be truthful in our dealings with both the city and the federal governments, and to never do or tolerate any circumstance within our control that can result in the improper use of public funds.

Section IV Required  
Conduct

All members of the University Community shall conform their conduct to the following standards and avoid any conduct that is an actual or apparent violation of these standards.

1. **Proper Use of University Resources**—University resources shall not be used for other than their intended purpose. We shall manage those resources prudently and not improperly convert any such resource to our personal use or that of another. We shall not offer University resources to another in order to obtain an unfair advantage, not based on the merits of a transaction, or otherwise offer those resources in a manner or under circumstances that would establish a violation of law.
2. **Relationship With Vendors**—No member of the University Community may approve, recommend, or promote a business transaction in which that person has a direct personal interest, or otherwise cause the University to do business with a firm in which that person is an officer or senior management employee or in which that person (directly or indirectly) owns more than a 5 percent equity interest (hereinafter an “affiliated firm”), unless such person first discloses their relationship and the relevant circumstances of the contemplated activity, in writing, to the President and the Compliance Officer of the University and:
  - A. It is determined that the proposed activity is fair to the University and will not result in the University foregoing revenues, or incurring costs in excess of the costs that would be incurred for goods, property, or services of like quality if acquired from another source; and
  - B. The Compliance Officer reports to the Board of Trustees, Legal Audit Committee, all disclosures made under this paragraph, and the circumstances of all related matters, for such a disposition as the Committee may deem appropriate. When practicable, such reporting to the Committee shall take place before the proposed activity takes place, but in no event less than quarterly. In exceptional circumstances, however, compelled by exigent time restraints, the Compliance Officer, with the concurrence of the President, may give tentative approval of an activity covered by this paragraph subject to subsequent ratification by the Legal Audit Committee. The Secretary of the Board of Trustees shall maintain records and minutes of all disclosures and dispositions made under this paragraph. Under no circumstances may a person described in the first sentence of this paragraph approve a relationship with, order or authorize purchases from, or approve or make payments to an affiliated firm or person on behalf of the University. For the purposes of this paragraph the terms “person” and “affiliated person” includes an individual’s immediate family members, close personal acquaintances, and others living within such individual’s household.
3. **Gratuities**—No trustee, member of the faculty, or employee of the University shall receive or solicit anything of value in return for influencing or exercising their discretion in a particular way on a University matter. In addition, trustees and senior administrative personnel are prohibited from accepting or soliciting any gratuity or thing of value (for which a fair market price has not been paid) for or because of any official act performed or to be performed by the Trustee or senior employee in their official capacity with the University. This provision does not prohibit the acceptance of an item having a nominal value or ceremonial gifts received by officers or trustees of the University in their official capacity.
4. **Confidentiality and Maintenance of Accurate Accounts and Records**—The accounts and records of the University are maintained in a manner that provide for an accurate and auditable record of all financial transactions in conformity with generally accepted accounting principles, established business practices, and all relevant provisions of controlling law. No false or deceptive entries may be made, and all entries must contain an appropriate description of the underlying transaction. To the extent not needed for daily operating transactions, all University funds must be retained in the appropriate University accounts with appropriately designated financial institutions and no undisclosed or unrecorded fund or asset shall be established or maintained for any purpose. All reports,

Vouchers, bills, invoices, payroll information, personnel records, and other essential business records must be prepared with care and honesty.

Since the unauthorized use of the records and accounts described in the preceding paragraph can cause the University harm, access to such data should be closely controlled. Members of the University Community who improperly convert these records and accounts for their own personal use or for the personal use of another, or who wrongfully discloses such records or accounts will be subject to appropriate legal sanctions by the University. To further the enforcement of this standard of conduct, the President may direct that certain employees who occupy sensitive or confidential positions execute confidentiality agreements with the University as a condition for employment or continued employment.

5. Educational Benefits and Opportunities—No member of the University Community shall deny a student fair access to all educational opportunities and benefits available at the University. Invidious harassment, discrimination, or intimidation of students that deny or impede their right of access to these benefits and opportunities will not be tolerated and will be subject to disciplinary action. No member of the University Community shall deny any member of the faculty a fair opportunity to teach, conduct research, and to provide services to the community in a setting that provides the academic freedom necessary to cultivate wide expanse of ideas and teaching methods. Unwarranted interruption of classes or other academic activities is an abridgment of the right of the faculty to teach and an abridgment of the rights of the affected students to learn.

6. Government Relations—All members of the University Community are expected to conform their actions to the requirements of the law. Whether or not an illegal act is committed in a person's capacity as a member of the University Community, and regardless of whether a violation occurs on or off campus, if that violation of law reflects unfavorably on the University, it will be deemed a breach of this Code of Ethics and Conduct. We will not withhold material information from the government or engage in any other course of conduct that may be or appear to be deceptive or misleading. If we are requesting government funding or the award of a government contract or grant, we have an affirmative obligation to make full, accurate, and honest representations concerning all relevant information submitted to or requested by the government. Our record keeping and accounts must be in accord with generally accepted accounting principles and otherwise in compliance with all pertinent government directives and regulations.

7. Employment Practices and Public Relations—No member of the University Community shall engage in any employment practice that is a violation of Federal law, the law of the District of Columbia, or the law of any other local jurisdiction where the University may have employees. No one in a supervisory position, or in any position of higher authority in the University, is to use their position to intimidate subordinate employees or to exact personal favors or things of value (for which a fair market price has not been paid) from employees of lesser rank within the University.

Every member of the University Community is expected to treat each other and members of the public with courtesy, professionalism and civility.

8. Duty to Cooperate—Every member of the University Community has a duty to cooperate with the University's Compliance Officer in the initiation and defense of actual or contemplated litigation affecting the interests of the University and in the conduct of any investigation of a violation of this Code of Ethics and Conduct. Trustees and Senior Administrative Personnel are under an affirmative obligation to report reasonably suspected violations of this Code of Ethics and Conduct to the University's Compliance Officer.

## Section V

### **Additional Obligations of Trustees and Senior Administrative Personnel**

Trustees and senior administrative personnel have a duty to the University to always act in good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner reasonably believed to be in the best interests of the University. Persons occupying these positions of trust shall complete and submit, on at least an annual basis, a Conflict-of-Interest Disclosure Form (“form”). The form shall be amended more frequently, as needed, whenever there is a material change in the circumstances of the reporting person that would make the form then on file materially false or misleading. In addition, all Trustees must agree and sign a Statement of Responsibilities (“statement”) that will provide some guidance on the special responsibilities attended to that office. The form and the statement may be changed from time to time by the Board of Trustees.

#### Section VI

##### **University Compliance Officer**

The University Compliance Officer shall be the General Counsel of the University.

#### Section VII

Implementation The President of the University shall issue such directives or instructions as may be needed to implement this Code of Ethics and Conduct. The Legal and Audit Committee of the Board of Trustees shall be advised of such directives and instructions on, at least, a quarterly basis. At the request of the Committee the full Board of Trustees may consider the President’s directives and instructions and take such action in response thereto as it may deem appropriate.

#### Section VIII

##### Amendments

This Code of Ethics and Conduct is voluntarily adopted by the Board of Trustees and may be amended by the Board of Trustees at any time, with or without notice, and without the provision of consideration to any party.

*Adopted by the Board of Trustees on June 6, 1998*

Acquired Immune Deficiency Syndrome (AIDS) is a deadly disease that has reached epidemic proportions. Having already affected tens of thousands of Americans, it is expected that the disease will strike tens of thousands more over the next few years. We must anticipate that some members of the Cavalla international University Community will be affected. In the absence of an effective vaccine or cure, education is the most effective defense against the ever- widening threat of the disease. In an effort to address AIDS issues in caring and compassionate manners consistent with the requirements of law, the University has adopted this policy and administrative guidelines on AIDS. On the basis of presently available medical and legal information, the University adopts the following guidelines.

#### *STUDENTS*

1. University students who have AIDS, ARC or a positive HIV antibody test, whether they are symptomatic or not, will be allowed regular classroom attendance and regular campus employment activities in an unrestricted manner as long as they are physically able to attend class or perform their job duties in a manner that does not pose a health or safety risk to themselves or to others.
2. Students with AIDS, ARC or a positive HIV antibody test will not be restricted from access to instructional, recreational, dining or other common areas, facilities and equipment.
3. The presence of AIDS, ARC or a positive HIV antibody test will not be part of the admission decision for any student applying to attend the University. All enrolled students shall be encouraged to attend an educational lecture on AIDS conducted by the University Student Health Center.
4. Decisions about residential housing for students with AIDS, ARC or a positive HIV antibody test will be made on a case-by-case basis by the appropriate university administrators in consultation with the Task Force. Current medical information does not support the existence of a risk to those sharing dormitories with persons with AIDS, ARC or a positive HIV antibody test. There may, however, be in some circumstances reasonable concern for



the health of persons with AIDS, ARC or a positive HIV antibody test because of their depressed immune system, who might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living situation.

Where possible, students with AIDS, ARC or a positive HIV antibody test may be assigned private rooms in the interest of protecting the health of those students.

5. No information concerning the health status of persons with AIDS, ARC or a positive HIV antibody test will be provided to faculty, staff, students, family or others without the express written permission of the student in each case. Additionally, no person, group, agency, insurer, employer or institution will be provided any medical information without the prior express written consent of the student, with the exception of reporting requirements imposed by law.

6. The University encourages regular medical follow-up for students who have been diagnosed as having AIDS, ARC or a positive HIV antibody test. Any student requesting HIV antibody testing may obtain appropriate confidential medical counseling at the University Student Health Center and a referral for free testing at a public health facility.

7. Those students who are known to have AIDS, ARC or a positive HIV test may be excused from the University requirements for certain vaccines, if those vaccinations could lead to serious consequences in those with poorly functioning immune systems.

### **ALCOHOLIC BEVERAGES REGULATIONS AND GUIDELINES**

Cavalla international University is committed to promoting the health and safety of its entire campus community, including students, faculty and staff. Cavalla Internationalis also committed to maintaining an academic and work environment that is not hampered by the abuse of alcohol, and consequently will enforce University and District of Columbia regulations in this regard. The sale, service, use and consumption of all alcoholic beverages on the Cavalla international University campus must be in compliance with university policies, guidelines and District of Columbia laws.

#### **Alcohol and Drug Abuse (Substance Abuse) Policy**

In accordance with federal law, Cavalla international University (CIU) has adopted policies consistent with the *Drug-Free Schools and Communities Act Amendments of 1989*. Our policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illicit drug by students, faculty, and staff on or off its property or as a part of campus activities.

The University, as a part of the larger community, is similarly bound by law and out of necessity must act in a similar fashion with offenders of its regulation's operative in this area. Members of the University community suffering from substance abuse-related problems are encouraged to seek professional help from university and local community resources where such assistance is handled with the utmost confidentiality.

However, violations of Cavalla International University's alcohol and drug abuse policy include, but are not limited to:

1. Use, possession, manufacture, distribution, or sale of illicit drugs or drug paraphernalia on university premises, in university-supplied vehicles, or related to any University activity.
2. Use, possession, or any manufacture, distribution, or sale of a controlled substance on university premises, in university-supplied vehicles, or related to any University activity.
3. Storage of any illicit drug, drug paraphernalia, or controlled substance whose use is unauthorized in a locker, desk, or another repository on university premises.
4. Possession, use, or distribution of alcohol by underage persons (under 21 years old); providing alcohol to underage persons or providing a space for the consumption of alcohol by underage persons.
5. Possession of an open alcohol container in a public area regardless of the individual's age.
6. Being under the influence of an unauthorized controlled substance or illicit drug on university premises, in university-supplied vehicles, or at any University activity.
7. Use of a controlled substance that adversely affects the individual's work performance, safety at work, or safety of others at work that causes disruptive conduct due to all or in part to being under the influence of a controlled substance; and that adversely affects the University's reputation in the community.
8. Possession, use, manufacture, distribution, or sale of illicit drugs off university premises that adversely affects the individual's work performance or safety, or safety of others at work.
9. Conviction under any criminal drug statute for a violation occurring in the workplace, residence hall, off-campus domicile, or under circumstances that adversely affect the University's reputation in the community.

1. Failure to notify the University of any conviction under any criminal drug statute for conduct occurring on campus or off-campus (for registered students), within five (5) days of conviction.
2. Refusal to sign a statement acknowledging receipt of university policy on alcohol and illicit drugs.

#### Policy Violations Sanctions

Students, faculty, and staff who violate the University's alcohol and drug policies will be subject to disciplinary action, up to and including the possibility of expulsion (for students), termination of employment (for faculty and staff), and termination of contract (for contractors and affiliates). The University may also refer a matter to the appropriate police or other governmental authorities for prosecution. The types of sanctions that may be imposed by the University also may include, but are not limited to:

#### **Students Employees**

- Participation in special workshops, classes or seminars
- Verbal warning or written warning
- Warning or Reprimand
- Requirement to seek counseling.
- Requirement to seek counseling
- Suspension.
- Mandatory University or community service
- Demotion
- Restitution
- Termination of employment
- Parental/Guardian notification
- Suspension or Probation
- Expulsion from Cavalla international University
- Immediately vacate on-campus housing and lose housing privileges.

#### **Controlled Substances Policies**

- \* 400-013: Alcohol and Drug Prevention Policy
- \* Cavalla international University Policy Statement Concerning the Use of the Possession for Sale, Transfer, or Exchange of, and the Manufacture, Transfer, Sale or Exchange of, Controlled Substances (Approved by the Board of Trustees on September 23, 1989)
- \* CIU-Student Handbook, Student Code of Conduct and Residence Hall Handbook
- \* CIU Faculty Handbook and CIU-Employees Handbook and Personnel Guidelines and Statement of Current Benefits

Cavalla international University reserves the right, on a case-by-case basis, to advise individuals who exhibit behaviors indicative of the problematic use of alcohol or other drugs to seek professional assistance. It may include a referral to the Employee Assistance Program (EAP) for a professional assessment to determine the presence of alcohol or drug dependence, or a referral to the University Counseling Center, the Student Health Center or the Dean for Student Services for counseling, advisement, and treatment, as appropriate. Completion of referral recommendations may be included as part of the sanctions for violating University alcohol and drug policy.

#### **I. Alcohol and Drug Prevention Services Network**

The Alcohol and Drug Prevention Services Network is comprised of the Office of the Dean of Student Services, University Counseling Service, the Student Health Center, the Office of Human Resources, and the Cavalla international University Department of Public Safety. These University offices and departments are responsible for handling matters involving drugs and alcohol and have adopted policies and procedures designed to educate members of the University community and address problems of alcohol and drug abuse that students, faculty, staff and other members of the University community may be experiencing.

For more information see Cavalla International University Alcohol and Drug Policy.

**II. Health Risk Information - For more information visit the National Institutes of Health (NIH), National Institute on Drug Abuse (NIDA), The Science of Drug Abuse and Addiction websites, also visit <http://rethinkingdrinking.niaaa.nih.gov/>.**

### Insights

If you encounter a person who is passed out, unconscious or cannot be easily aroused, or appears to have trouble breathing, the safest action is to call for help. Call 911 medical services.

If you feel disoriented, out-of-control, or not able to care for yourself or make decisions, ask for help from a trustworthy person.

1. **Do not** go to parties alone; there is safety in numbers.
2. **Do not** accept a mixed drink or an opened container and watch your drink as it is being mixed.
3. **Do not** share or exchange drinks with others nor leave your drink unattended.

Alcohol - It is a central nervous system depressant that is rapidly absorbed from the stomach and small intestine into the bloodstream.

### Possible Health Risks and Effects

Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.

**Alcohol affects** the brain, heart, liver and pancreas and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase the risk of certain cancers, stroke, and liver disease.

Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol and continued use despite harm or personal injury.

**Prescription Drugs and Cold Medicines** – *Some medications have psychoactive (mind-altering) properties and, because of that, are sometimes abused—that is, taken for reasons or in ways or amounts not intended by a doctor, or taken by someone other than the person for whom they are prescribed. Some of the opioids include Fentanyl (Duragesic), Hydrocodone (Vicodin), Oxycodone (OxyContin), Hydromorphone (Dilaudid), Meperidine (Demerol)*

### Possible Health Risks and Effects

Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS) depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy).

1. **Opioids** can produce drowsiness, cause constipation, and—depending upon the amount taken—depress breathing. The latter effect makes opioids particularly dangerous, especially when they are snorted or injected or combined with other drugs or alcohol.
2. **Depressed respiration** can affect the amount of oxygen that reaches the brain, a condition called hypoxia. Hypoxia can have short- and long- term psychological and neurological effects, including coma and permanent brain damage.
3. **More people die** from overdoses of prescription opioids than from all other drugs combined, including heroin and cocaine (see "The Prescription Opioid Abuse Epidemic" below).

**Amphetamines** - Stimulant medications including amphetamines (e.g., Adderall) and methylphenidate (e.g., Ritalin and Concerta) are often prescribed to treat children, adolescents, or adults diagnosed with attention-deficit hyperactivity disorder (ADHD).

### Possible Health Risks and Effects

Prescription Stimulants are sometimes abused however—that is, taken in higher quantities or in a different manner than prescribed, or taken by those without a prescription. Repeated abuse of stimulants can lead to feelings of hostility and paranoia. At high doses, they can lead to serious cardiovascular complications, including stroke.

1. **Stimulants can** increase blood pressure, heart rate, body temperature and decrease sleep and appetite. When they are abused, they can lead to malnutrition and its consequences.

**Methamphetamines** - is a central nervous system stimulant drug that is similar in structure to amphetamine.

### Possible Health Risks and Effects

1. It can increase wakefulness and physical activity, decrease appetite, increased breathing, heart rate, blood pressure, temperature and irregular heartbeat.
2. Although methamphetamine can be prescribed by a doctor, its medical uses are limited, and the doses prescribed are much lower than those typically abused.

### Club Drugs - Rohypnol, GHB, and Ecstasy ("Molly") Possible Health Risks and Effects

Lowered inhibition; enhanced sensory perception; confusion; depression; sleep problems; anxiety; increased heart rate and blood pressure; muscle tension; teeth clenching; nausea; blurred vision; faintness; chills or sweating; sharp rise in body temperature leading to liver, kidney, or heart failure and death.

1. **Rohypnol** is a benzodiazepine chemically similar to prescription sedatives such as Valium® and Xanax®. Teens and young adults tend to abuse this drug at bars, nightclubs, concerts, and parties.

**Possible Effects:** Can cause Drowsiness, sedation, sleep; amnesia, blackout; decreased anxiety; muscle relaxation, impaired reaction time and motor coordination; impaired mental functioning and judgment; confusion; aggression; excitability; slurred speech; a headache; slowed breathing and heart rate.

2. **GHB** is a depressant approved for use in the treatment of narcolepsy, a disorder that causes daytime "sleep attacks."

**Possible Effects:** Euphoria, drowsiness, decreased anxiety, confusion, memory loss, hallucinations, excited and aggressive behavior, nausea, vomiting, unconsciousness, seizures, slowed heart rate and breathing, lower body temperature, coma, or death.

3. **Ecstasy ("Molly")** is a synthetic, psychoactive drug that has similarities to both the stimulant amphetamine and the hallucinogen mescaline. (**MDMA methylenedioxy-methamphetamine**)

**Possible Effects:** Lowered inhibition; enhanced sensory perception; confusion; depression; sleep problems; anxiety; increased heart rate and blood pressure; muscle tension; teeth clenching; nausea; blurred vision; faintness; chills or sweating; sharp rise in body temperature leading to liver, kidney, or heart failure and death.

**Marijuana** - Refers to the dried leaves, flowers, stems, and seeds from the hemp plant, *Cannabis sativa*. The plant contains the mind-altering chemical *delta-9-tetrahydrocannabinol* (THC) and other related compounds.

### Possible Health Risks and Effects

Marijuana over-activates parts of the brain that contain the highest number of these receptors that causes the "high" that users feel. Effects may include altered senses, altered sense of time, changes in mood, impaired body movement and memory causing difficulty with thinking and problem-solving.

1. When a person smokes marijuana, THC quickly passes from the lungs into the bloodstream. Blood carries the chemical to the brain and other organs throughout the body.
2. THC acts on specific brain cell receptors that ordinarily react to natural THC-like chemicals in the brain. These natural chemicals play a role in normal brain development and function.

**Cocaine** - Cocaine is a powerfully addictive stimulant drug made from the leaves of the coca plant native to South America

### Possible Health Risks and Effects

Cocaine affects the body in a variety of ways. It constricts blood vessels, dilates pupils, and increases body temperature, heart rate, and blood pressure. It can also cause headaches and gastrointestinal complications such as abdominal pain and nausea.

1. It produces short-term euphoria, energy, and talkativeness in addition to potentially dangerous physical effects like raising heart rate and blood pressure.

**Heroin** – Heroin is an opioid drug that is synthesized from morphine, a naturally occurring substance extracted from the seedpod of the Asian opium poppy plant.

### Possible Health Risks and Effects

Chronic users may develop collapsed veins, infection of the heart lining and valves, abscesses, constipation and gastrointestinal cramping, and liver or kidney disease.

1. Heroin abuse is associated with a number of serious health conditions, including fatal overdose, spontaneous abortion, and infectious diseases like hepatitis and HIV.

### K2 or Spice

#### Possible Health Risk and Effects

Spice abusers who have been taken to Poison Control Centers report symptoms that include rapid heart rate, vomiting, agitation, confusion, and hallucinations. Spice can also raise blood pressure and cause reduced blood supply to the heart (myocardial ischemia), and in a few cases, it has been associated with heart attacks. Regular users may experience withdrawal and addiction symptoms.

**K2/” Spice” (Synthetic cannabinoids/marijuana)** refers to a wide variety of herbal mixtures that produce experiences similar to marijuana (cannabis) and that are marketed as “safe,” legal alternatives to that drug. Sold under many names, including K2, fake weed, Yucatan Fire, Skunk, Moon Rocks, and others — and labeled “not for human consumption” — these products contain dried, shredded plant material and chemical additives that are responsible for their psychoactive (mind-altering) effects.

### Bath Salts

#### Possible Health Risk and Effects

Common reactions reported for people who have needed medical attention after using bath salts include cardiac symptoms (such as racing heart, high blood pressure and chest pains) and psychiatric symptoms including paranoia, hallucinations, and panic attacks.

**Bath Salts (Synthetic cathinone)** refers to an emerging family of drugs containing one or more synthetic chemicals related to cathinone, an amphetamine-like stimulant found naturally in the Khat plant.

For more information see the following websites: Addiction Prevention and Recovery Administration (APRA), Centers for Disease Control and Prevention (CDC) and Drug Enforcement Administration (DEA).

### III. State, Local, and Federal Legal Sanctions

Below are brief summaries citing some of the sanctions under federal, state and local drug and alcohol offense statutes. Concerned individuals may consult local, state or federal laws, codes, or an attorney for more detailed information. The following information is provided for informational purposes only and is not intended to fully describe all of the pertinent laws regarding drug or alcohol violations.

#### District of Columbia

**District of Columbia Drug Law** states it is unlawful for any person to knowingly or intentionally manufacture, distribute, or possess, with intent to manufacture or distribute, controlled substances or drug paraphernalia. A conviction under local laws may result in imprisonment, a fine, or both. The length of prison term and the amount of the fine depend on the particular type of controlled substance(s) involved. Subsequent convictions and violations involving distribution to minors may carry increased penalties. **For more information see D.C. Code 48-904.01 through 48-904.05 for violations and penalties.**

**Initiative 71**—Legalization of Possession of Minimal Amounts of Marijuana for Personal Use Initiative became effective on February 26, 2015, in the District of Columbia. As a result, Marijuana possession by persons under 21 years of age is not allowed. Initiative 71 did not change the existing law on marijuana possession for anyone under 21 years of age, it is still illegal. **For more information see the Metropolitan Police Department Website [mpdc.dc.gov/](http://mpdc.dc.gov/).**

Note: The use of Marijuana is prohibited throughout Cavalla International University properties at all times, consistent with university policies with regard to maintaining a smoke-free campus environment. Policy violators will be subject to disciplinary action, up to and including the possibility of expulsion (for students), termination of employment (for faculty and staff), and of contracts (for contractors and affiliates).

**It is legal for a person who is at least 21 years old to:**

- Possess two ounces or less of marijuana;
- Transfer one ounce or less of marijuana to another person who is at least 21 years old, so long as there is no payment made or any other type of exchange of goods or services;
- Cultivate within their residence up to six marijuana plants, no more than three of which are mature;
- Possess marijuana-related drug paraphernalia – such as bongs, cigarette rolling papers, and cigar wrappers that is associated with one ounce or less of marijuana; or
- Use marijuana on private property.

**Note: Violation of Cavalla international University Policy**

**A person can still be arrested for:**

- Selling any amount of marijuana to another person;
- Possessing more than two ounces of marijuana;
- Operating a vehicle or boat under the influence of marijuana; or
- Smoking, eating, or drinking marijuana – or holding or carrying a lighted roll of paper or other lighted smoking equipment filled with marijuana – in any public space, such as:
  - ✓ On any street, sidewalk, alley, park, or parking area;
  - ✓ In a vehicle on any street, alley, park, or parking area; or
  - ✓ Any place to which the public is invited.

*FEDERAL*

**Federal Law** generally prohibits the manufacture, distribution, or dispensing of a controlled dangerous substance and, under certain circumstances, of a counterfeit substance. It is also a crime to possess a controlled dangerous substance with the intent to manufacture, distribute or dispense the substance. A conviction for one of these "distribution offenses" may be punishable by penalties, a fine, or both. **For more information see the Drug Enforcement Administration Federal Trafficking Penalties for Schedules website [www.dea.gov/druginfo/ftp3.shtml](http://www.dea.gov/druginfo/ftp3.shtml)**

**Referral List for Alcohol and Substance Abuse Programs**

Cavalla international University Counseling Service (UCS) provides assistance to the student and will consult with faculty and staff, if needed, during crisis intervention and support in making the appropriate referrals.

*GENERAL UNIVERSITY POLICY*

In compliance with university law, persons of legal drinking age are 21.

1. The sale, service or consumption of alcoholic beverages is not permitted in classrooms and/or laboratories.
2. Student organizations affiliated with schools and colleges may serve alcoholic beverages at approved on-campus functions conducted within their respective building with the approval of the academic dean of the school or college and the Director of Student Activities. The serving and consumption of alcoholic beverages is restricted to the designated areas within the building where the respective school or college is housed.
3. Student organizations which serve alcoholic beverages at off-campus events are reminded that these events shall not be considered University sponsored or sanctioned events, and they are subject to the laws of the District of Columbia or the geographical locations of such events.

4. The privileges afforded students, faculty and staff under these policies and guidelines require them to assume full responsibility for their own conduct as it relates to the need for good judgment, moderation, respect for the rights of others and the two legal regulations of the jurisdictions involved.
5. The employee code of conduct requires the cooperation of all employees in assisting to provide an alcohol-free work environment.
6. Non-University entities, organizations and individuals using University facilities must comply with all Federal and University laws, policies and procedures at events where alcoholic beverages are served and consumed.
7. Any student, student group or employee of the University who is found to be in violation of the laws or University policies shall be subject to disciplinary action by the University.
8. Cavalla international University prohibits the possession or consumption of any alcoholic beverages on university property unless the University has approved the location and conditions for possession or consumption.
9. The only University facility that is licensed for the purchase and sale of alcoholic beverages is the Cavalla Center.
10. Alcoholic beverages purchased in licensed facilities must be consumed within the area designated for that purpose.
11. It will be the responsibility of the Director of Student Activities to ensure that University policies and procedures are observed and enforced.
12. Modification of policy regarding the possession and consumption of alcoholic beverages will be under continuous review and desirable changes made on the basis of demonstration by members of the University community of their ability and willingness to assume responsibility for their own conduct and decorum.

#### *SPECIFIC GUIDELINES*

On-Campus Approved Events: The possession and consumption of alcoholic beverages at approved on-campus events will be subject to the following regulations and guidelines:

1. All activities and events where alcoholic beverages are to be served and consumed, and sponsored by a student organization, must be approved by the Director of Student Activities, in writing.
2. In addition, written approval of the dean of the respective school or college must be secured by student organizations, staff groups and faculty groups before any alcoholic beverages will be permitted in a facility under the jurisdiction of a school or college.
3. All alcoholic beverages must be served by the sponsoring organization and only by an individual of legal drinking age. Except for the Cavalla University Center, absolutely no sale of alcoholic beverages will be permitted in university facilities.
4. Adequate amounts of food and nonalcoholic beverages, for those who choose not to consume alcohol, must be made available at all activities and events where alcoholic beverages are served.
5. The sponsoring organization must assume the responsibility of assuring compliance with the District of Columbia Regulations which prohibit the serving of alcoholic beverages to persons under 21 years of age.
6. Cavalla international University reserves the right to deny any organization, student, faculty, staff and non-university entities, the approval to serve alcoholic beverages when it is deemed to be in the best interest of the University and others concerned. The same right exists with respect to the denial of service.
7. Advertisement of any University event at which alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcohol. Alcohol should not be used as an inducement to participate in a campus event. alcohol should be the central theme of an event. All advertisements mentioning or implying the availability of alcohol should also include the phrase "Proof of age required" or "Age ID required."
8. Promotional materials including advertising for any University event shall not make reference to the number of alcoholic beverages (such as number of beer kegs) available.

9. Appropriate residence hall staff, campus life staff or security personnel service reserve the right to remove advertisements that violate these guidelines. Off-Campus Events: Persons sponsoring events off university premises where alcohol will be served are subject to all the laws regulating possession, purchase and consumption of alcoholic beverages by the District of Columbia or other jurisdictions. Students or student groups/organizations sponsoring events off university premises must comply with the provisions of this policy; however, these events shall not be considered University sponsored or sanctioned events. The University recommends that at off-campus events, the consumption of alcoholic beverages should under no circumstances be the primary focus of the event. In addition, adequate food and nonalcoholic beverages should be made available where alcoholic beverages may be served.

#### *VIOLATIONS*

1. Penalties for violation of these policies by a university employee are set forth in the Employee Handbook for staff and the Faculty Handbook.
2. Violations of these policies by students are punishable under the provisions set forth in the statutes governing the Code of Conduct for Students at Cavalla international University.

#### *DEFINITIONS*

1. Alcoholic Beverages—Any beverage containing at least one-half percent (0.5%) of alcohol by volume, including beer, wine, liquor and mixed drinks.
2. Event or Activity—A party, reception or other group social gathering held on the University campus.
3. Legal Age to Drink—21 years or older.
4. Approved Event or Activity—Any event or activity that has received written approval to be held on the university campus. Events or activities must be approved and must be held in accordance with the provisions of this policy.
5. Sale—any transfer, trade, exchange or barter, in any manner or by any means, is considered sale under this policy.
6. Use of Alcoholic Beverages—possession, consumption, sale, distribution, purchase or transfer of alcoholic beverages.

*Approved by the Board of Trustees on January 23, 2024*

#### *NARCOTICS REGULATIONS AND GUIDELINES*

#### **POLICY STATEMENT OF CAVALLA INTERNATIONAL UNIVERSITY CONCERNING THE USE OF THE POSSESSION FOR SALE, TRANSFER, OR EXCHANGE OF, AND THE MANUFACTURE, TRANSFER, SALE, OR EXCHANGE OF, CONTROLLED SUBSTANCES**

Among the most serious menacing phenomena facing urban communities in general and Black communities in particular is that of the ever-spreading use of controlled substances or illegal drugs. Attending this phenomenon are not only the debilitating effects on the human system, but the many unsettled events which are inescapably its by-products. Cavalla international University, as an international institution and a part of the larger Cavalla community, is not insulated against this problem and its accompanying or precipitating ills and recognizes that an effective response to this menace must be on a community wide basis. Proper consideration of this subject must take into account and be addressed to those not yet involved as users or purveyors, those who may be helped through medically related therapy and treatment programs, and those who are engaged in the illegal possession, manufacture, transfer and/or sale of such items. For the past several years considerable effort has been directed toward acquainting the university community with this subject in its most salient aspects. With some exceptions, work in this area has been concerned primarily with the conduct of special educational programs.



These efforts, with expansion and increased emphasis, will be continued. In addition, the University through the Counseling Service, the Student Health Center, the Employee Health Unit and the Institute on Drug Abuse and Addiction, will make a major effort to marshal appropriate resources, on an interdisciplinary basis, to contribute to the campaign currently being waged against this destructive force. Thus, all of these University resources will be concerned with comprehensive drug prevention/treatment programs and services.

#### *NON-MEDICALLY PRESCRIBED USE OF DRUGS*

Cavalla international University does not sanction the use of drugs which are not prescribed by authorized health professionals. It is strongly urged that persons who have not experimented with or made use of such substances should avoid their use at all costs. For individuals interested in this subject, educational materials are available at the Counseling Service, the Student Health Center, the Employee Health Unit and the Institute on Drug Abuse Addiction, as well as selected locations throughout the university. Individuals with drug-related problems should seek professional help, without delay, from these University resources, where such assistance is handled with the utmost confidentiality. Students with drug problems or concerns in this area are encouraged to seek help from or visit these agencies without fear of punitive consequences, such as disciplinary police actions or expulsion from the University.

*POSSESSION OF CONTROLLED SUBSTANCES FOR SALE, EXCHANGE, OR TRANSFER, OR THE SALE, EXCHANGE, TRANSFER OR MANUFACTURE OF CONTROLLED SUBSTANCES. The subject of individual involvement in the handling of illegal drugs is viewed by the University in an entirely different light. Federal and local laws make it abundantly clear that possession of controlled substances for the purpose of sale, exchange, or transfer as well as the manufacture, sale, transfer or exchange of controlled substances are prohibited, and individuals responsible for violations of such laws are to be treated with severity.*

The University, as a part of the larger community, is similarly bound by law and of necessity must act in similar fashion with offenders of its own regulation's operative in this area. Although the University recognizes the need to provide a variety of remedial services to persons who fall victim to drugs, in the hope that causes of such problems can be removed, it does not intend to offer a haven for persons who intentionally violate its own standards of conduct or Federal and local laws dealing with this subject. Cavalla international University views illegal conduct in this connection with complete seriousness and the urgency of the matter deserves the immediate attention of each individual. It should especially be noted in this regard that students engaged in illegal conduct of this type are subject to summary SUSPENSION, EXPULSION, and/or TERMINATION, aside from or in addition to penalties which may flow from court disposition of such matters. Persons not formally connected with the University but who nevertheless are involved in illegal drug activity on university premises will be subject to ARREST and PROSECUTION.

Involvement with illegal drugs subject a person to criminal penalties, including felony conviction and often times imprisonment. The University feels that each individual should give serious consideration to the possible permanent harm a conviction may do later in life. It is possible that the affected person will face the loss of many employment and citizenship privileges, such as professional licensing (law, medicine, certified public accountant, and the like), the right to vote and employment by governmental agencies and in many instances, private industry. For those who would require proof, it has been clearly demonstrated that neither slavery nor compulsory segregation succeeded in robbing our people of their potency. To now permit the drug menace to signal the demise of our people would be no more a tribute properly befitting the efforts of our ancestors and contemporaries who have labored long and hard in the vineyard toward total liberation than would it be a proper legacy for future generations of our youth.

*Approved By the Board of Trustees on September 23, 2023*

*AUXILIARY ENTERPRISES AUTHORIZATION FOR LIMITED VENDING AND SALES ON CAMPUS*

Cavalla international University has maintained a policy prohibiting the operation of vending services and sales of merchandise on campus except through those established University Auxiliary Enterprises, or, through authorized contract vendors under the supervision of Auxiliary Enterprises. This policy is to protect the university community and to eliminate unauthorized commercial activities on campus.

The University bookstores operate as sales stores to handle, in addition to books and school supplies, soft goods and other merchandise in as far as space and store personnel will permit. All food products sold on campus must be handled or controlled by either the Department of Food Services or authorized contract vendors. These measures are taken to ensure proper sanitary practices and to eliminate the sale of food products in various places throughout the campus which are not designed and equipped for the sale of food. Any outside person or vendor not properly authorized to engage in sales activity on Cavalla international University property shall be instructed by authorized University personnel, to cease such operation immediately, and if such activity does not cease, persons involved will be subject to arrest. Any University personnel, faculty, staff or student, not properly authorized to engage in sales activity on Cavalla international University property shall be instructed by authorized university personnel to cease such operation immediately, and if such activity does not cease, persons will be reported to the appropriate University authority for disciplinary action.

*Approved by Board of Trustees on January 25, 2023*

Authority for vending services or sales may only be granted by the President, his designee or Auxiliary Enterprises. Definition: Limited Vending is vending informally authorized in writing by Auxiliary Enterprises to permit student organizations to vend a limited variety of merchandise, goods or nonperishable, prepackaged food items obtainable from the Campus Store. Such vending is limited to a specific event, or authorized student organizational activities. Limited vending must not incur cost to the university nor conflict with ongoing university operations.

**Procedure:** After receiving written approval for use of university facilities from the proper authority, with the understanding that vending is contemplated, the student organization will contact Auxiliary Enterprises. If the vending contemplated falls within university policy provisions, an application form will be provided to the student organization. A properly completed form authenticated by the Director of Auxiliary Enterprises or their Assistant constitutes authority for the Limited Vending operations. The authentic form must be displayed at the vending site during operations.

- **Limitations:** Student organizations may not prepare food for vending, serve or provide food for consumption or pour beverages. Only unopened, nonperishable, commercially prepackaged foods or beverages may be vended. Paper cups may be provided; however, customers must pour their own beverages. Ice may be used for cooling beverages in unopened containers only.
- **Customer Safety and Satisfaction:** A primary concern of all authorized vendors must be.

#### CUSTOMER SAFETY AND SATISFACTION.

Damaged packaging or leaking containers are evidence of potential contamination and items so affected will not be vended. Vendors must also be prepared to exchange “unsatisfactory” items or make refunds to ensure CUSTOMER SATISFACTION. Customer complaints may prompt immediate termination of Limited Vending authority or preclude consideration of any future requests by the student organization concerned.

- **Termination:** Limited Vending authority terminates at the time indicated on the Authorization form. The authority may be terminated by interested university offices any time that continuation is deemed not to be in the interest of the University. Failure to display the Limited Vending form at the vending location may result in interruption or termination of the operations.

*GUIDELINES FOR POSTING AND DISTRIBUTION OF  
POSTERS/FLYERS/MATERIALS AT CAVALLA INTERNATIONAL UNIVERSITY*

Revised: January 2024

I. The buildings and grounds at Cavalla international University are private property and, in general, materials may not be posted or distributed without the permission of the University.

II. Before displaying any advertisement, including signs, posters or placards, on bulletin boards or other display spaces at Cavalla international University, the university employee, organization, department or recognized student organization must obtain authorization from the Scheduling Office. The name(s) of the sponsoring organization(s)/ entity must appear on all advertisements. Requests for permission to distribute handbills, flyers or publications must be made directly to the Scheduling Office for authorization for posting and/or distribution of the materials.

III. The posting of flyers and other printed materials are limited to university employees, currently enrolled students, and representatives of recognized student organizations.

IV. Upon approval, permission to post or distribute materials shall be granted for a specific period of time.

V. The following regulations apply to all posting. Posting materials other than in compliance with these regulations will result in sanctions.

1. The University prohibits the posting of advertisements, announcements that it considers lewd, indecent, or vulgar, or that reflect the commission or attempted commission of any crime. Failure to conform to this requirement may result in withdrawal of approval to use the University facility.

2. In each authorized area, only one advertisement per event may be posted. Advertisements posted in violation of this policy will be removed. The sponsoring organizations, along with the facility coordinator, are required to monitor areas authorized for posting events and are responsible for removing outdated advertisements.

3. All advertisements and announcements, whether posted on or off the campus of Cavalla international University, must bear the following statement: "The view(s) expressed during this activity do not necessarily reflect the view(s) of Cavalla international University or any of its schools or colleges." Failure to conform to this requirement may result in withdrawal of approval to use the University facility.

4. All posters/flyers must be authorized and registered with the Scheduling Office, prior to mass production and posting. Registering Includes providing the name of sponsoring entity or organization, contact name, phone numbers and address.

5. Process time for the authorization to post materials is a minimum of 24 hours.

6. All people MUST supply the office with a minimum of two posters/flyers. One copy of all posters/flyers will be retained for the office files prior to stamping.

7. A maximum of 10 flyers may be authorized to be stamped for posting at any one time.

8. All posters/flyers involving University facility usage require confirmation of approval for use of the facility prior to poster/flyer stamping. Documentation of the confirmation may be required, in writing, upon request. Flyers must state, in English, the time, place, date and University sponsor. Failure to provide confirmation of the event scheduled in a university facility will result in denial of stamping posters/flyers, as well as withdrawal of approval of the event.

9. All posters must meet criteria outlined in the University's Alcohol Policy. Posted materials may not advertise alcohol, drugs, gambling, weapons, or anything else that would be a violation of university policy, either through language or artwork.

10. No posters, flyers or announcements may be attached to unapproved areas such as: trees, doors, sidewalks, benches, walkways, stairs, trash cans, newspaper boxes, recycling bins, Cavalla international University signs or statues, walls, plastic, metal or glass surfaces, or bulletin boards administered by a

university department sponsor without permission from the department.

11. Only requests from recognized student organizations and Cavalla international University departments/officials will be considered for posting on campus for on-campus events. Flyers and announcements by non-university groups and organizations are prohibited unless cosponsored by a student organization or University department. The name of the student organization or university department must be clearly displayed on the poster or distributed materials. Departments and/or facility coordinators/managers may have additional restrictions for their bulletin boards and showcases. Please see the building manager in each building for information.

12. Posters, flyers or announcements may be attached with masking tape, push pins or staples on bulletin boards, only.

13. Materials may not be posted more than ten days prior to the event.

14. All posters, flyers or announcements must be removed by the event sponsor within 24 hours following the completion of the event.

15. University and non-university affiliated organizations violating these guidelines are subject to fines and service charges. Student organizations, individuals, as well as non-university affiliated entities, violating these guidelines will be subject to a \$25.00 fine per poster/flyer in violation. Violations must be paid within 14 days of violation notice to avoid any additional penalties. Violators are required to remove and properly dispose of each flyer/poster in violation of the aforementioned guidelines. In addition, violators must repair any damages, or pay for services for required, for same, incurred by either the posting itself or removal of the materials.

16. Persons distributing handbills, leaflets, and flyers shall take all measures necessary to prevent those materials from littering streets, sidewalks, buildings, or any other space on campus and the State of Minnesota.

17. Distributions, not in compliance with these guidelines, within the perimeters of Cavalla international University may be stopped or removed by university staff. However, it is the responsibility of Cavalla international University student organizations or employees to stop or remove all distributions in violation of university regulations or Minnesota law.

18. Indoor posting of materials, for bulletin boards, must not exceed 11" x 17".

19. Postings are limited to one per event on any one bulletin board and must not overlay other materials.

20. Promotions and/or advertising for special events such as elections, homecoming, or spring arts festival may be excepted by permission from the Scheduling Office.

21. Exceptions to any of the distribution guidelines may only be considered by the Scheduling Office.

22. Banner space is available only to Recognized Student Organizations and space for some must be reserved through the Scheduling Office.

23. Banners must not exceed 7' x 8'. The bottom of the banner must be weighed in an appropriate manner.

24. The recognized student organization or University department reserving the banner space, is responsible for hanging and removing the banner(s). Failure to remove the banner(s) upon expiration of the reservation may result in the removal of the banner(s) by the University. The organization or entity responsible for the banner may then be billed for its removal.

25. To ensure broad access to banner spaces, only two may be reserved at a time, for a limit of 7 days per event and two events per semester. Banner space may not be reserved for more than one week.

26. Recognized student organizations and/or university users may not advertise or promote Cavalla international University or any university facility as the location or site of an event until after the University has given final written approval to use the University facility. In addition, no artist(s), speaker(s), performer(s), etc., shall be advertised prior to the execution of such agreements by the Vice President for Business and Fiscal Affairs or their designee.

27. Requests for approval, by recognized student organizations, University employees or departments, to advertise on and off-campus events, activities, or personalities, via any electronic or print mediums, must be submitted to the Scheduling Office prior to the actual placement or ordering of such advertising.
28. Distribution of handbills must be authorized by the Scheduling Office, or the specific facilities manager/coordinator affected, in advance. Only recognized student organizations or university departments, advertising on-campus events, will be considered.
29. On- or off-campus advertising and/or announcements must NOT bear the name of Cavalla international University, Cavalla, CIU or any other name under license by Cavalla international University, without prior approval by the Licensing Office. In addition, use of the term “official” is not permitted without proper approval.
30. Showcase reservations may be for a two-week period, maximum. Recognized student organizations may reserve a showcase twice a semester. Approval to post on showcases is at the discretion of the facilities coordinator, or the Scheduling Office, for cases in the Cavalla Center.
31. Flyers and posters are to be distributed on campus only. Off-campus advertising is not permitted. This includes the announcement of events on Radio/TV and in non-University publications. Exceptions to this rule may be granted by the Scheduling Office and coordinated in conjunction with the University Relations Office. Note: These guidelines are subject to change without notice.

### **CAVALLA INTERNATIONAL UNIVERSITY POLICY**

**Policy Number:** 000-005 Governance, Risk and Compliance

**Policy Title:** (INTERIM) TITLE IX POLICY ON PROHIBITED SEXUAL AND GENDER-BASED HARASSMENT AND VIOLENCE AND OTHER FORMS OF INTERPERSONAL VIOLENCE

**Responsible Officers:** Provost and Chief Academic Officer Title IX Officers

**Responsible Offices:** Office of the Provost and Chief Academic Officer Title IX Office

**Effective Date:** November 13, 2020 (Revised Policy – Issued as Interim) January 18, 2021 (Revised Policy)  
 April 29, 2021 (Updated)  
 March 9, 2022 (Revised Policy)  
 May 31, 2022 (Revised Policy)  
 March 12, 2023 (Interim Policy)  
 August 11, 2024 (Updated Title IX Contacts) June 5, 1999 (Original)

#### ***I. POLICY STATEMENT***

Cavalla international University (the “University”) is committed to ensuring compliance with Title IX of the *Education Amendments of 1972*, as amended, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, as amended by the *Violence Against Women Reauthorization Act of 2013 (VAWA)*, Title VII of the *Civil Rights Act of 1964* and related authority. To that end, the University reaffirms its commitment to providing educational and employment opportunities free from harassment and discrimination based upon sex, gender, gender expression, gender identity, sexual orientation, or marital status; sexual violence; dating violence, domestic violence; stalking; and retaliation. In furtherance of this commitment, the University strives to maintain an environment in which all members of the University community are: (a) judged and rewarded solely on the basis of ability, experience, effort, and performance; and (b) provided conditions for educational and employment pursuits that are free from sexual and gender-based harassment and violence, other forms of interpersonal violence, stalking, and retaliation.

Sexual and gender-based harassment, discrimination and violence, dating violence, domestic violence and stalking (collectively referred to in this Policy as “Prohibited Conduct”) are violations of federal law and District of Columbia, Maryland, and Virginia law. Such conduct can result in physical and psychological harm to individuals, while corrupting the positive work and academic environment the University strives to maintain. Therefore, Prohibited Conduct committed by any member of the Cavalla international University community, including students, staff, faculty, administrators, contractors, and third parties, shall not be tolerated under any circumstance. Such conduct is strictly prohibited under both Title IX and Title VII, and by this University policy.

The University considers the forms of Prohibited Conduct defined in this policy to be extremely serious matters. In accordance with federal law, the University has a legal obligation to investigate or otherwise respond to all reports of Prohibited Conduct. This obligation arises when designated University employees (known as Responsible Employees) receive direct or indirect notice that Prohibited Conduct may have taken place.

Additionally, making a good faith report of Prohibited Conduct is a protected civil rights activity. As such, retaliation against a Complainant, Title IX Officer, administrator, faculty member, employee, student, witness, or any individual involved in any aspect of the complaint or investigative process under this policy is strictly prohibited and will be sanctioned accordingly.

This policy is not designed to limit the academic freedom of university faculty. The University prides itself on affording faculty with a fair opportunity to teach, conduct research, and provide services to the community in a setting that allows the academic freedom necessary to cultivate a wide expanse of ideas and teaching methods. The University encourages the expression of such ideas and the use of such methods in a manner that is reasonably related to the subject matter of instruction, and provided that they are expressed or used in a manner that is consistent with this policy and the rights of students, faculty members, staff, and University community members.

The Title IX Coordinator is primarily responsible for implementing this policy and ensuring that all students and employees are adequately trained or otherwise made aware of their rights and responsibilities under this policy. While it is the responsibility of the University to disseminate this policy, it is the responsibility of each member of the University community to read the policy and become familiar with its provisions. The Chief Operating Officer shall ensure that appropriate notice of this policy and its contents are distributed to all University vendors and those seeking to do business with the University.

If the performance of a duty or responsibility under this policy creates an actual or apparent conflict of interest, or is a violation of another University policy, the General Counsel may reassign duties and/or responsibilities of such employees on a case-by-case basis to avoid such conflict or violation. The General Counsel will make all conflict-of-interest determinations.

This policy is issued as an interim policy which, consistent with the University’s Policy on Policies, will remain in effect for up to six months, by which time it is expected that a final policy will be adopted.

## II. RATIONALE

Title IX of the Education Amendments of 1972, as amended ("Title IX"), and its implementing regulations (34 CFR Part 106), prohibit any individual from being excluded from participation in, denied the benefits of, or subjected to discrimination under any education program or activity on the basis of sex or gender. In compliance with this federal law, it is the policy of the University not to discriminate on the basis of sex or gender in the education programs and activities that it operates. This prohibition against discrimination also extends to employment in education programs and activities and to admission to such programs and activities. Further, this policy is designed to protect all University students, faculty members, employees and third parties from illegal and improper forms of harassment and discrimination. It provides students, faculty members, employees, and third parties with an opportunity to seek redress for conduct that may violate this policy and allows the University to reaffirm its commitment to providing educational and employment opportunities free from the negative effects of Prohibited Conduct. The University will respond to reports about Prohibited Conduct with measures designed to eliminate the conduct, prevent its recurrence, and remedy any adverse effects of the conduct on individuals, members of the campus community, or University-related programs or activities. In addition, the University may impose interim remedial or protective measures during an investigation to provide a Complainant with continued access to university programs and activities and protect individual and campus safety.

## III. SCOPE (ENTITIES AFFECTED BY THIS POLICY)

This policy applies to all Cavalla international University students, faculty members, and employees. It also applies to third parties (contractors and vendors doing business at and/or with the University, visitors, alumni and other non-members of the University community who are present on the University's campus, or participating in events or programs that are sponsored by or related to the University).

This policy applies to conduct that occurs both on and off of the University's campus, as described below. More specifically, this policy will apply in any instance where:

- The conduct occurs on-campus or on university property.
- The conduct occurs in the context of a university-related or sponsored educational program or activity, regardless of location (including travel, research, and internship programs).
- The conduct occurs through the use of university-owned or provided technology resources; or
- The conduct has a sufficient nexus to the University, such as continuing adverse effects or the creation or continuation of a hostile environment on campus.

The University uses the following terms in this policy to refer to the participants involved in the investigation or resolution of reported misconduct:

**Complainant** - An individual who is reported to have experienced Prohibited Conduct, regardless of whether the individual makes a report or seeks disciplinary action.

**Respondent** - An individual who has been accused of Prohibited Conduct.

**Witness** - An individual who may have information relevant to a report of Prohibited Conduct. A witness may be a student, an employee, or a third party.

**University Community** - this term refers to all members of the Cavalla international University community including, but not limited to, students, faculty, administrative personnel, staff, members of the Cavalla international University Board of Trustees and those who are conducting any type of business on any of the University premises (i.e., vendors and independent contractors) and individuals engaged and/or participating in educational or other activities hosted by, or affiliated with, the University.

If a member, or members, of the University Community commits an act in violation of this policy, the University will take appropriate measures under the circumstances to sanction those individuals, to mitigate against the potential for recurrence, and to discipline any member of the University Community who may have participated in such conduct, or may have failed to stop such conduct when they had the authority to do so.

If a third-party who is not within the control of the University, such as a student from another institution in a non-Cavalla International study abroad program or a supervisor at an external clinical or training site, is alleged to have committed an act in violation of this policy, the University may be unable to investigate or impose discipline against that individual. However, the University will provide the Complainant with reasonable and appropriate remedial measures.

#### **IV. COORDINATION WITH OTHER POLICIES**

This policy addresses discrimination on the basis of sex or gender as it relates to sexual and gender-based harassment and sexual assault, and other forms of interpersonal violence defined in more detail below. Other forms of sex discrimination (not based on harassment or violence), and discrimination and harassment based on race, color, nationality or ethnic origin, sex, age, or disability are governed by the Cavalla international University Policy and Procedure on Equal Opportunity in Employment and Education Program and Activities.

In addition, the conduct of students, employees, and faculty are governed or impacted by the following:

600-01 Student Code of Conduct

600-02 Students Privacy Rights Policy (FERPA)

Clery Act Disclosure Policy (200-004)

Employee Handbook

Cavalla international University Faculty Handbook (August 2023)

Where conduct involves the potential violation of both this policy and another University policy, the University may choose to investigate other potential misconduct under the procedures set forth in this policy provided that it does not unduly delay a prompt or equitable resolution of the report, or may elect to investigate and resolve other potential misconduct pursuant to the procedures in other applicable University policies.



## V. *TITLE IX COORDINATOR*

The Title IX Coordinator coordinates the University's compliance with Title IX and related provisions of the Clery Act (as amended by VAWA). The Title IX Coordinator oversees the University's centralized response to all reports of Prohibited Conduct to assure consistent implementation of this policy and ensure compliance with federal and District of Columbia law. The Title IX Coordinator and designated staff will, among other steps:

- Communicate with all members of the University community regarding applicable law and policy and provide information about how individuals may access reporting and support options.
- Review applicable University policies to ensure institutional compliance with applicable Federal and State law.
- Monitor the University's administration of its own applicable policies, including record keeping, adherence to timeframes, and other procedural requirements.
- Conduct training regarding Title IX, related provisions of the Clery Act (as amended by VAWA), and Prohibited Conduct defined in this policy.
- Respond to any report regarding conduct that may violate this policy.

In this capacity, the Title IX Coordinator shall oversee the investigation and resolution of reported misconduct, direct the provision of any remedial and protective measures (including oversight of the failure to abide by an interim protective measure), and monitor the administration of any request for review of the finding.

The Title IX Coordinator may delegate responsibilities under this policy to designated administrators or external professionals who will have appropriate training and/or experience. When used in this policy, the term Title IX Coordinator may include a Deputy Title IX Coordinator or appropriate designer.

## VI. *PROHIBITED CONDUCT*

In determining whether alleged conduct constitutes Prohibited Conduct under this policy, the University will look at the entire record as a whole and consider the totality of the circumstances. This inquiry will examine information such as the nature of the conduct and the context in which the alleged incidents occurred. All determinations regarding whether a Respondent has engaged in Prohibited Conduct will be based upon a thorough and comprehensive review of the facts and made on a case-by-case basis utilizing the preponderance of the evidence standard.

The following forms of conduct, including attempting to engage in such conduct, are expressly prohibited by this policy ("Prohibited Conduct"):

- A. Sexual Assault** – Any act of vaginal or anal intercourse or penetration, however slight, by a person's penis, finger, other body part or object; oral-genital contact; or intentional touching of a person's breasts, buttocks, groin, genitals, or other intimate parts without **Consent**. Touching may be over or under clothing and may include the Respondent touching the Complainant, the Respondent making the Complainant touch the Respondent or another person, or the Respondent making the Complainant touch the Complainant's own body.
- B. Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:
- (1) submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's instruction, academic standing, employment or participation in any University program, activity, or benefit; or

- (2) submission to, or rejection of, such conduct is used as a basis for evaluation in making academic or personnel decisions; or
- (3) such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive, both subjectively and objectively, that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University's educational, employment, residential, and/or campus experience.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of sexual assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

**Examples of Sexual Harassment** - The following examples are illustrative of conduct that, if proven, may be considered by the University to establish sexual harassment:

- (1) unsolicited, unwelcome flirtations, advances, and/or propositions of a sexual nature.
- (2) insults, jokes, or anecdotes that belittle or demean an individual or a group's sexuality, gender, gender identity, gender expression, non-conformance with gender stereotypes, or sexual orientation.
- (3) unwelcomed sexually oriented gestures, verbal expressions, or comments of a sexual nature about an individual's body, clothing, or sexual experience.
- (4) inappropriate displays of sexually suggestive objects or pictures.
- (5) unnecessary and inappropriate touching, such as hugging, or brushing against an individual's body, patting, pinching,
- (6) suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignments, status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation.

**C. Gender-Based Discrimination or Harassment** - Any intentional or unintentional act that results in an individual being excluded from participation in, denied the benefits of, or subjected to discrimination or harassment under any academic, extracurricular, research, occupational training, or other education program or activity, based upon the individual's gender, gender identity, gender expression, non-conformance with gender stereotypes, or sexual orientation. Gender-Based Discrimination or Harassment may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve contact of a sexual nature.

Gender-Based Harassment also includes harassment based upon the individual's gender, gender identity, gender expression, non-conformance with gender stereotypes, or sexual orientation when:

- (1) submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's instruction, academic standing, employment or participation in any University program, activity or benefit; or
- (2) submission to, or rejection of, such conduct is used as a basis for evaluation in making academic or personnel decisions; or
- (3) such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive, both subjectively and objectively, that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University's educational, employment, residential and/or campus experience.

As used in this policy, gender, gender expression, gender identity, and sexual orientation are defined as follows:

**Gender** - The sex of an individual, male or female, based on reproductive anatomy.

**Gender Identity** - A person's self-conception of being a man or woman, boy or girl, transgender, or gender fluid.

**Gender Expression** - The physical manifestation of one's gender identity, usually expressed through clothing, grooming, mannerisms, chosen names, and social interactions that associate with the social definitions of masculinity and femininity, rather than birth sex.

**Sexual Orientation** - An individual's natural preference when developing emotional and/or sexual relationships with people of the same sex (homosexual relationships), opposite sex (heterosexual relationships), or either sex (bisexual relationships).

**Examples of Gender-Based Discrimination or Harassment** - Specifically, under this policy, in providing any aid, benefit, or service to a student, no person shall, on the basis of gender, gender identity, gender expression, non-conformance with gender stereotypes, or sexual orientation:

- (1) treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service.
- (2) provide different aid, benefits, or services, or provide aid, benefits, or services in a different manner.
- (3) deny any person any aid, benefit, or service.
- (4) subject any person to separate or different rules of behavior, sanctions, or other treatment.
- (5) apply any rule concerning the domicile or residence of a student or applicant, including eligibility for fees and tuition.
- (6) aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of gender, gender identity, gender expression, non-conformance with gender stereotypes, or sexual orientation; or
- (7) otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

**D. Sexual Exploitation** - Any act where one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another without their consent. Sexual exploitation may include, but is not limited to:

- Surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved.
- Recording, photographing, transmitting, showing, viewing, streaming, or distributing intimate or sexual images, audio recordings, or sexual information without the knowledge and consent of all parties involved; or
- Exposing one's genitals or inducing another to expose their own genitals in non- consensual circumstances.

**E. Dating and Domestic Violence** - A pattern of controlling behaviors used by one partner to control the other partner. There are many forms of dating and domestic violence:

- (1) Physical Abuse - Dating and domestic violence that includes, but is not limited to, hitting, shoving, slapping, pushing, punching, burning, and stabbing. It can also include withholding someone from receiving needed medical care or medication.
- (2) Sexual Abuse - Dating and domestic violence that includes, but is not limited to, forced sex, or forcing someone to have sex without protection, with an object, or with another person.
- (3) Psychological and Emotional Abuse - Dating and domestic violence that includes, but is not limited to, controlling someone's behavior or actions, isolating a person from friends and family, making threats against a person, their family, friends, colleagues, or pets, using social media to make threats, and verbal abuse.
- (4) Economic Abuse - Dating and domestic violence that includes, but is not limited to, taking a partner's money, or not allowing a person, or disrupting a person's ability, to work or go to school.

**F. Stalking** - A course of conduct that is unwanted, unwelcome and unreciprocated that is directed at a specific person that would cause a reasonable person to feel fear, to experience substantial emotional distress, or to fear for their safety or the safety of a third party such as a family member, friend, colleague, or pet. Acts that together constitute stalking may be direct actions or may be communicated by a third party, and can include, but are not limited to, threats of or actual harm to self, others, or property; pursuing or following; non-consensual (unwanted) communication by any means; unwanted gifts; trespassing; and surveillance or other related types of observation. Stalking also includes cyber-stalking through electronic media, such as social networks, blogs, cell phones, or text messages.

Additional examples of stalking behaviors include, but are not limited to:

- (1) Waiting outside a person's class or residence.
- (2) Sending unwanted letters, phone calls, emails, texts, posts to a person.
- (3) Sending information to others about the person; or
- (4) Tracking the person's computer and internet use.

**G. Retaliation** - This policy prohibits acts or words taken against an individual or group of individuals involved in a protected activity. Protected activity includes making a good faith report under this policy; filing an external complaint; or opposing in a reasonable manner and consistent with university policy an action reasonably believed to constitute a violation of this policy. Retaliation may also include acts or words taken against an individual or group of individuals because they have participated in proceedings under this policy.

Retaliation can take many forms including, but not limited to, adverse action or violence, threats, and intimidation that would discourage a reasonable person (under similar circumstances and with similar identities to the Complainant) from engaging in protected activity. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic, or living environment of an individual, or if they hinder or prevent the individual from effectively carrying out their University responsibilities. All individuals and groups of individuals are prohibited from engaging in retaliation and will be held accountable under this policy.

Concerns or questions about retaliation should be immediately reported to a Title IX investigator or the Title IX Coordinator.

**H. Complicity** – Any act that knowingly aids, facilitates, promotes, or encourages the commission of Prohibited Conduct by another person.

## I. Additional Guidance Regarding Consent and Incapacitation

The following definitions clarify key terminology as it is used throughout the policy:

**Consent:** Consent is the voluntary, informed, and freely given agreement, through words and/or actions, to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate in a particular sexual act.

In evaluating whether consent has been freely sought and given, the University will consider the presence of any force, threat of force, or coercion; whether the Complainant had the capacity to give consent; and whether the communication (through words and/or actions) between the parties would be interpreted by a reasonable person (under similar circumstances and with similar identities) as a willingness to engage in a particular sexual act.

Consent cannot be obtained through physical force or where there is a reasonable belief of the threat of physical force, when one person takes advantage of the physical or psychological limitations of another person, or by taking advantage of another person's incapacitation.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.
- Consent to an act with one person does not constitute consent to an act with any other person.
- The existence of a prior or current relationship does not, in itself, constitute consent; even in the context of a relationship, there must be mutual consent for particular sexual acts.
- Consent can be withdrawn or modified at any time, and sexual contact must cease immediately once consent is withdrawn.
- Consent cannot be inferred from silence, passivity, or lack of resistance, and relying on nonverbal communication alone may result in a violation of this policy; and
- Consent cannot be given by an individual under the legal age of consent.

**Incapacitation:** Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if they demonstrate that they are unaware at the time of the incident of where they are, how they got there, or why or how they became engaged in a sexual interaction. Alcohol and other drugs impact each individual differently, and determining whether an individual is incapacitated requires an individualized determination based on the available information.

The University does not expect community members to be medical experts in assessing incapacitation. Individuals should look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. A person's level of intoxication is not always demonstrated by objective signs. However, some signs of intoxication may include clumsiness, difficulty walking, poor judgment, difficulty concentrating, slurred speech, vomiting, combativeness, or emotional volatility.

In evaluating consent in cases of reported incapacitation, the University asks two questions: (1) Did the Respondent know that the Complainant was incapacitated? And, if not, (2) Should a sober, reasonable person in a similar set of circumstances as the Respondent have known that the Complainant was incapacitated? If the answer to either of these questions is "yes," there was no consent, and the conduct is likely a violation of this policy.

A Respondent's voluntary intoxication is never an excuse for, or a defense to, Prohibited Conduct, and it does not diminish the responsibility to determine that the other person has given consent.

## **VII. UNIVERSITY PROHIBITION ON CONSENSUAL RELATIONSHIPS**

Sexual or romantic relationships, including dating, between students and faculty, staff, or any other type of university employee are strictly prohibited under this policy, regardless of whether such a relationship may violate the law. Therefore, violations of this prohibition by a faculty member, staff member, or any other type of university employee and a student may lead to disciplinary action against one or both parties. This section does not prohibit consensual relationships between full-time students at the University who are employed as student-employees or working in another position that is available only to University students, and other University students, provided that the student employee/worker does not have any form of supervisory responsibilities for the student, the student does not reside in the building or other housing unit which the student-employee/worker supervises or manages, and the student is not enrolled in a class that the student-employee/worker is teaching.

## **VIII. CONFIDENTIALITY, PRIVACY AND REPORTING BY EMPLOYEES**

Issues of privacy and confidentiality play important roles in this policy and may affect individuals differently. While they are closely related, the concepts of privacy and confidentiality are distinct terms that are defined below.

- A. Confidentiality** - Confidentiality refers to the protections provided to information disclosed in legally protected or privileged relationships under District law, including licensed professional mental health counselors, licensed medical professionals, and ordained clergy. These confidential resources can engage in confidential communications under the law when the information is disclosed within the scope of the provision of professional services. When an individual shares information with a confidential resource (on campus or in the community) as a confidential communication in the course of a protected relationship, the confidential resource cannot disclose the information (including information about whether an individual has received services) to any third party without the individual's written permission, or unless required by ethical or legal obligations which compel the professional to reveal such information. For example, information may be disclosed when the individual gives written consent for its disclosure, there is an imminent concern that the individual will likely cause serious physical harm to self or others or poses a threat to the campus community as a whole, or the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

Confidential resources submit non-personally identifying information about Clery-reportable crimes to the Cavalla International University Department of Public Safety for purposes of anonymous statistical reporting under the Clery Act.

- B. Privacy** -- Privacy refers to the discretion that will be exercised by the University in the course of any investigation or disciplinary processes under this policy. Information related to a report of Prohibited Conduct may be shared with a limited circle of University employees who need to know in order to assist in the assessment, investigation, and resolution of the report and related issues. University employees receive training in how to safeguard private information.

The University will make reasonable efforts to investigate and address reports of Prohibited Conduct under this policy, and information may be disclosed to participants in an investigation as necessary to facilitate the thoroughness and integrity of the investigation. In all such proceedings, the University will take into consideration the privacy of the parties to the extent reasonably possible.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA). The privacy of an individual's medical and related records generally is protected by the Health Insurance Portability and Accountability Act (HIPAA), excepting health records protected by FERPA. Access to an employee's personnel records is governed by the policy stated in the Employee Handbook.

It is important to understand the different responsibilities of university employees. Every employee is designated as either a Confidential Employee or a Responsible Employee:

**C. Confidential Employee** - Confidential Employees include any employee who is a licensed medical, clinical, or mental-health professional (e.g., physicians, nurses, physician’s assistants, psychologists, psychiatrists, professional counselors, and social workers, and those performing services under their supervision), when acting in that professional role in the provision of services to a patient; and any employee providing administrative, operational, and/or related support for such health care providers in their performance of such services. Confidential employees also include clergy and other religious or spiritual advisors when serving in their religious or spiritual capacity and any employee providing administrative, operational, and/or related support to such clergy or other religious or spiritual providers. Confidential Employees will not disclose information about Prohibited Conduct without the individual’s permission or as set forth in the Confidentiality section above. When individuals who otherwise may be Confidential Employees receive information outside of the provision of confidential services, the Confidential Employee is required to share that information with the Title IX Office.

**D. Responsible Employee** – With the exception of university employees designated as Confidential Employees, every individual employed by Cavalla international University, and anyone employed or retained under contract in a security or safety position or in a University residence hall is considered to be a Responsible Employee. **ALL Responsible Employees are required to report** any information regarding a known or suspected violation of this policy to a Title IX Officer as soon as the Responsible Employee learns of it, no matter how they learn of this information.

Student workers who have supervisory responsibility or responsibility for the welfare of other students are also considered Responsible Employees when they learn of potential violations of this policy in the scope of their employment. Student workers who are Responsible Employees include but are not limited to resident assistants, teaching assistants, graduate assistants, and tutors provided through any University programs or offices.

Responsible Employees must report all information that they have obtained, including the identities of the parties, the date, time and location, and any details about the reported incident to the Title IX Office. Responsible Employees cannot promise confidentiality or withhold information about Prohibited Conduct. Failure by a Responsible Employee to report information regarding possible Prohibited Conduct in a timely manner may subject them to appropriate discipline, up to and including removal from a position or termination of employment.

Responsible Employees are not required to report information disclosed: (1) at public awareness events (e.g., “Take Back the Night,” candlelight vigils, protests, “survivor speak-outs,” or other public forums in which students may disclose Prohibited Conduct; or (2) during an individual’s participation as a subject in an Institutional Review Board-approved human subjects research protocol (IRB Research). The University may provide information about Title IX rights and available University and community resources and support at public awareness events, however, and Institutional Review Boards may, in appropriate cases, require researchers to provide such information to all subjects of IRB Research.

**E. Clery Act Reporting** - Pursuant to the Clery Act, the University includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires the University to issue timely warnings to the University community about certain crimes that have been reported and which may continue to pose a serious or continuing threat to campus safety. Consistent with the Clery Act, the University withholds the names and other personally identifying information of Complainants when issuing timely warnings to the University community.

## **IX. RESOURCES AND REPORTING OPTIONS**

All University community members are urged to promptly report information regarding Prohibited Conduct to the University and/or law enforcement. A Complainant or witness will not be reprimanded, retaliated against, or discriminated against in any way for initiating an inquiry or making a good faith report.

A Complainant or witness has many options, including seeking counseling or assistance from a Confidential Employee, making a report under this policy, and/or making a report to law enforcement. The University recognizes that deciding among these options can be difficult and is an intensely personal decision. Complainants and witnesses are encouraged to seek assistance from a Confidential Employee and to explore all potential reporting and support options.

### **A. Emergency Resources and Law Enforcement**

Emergency medical assistance and campus safety/law enforcement assistance are available both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that may pose a threat to safety or physical well-being or following a potential criminal offense.

#### **1. Law Enforcement Assistance**

University community members are encouraged to immediately contact the Cavalla international University Department of Public Safety (DPS) and/or the Metropolitan Police Department in order to report potential criminal conduct to law enforcement. Note that any law enforcement investigation is separate from, and independent of, the University's Title IX administrative investigation. The University's Title IX administrative investigation will proceed simultaneously with any law enforcement investigation, whether by the University's Department of Public Safety or the Metropolitan Police Department.

#### **2. Medical Services**

Confidential medical treatment and services are available at your local hospital. Students can also receive confidential medical services at:

Cavalla international University Student Health Center

#### **3. Crisis Counseling and other Support Services**

Students can access confidential crisis counseling and mental health services at:

University Counseling Services

Confidential support services on campus are also available through:

Cavalla international University Interpersonal Violence Prevention Program (IVPP)

Office of Student Services

Note that these counseling and support resources are available regardless of whether or not an individual makes a report to a Title IX Officer or law enforcement, or otherwise participates in an investigation. These resources are available to Complainants, Respondents, and any other individual to provide ongoing support.



## B. Campus Confidential Resources

As described above, University community members may speak with a Confidential Employee for support and assistance. This does not constitute a report to the University but will enable a student or employee to access support services on campus.

Campus Confidential Resources include:

- Cavalla international University Student Health Center
- University Counseling Services
- Cavalla international University Interpersonal Violence Prevention Program
- Chapel
- Employee Assistance Program

## C. Other Campus Support Services

The following University departments are available to offer support and resources. These departments can provide information and resources, but consistent with their designation as Responsible Employees, will share any reports of Prohibited Conduct with the Title IX Office:

- Office of Human Resources
- Office of Student Services
- Office of Residence Life
- Office of Intercultural Affairs\

## D. Reporting Options

The University encourages all individuals to report Prohibited Conduct or a potential violation of this policy to the Title IX Office, the Cavalla international University Department of Public Safety, and/or to local law enforcement. A Complainant has the right to report, or decline to report, potential criminal conduct to law enforcement. Upon request, the University will assist a Complainant in contacting law enforcement at any time. Under limited circumstances posing a threat to the health or safety of any University community member, the University may independently notify law enforcement.

An individual may make a report to the University, to law enforcement, to neither, nor to both. Campus Title IX processes and law enforcement investigations operate independently of one another, although the University will coordinate information with the Cavalla international University Department of Public Safety and/or local law enforcement when both an administrative proceeding and criminal investigation are on-going.

Anyone may make a report as follows:

- Make a report to a Title IX Officer in person, by telephone, or by email.
- If on campus, contact the Cavalla international University Department of Public Safety or Metropolitan Police Department for assistance in filing a criminal complaint and preserving physical evidence; or
- If off campus, contact local law enforcement to file a criminal complaint.

An individual may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue a Title IX report and a criminal complaint). When initiating any of the above options, an individual does not need to know whether they wish to request any particular course of action nor how to label what happened. As part of a report to the Title IX Office, an individual can also request interim remedial measures and support. University community members are encouraged to consult with the Title IX Coordinator if they have any questions regarding this policy or reporting Prohibited Conduct.

### 1. Reports to Responsible Employees

As explained above, all University employees, with the exception of those designated as Confidential Employees, are considered to be Responsible Employees. All reports that are brought to the attention of a Responsible Employee are not confidential and must be promptly submitted to the Title IX Coordinator by the Responsible Employee.

### 2. Requests for Anonymity

Once a report has been shared with the Title IX Office, a Complainant may also directly request that their identity remain private (request for anonymity); that no investigation occur; or that no disciplinary action be taken. The Title IX Coordinator will carefully balance such requests with the University's commitment to provide a non-discriminatory environment, and the Respondent's right to have specific notice of the allegation(s) if there is a possibility of disciplinary action against Respondent. In such circumstances, the Title IX Coordinator may arrange for preliminary fact-finding by an investigator to gain a better understanding of the context of the report or take other appropriate steps, including consulting with the University's threat assessment team.

In cases where a Complainant's anonymity is maintained, the University may be unable to pursue disciplinary action against a Respondent consistent with the Respondent's right to specific notice of the allegations against them. In these cases, the Complainant is eligible to receive remedial measures, however disciplinary action against Respondent may not be possible.

### 3. University Amnesty Statement

The University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because drinking and drug use may be a violation of the Student Code of Conduct and/or local law. In order to encourage reporting and remove barriers to doing so, any individual who reports Prohibited Conduct under this policy, either as a Complainant or as a third party witness, will not be subject to disciplinary action by the University for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health, safety or well-being of any other person at risk. The University may, however, advise a student to engage in an educational discussion regarding the dangers of alcohol consumption or drug use or to pursue other educational and counseling activities regarding such use.

### 4. Timeframe for Reporting

There is no time limit for reporting Prohibited Conduct. University community members are urged to make a report as soon as possible after the conduct has occurred to maximize the University's ability to respond promptly and effectively. Reports under this policy may be made at any time without regard to how much time has elapsed since the incident(s) in question.

If the Respondent is no longer a student or employee at the time of the report, the University may be limited in its ability to take disciplinary action against the Respondent. The University will still seek to meet its Title IX obligations by providing support for the Complainant and taking steps to end the prohibited behavior, prevent its recurrence, and address its effects. The University may assist the Complainant in identifying and contacting law enforcement and other external enforcement agencies.

## **X. UNIVERSITY ACTION UPON RECEIPT OF A REPORT**

The University is committed to providing a prompt, thorough, equitable, and impartial resolution of all reported violations of this policy. The University uses two processes to resolve reports of Prohibited Conduct under this policy: Disciplinary Resolution, which involves an investigation, adjudication, and, if appropriate, the imposition of sanctions, and Alternative Resolution, which includes informal or restorative options for resolving reports that does not involve the possibility of disciplinary action against a Respondent. The Title IX Coordinator will determine the appropriate resolution process after making an initial assessment of the reported information, considering the stated preference of the Complainant regarding process, campus safety, and the University's obligation to maintain an environment free from harassment and discrimination.

The initial response by the Title IX Office will include an initial assessment of the context and circumstances of the report, and identification of reasonably available and appropriate interim measures for a Complainant and a Respondent.

### **A. Interim Measures**

Upon receipt of a report of Prohibited Conduct, the University will consult with the Complainant to identify and provide reasonable and appropriate interim measures designed to preserve the Complainant's educational experience, protect the Complainant during an investigation, address safety concerns for the broader University community, maintain the integrity of the investigative and/or resolution process, and deter retaliation. These measures may be remedial (measures designed to maintain continued access to educational opportunities) or protective (involving a restrictive action against a Respondent).

Interim remedial measures may include:

- Access to counseling and medical services
- Assistance in obtaining a sexual assault forensic examination.
- Assistance in arranging rescheduling of exams and assignments and extensions of deadlines.
- Academic support
- Assistance in requesting long-term academic accommodation through the Office of Student Services, if the Complainant qualifies as an individual with a disability.
- Change in the Complainant's class schedule, including the ability to transfer course sections or withdraw from a course without penalty.
- Change in the Complainant's University work schedule or job assignment.
- Change in the Complainant's campus housing.
- Assistance navigating off campus housing concerns.
- Safety planning
- Imposition of a "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals.
- Voluntary leave of absence
- Referral to resources which can assist in obtaining a protective order, or other legal remedy, under District of Columbia, Maryland, Virginia, or other applicable state or local law.

administrative concerns.

- Any other remedial measure that can be used to achieve the goals of this policy.

Interim remedial measures are available to the Complainant regardless of whether the Complainant pursues an investigation or seeks formal disciplinary action.

Interim protective measures may include:

- Change in the Respondent's class schedule.
- Change in the Respondent's University work schedule or job assignment.
- Change in the Respondent's campus housing.
- Exclusion of Respondent from all or part of university housing
- Exclusion of Respondent from specified activities or areas of campus
- Prohibition of Respondent from participating in student activities or representing the University in any capacity such as playing on an official team, serving in student government, performing in an official band, ensemble, or production, or participating in a recognized student organization
- Interim suspension of Respondent
- Administrative leave of Respondent
- Any other protective measure that can be used to achieve the goals of this policy.

The availability of remedial and protective measures will be determined by the specific circumstances of each report. The University will consider a number of factors in determining which measures to take, including the needs of the student or employee seeking remedial and/or protective measures; the severity or pervasiveness of the alleged conduct; any continuing effects on the Complainant; whether the Complainant and the Respondent share the same residence hall, academic course(s), or job location(s); and whether judicial measures have been taken to protect the Complainant (e.g., protective orders).

The determination of whether to impose the interim protective measure of interim suspension or administrative leave will be made by the Title IX Coordinator in consultation with the provost and/or an appropriate Cabinet-level administrator. A Respondent may be suspended on an interim basis when the University has received information that indicates that the continued presence on campus of the Respondent will likely have a serious effect on the physical, mental, or emotional health, safety, or well-being of another person; when physical safety is seriously threatened; or when the ability of the University to carry out its operation is threatened or impaired. The decision to impose an interim suspension may be made at any point in the process. The University will provide reasonable remedial and protective measures to third parties as appropriate and available.

Any interim measures will not disproportionately impact on the Complainant. Requests for interim measures may be made by the Complainant to the Title IX Office. The Title IX Office is responsible for ensuring the implementation of interim measures and coordinating the University's response with the appropriate offices on campus. The Title IX Office has the discretion to impose and/or modify any interim measure based on all available information and is available to meet with a Complainant or Respondent to address any concerns about the provision of interim measures. The University will maintain the privacy of any remedial and protective measures provided under this policy to the extent practicable and will promptly address any violation of interim remedial or protective measures.

All individuals are encouraged to report to the Title IX Office any concerns about the failure of another to abide by any restrictions imposed through an interim protective measure. In the event of an immediate health or safety concern, individuals should contact 911 or the Cavalla international University Department of Public Safety immediately.

The University will take prompt action to enforce a previously implemented measure, which may include additional interim restrictions and/or disciplinary sanctions for failing to abide by a university-imposed interim protective measure. In evaluating whether the conditions of an interim protective measure have been violated, the Title IX Office has the authority to conduct expedited fact-gathering (with appropriate notice and the opportunity to be heard), to impose separate disciplinary action for the violation based on the facts as gathered irrespective of the outcome of the investigation of the original complaint, or to incorporate the failure to comply with the interim protective measure into the underlying investigation and charges of Prohibited Conduct. Even if not charged separately, information regarding a failure to abide by an interim protective measure may also be considered in determining an appropriate sanction.

### **B. Initial Assessment**

After receiving a report of Prohibited Conduct, the Title IX Office will gather information about the reported conduct and respond to any immediate health or safety concerns raised by the report. The Title IX Office will assess the Complainant's safety and well-being, offer the University's immediate support and assistance, and assess the nature and circumstances of the report to determine whether the reported conduct raises a potential policy violation, whether the reported conduct is within the scope of this policy, and the appropriate method of resolution under this policy. The Title IX Coordinator may consult with the University's threat assessment team or other University administrators as part of the initial assessment.

As part of the initial assessment, the Title IX Office will:

- assess the nature and circumstances of the report, including whether it provides the names and/or any other information that identifies the Complainant, the Respondent, any witness, and/or any other individual with knowledge of the reported incident.
  - address immediate physical safety and emotional well-being.
  - notify the Complainant of their right to contact (or decline to contact) law enforcement or seek a civil protection order.
  - notify the Complainant of the right to seek medical treatment.
  - notify the Complainant of the importance of preservation of evidence.
  - with the Cavalla international University Department of Public Safety, assess the reported conduct and discern the need for a timely warning under the Clery Act.
- provide the Complainant with written information about on and off campus resources; provide the Complainant with an explanation of the procedural options, including.
  - Disciplinary Resolution and Alternative Resolution.
    - notify the Complainant of the range of interim measures available, including the right to reasonable interim remedial measures regardless of whether they choose to participate in a university or law enforcement investigation.
    - notify the Complainant of the range of interim protective measures available if the University pursues an investigation.
    - discuss the Complainant's expressed preference for manner of resolution and any barriers to proceeding (e.g., confidentiality concerns).
  - notify the Complainant of the right to be accompanied to any meeting by an advisor of their choice.
  - assess any pattern of conduct that may give rise to a public safety concern.
  - explain the University's policy prohibiting retaliation, how to report retaliation, and that the University will take prompt action when retaliation is reported; and
  - determine the age of the Complainant, and if the Complainant is a minor, make the appropriate notifications under applicable law.

At the conclusion of the initial assessment the University will provide the Complainant with a written summary of the topics discussed during the initial assessment and will outline the manner in which the matter will proceed. The University will proceed with one of the following options:

- Proceed with an investigation under the Disciplinary Resolution process. This will occur when a Complainant requests an investigation; where the Title IX Coordinator determines that an investigation must be pursued even when a Complainant requests that no investigation be pursued; or where Alternative Resolution is not appropriate or available.
- Proceed with Alternative Resolution. This will always require the consent of the Complainant. The consent of the Respondent is also required when the form of resolution involves the Respondent.
- If outside the scope of this policy, refer the matter to another appropriate office or department for resolution under the relevant policy.

When the Title IX Coordinator decides to initiate an investigation, impose interim protective measures, or take any other action that impacts a Respondent, the Title IX Coordinator will also ensure that Respondent is notified and receives written information on available resources and options, consistent with the list outlined above.

### C. Balancing Complainant Autonomy with University Responsibility to Respond

In order to protect the safety of the campus community, the Title IX Coordinator may determine that it is necessary to proceed with an investigation even if a Complainant specifically requests that the matter not be investigated. The Title IX Office may also initiate an investigation of potential violations of this policy even absent a formal report or identified Complainant or Respondent, and even if a report has been withdrawn. In such a circumstance, the Title IX Coordinator will take into account the Complainant's articulated concerns, the safety of the campus community, fairness to all individuals involved, and the University's obligations under Title IX.

A Complainant may request that their name or other personally identifiable information not be shared with the Respondent, that no investigation be pursued, or that no disciplinary action be taken. In these instances, before taking any further investigative steps, a member of the Title IX Office will discuss any concerns with the Complainant and seek to address and remedy barriers to reporting based upon concerns about retaliation or other lack of clarity in understanding procedural options and potential outcomes.

The Title IX Coordinator will balance the Complainant's request against the following factors in reaching a determination as to whether the University's need to proceed with an investigation outweighs the considerations expressed by the Complainant:

- the totality of the known circumstances.
- the nature and scope of the alleged conduct, including whether the reported behavior involves the use of a weapon or drugs.
- the respective ages and roles of the Complainant and Respondent.
- the risk posed to any individual or to the campus community by not proceeding, including the risk of additional violence.
- whether there have been other reports of Prohibited Conduct or other misconduct by the Respondent.
- whether the report reveals a pattern of misconduct related to Prohibited Conduct (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.
- the Complainant's interest in the University's not pursuing an investigation or disciplinary action and the impact of such actions on the Complainant.
- whether the University possesses other means to obtain relevant evidence.
- fairness considerations for both the Complainant and the Respondent.
- the University's obligation to provide a safe and non-discriminatory environment; and

- any other available and relevant information.

The Title IX Coordinator will consider what steps may be possible or appropriate when a Respondent is unknown or the Complainant requests anonymity, and what other measures or remedies might be considered to address any effects of the reported behavior on the campus community. The Title IX Coordinator will make a determination regarding the appropriate method of resolution under the policy. The University will seek resolution consistent with the Complainant's request, if it is possible to do so, based upon the facts and circumstances, while also protecting the health and safety of the Complainant and the University community.

Where the Title IX Coordinator determines that a Complainant's request(s) can be honored, the University may still take other appropriate steps to eliminate the reported conduct, prevent its recurrence, and remedy its effects on the Complainant and the University community. Those steps may include offering appropriate remedial measures to the Complainant, providing targeted training and prevention programs, providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred, and/or providing or imposing other remedies. The Title IX Coordinator may also request that a report be re-opened and pursued under this policy if any new or additional information becomes available, and/or if the Complainant later decides that they would like for the University to pursue an investigation.

In those instances when the Title IX Coordinator determines that the University must proceed with an investigation despite the Complainant's request that it not occur, the Title IX Coordinator will provide written notification to the Complainant that the University intends to initiate an investigation. The Complainant is not required to participate in the investigation or in any of the actions taken by the University.

The University's ability to investigate and respond fully to a report may be limited if the Complainant requests anonymity or declines to participate in an investigation. The University will, however, pursue other steps to limit the effects of the potential Prohibited Conduct and prevent its recurrence. In all cases, the final decision on whether, how, and to what extent the University will conduct an investigation and whether other interim remedial or protective measures will be taken in connection with a report of Prohibited Conduct will be made in a manner consistent with this policy.

## **XI. ALTERNATIVE RESOLUTION**

Alternative Resolution is a voluntary and remedies-based resolution that does not involve taking disciplinary action against a Respondent. Where an initial assessment concludes that Alternative Resolution may be appropriate, the University will take immediate and corrective action through the imposition of individual and community remedies designed to maintain or restore the Complainant's access to the educational, extracurricular, and employment activities at the University and to eliminate a potential hostile environment.

Other potential remedies include targeted or broad-based educational programming or training, supported direct conversation or interaction between the Complainant and Respondent, and/or indirect conversation or interaction through a Title IX Officer, facilitated by the Title IX Office. Depending on the form of Alternative Resolution used, it may be possible for a Complainant to maintain anonymity. The University will not compel a Complainant to engage in mediation, to confront the Respondent directly, or to participate in any particular form of Alternative Resolution. Face-to-face mediation, even if voluntary, may not be used in cases involving alleged sexual assault. The decision to pursue Alternative Resolution will be made only when the University has sufficient information about the nature and scope of the conduct.

Participation in Alternative Resolution is voluntary, and either party can request to end Alternative Resolution at any time prior to final resolution. If Alternative Resolution is terminated prior to a resolution being reached, and the Complainant thereafter elects to pursue Disciplinary Resolution, no information disclosed during the Alternative Resolution process will be considered during the Disciplinary Resolution phase. This policy is intended to encourage the parties to engage in candid and collaborative discussion

during Alternative Resolution.

Upon successful resolution of a matter through Alternative Resolution, all parties who have participated in the Alternative Resolution process will be provided with a Notice of Completion of Alternative Resolution, which will state the terms of the resolution and all parties' agreement to those terms. The Title IX Office will maintain records of all reports and conduct referred to for Alternative Resolution, which will typically be complete within 60 calendar days of the initial report.

## **XII. GENERAL INFORMATION REGARDING DISCIPLINARY RESOLUTION**

### **A. Timeframe for Investigation and Resolution**

The Title IX Office endeavors to complete the investigation and resolution process within a reasonable timeframe - approximately 60 calendar days following the notice of the investigation. This policy outlines reasonable timeframes for the major stages of the investigation and resolution process. The University may extend or modify these timeframes within the 60-day period provided that the investigation is completed within a reasonable time. The Title IX Coordinator, in consultation with the investigator, has the authority to determine whether an extension is required or warranted by the circumstances. If an investigation or resolution will not be completed within 60 days from the notice of investigation, the University will provide written notice to the parties which will include a statement of the reason(s) necessitating the extension.

An extension may be required to ensure the integrity and thoroughness of the investigation; to comply with a request by law enforcement; in response to the unavailability of the parties or witnesses; or for other legitimate reasons, such as intervening breaks in the University calendar, University finals periods, the complexity of the investigation, the volume of information or length of the written record, and/or the severity and extent of the alleged misconduct. While requests for delays for good cause by the parties may be considered, the University cannot unduly or unreasonably delay the prompt resolution of a report under this policy. Reasonable requests for delays by the parties, if granted, will serve to extend the 60-calendar daytime period for resolution of the report.

Although cooperation with law enforcement may require the University to suspend the fact-finding portion of a Title IX investigation temporarily, the University will promptly resume its Title IX investigation upon notification from the law enforcement agency that proceeding with the Title IX investigation will not jeopardize the law enforcement investigation. The University will not, however, wait for the conclusion of criminal proceedings to begin its own investigation, and will promptly initiate the process of assessing and providing appropriate interim remedial measures for the Complainant.

Investigations will proceed according to the timeframes in this policy to the extent possible during the summer and at other times when classes at the University are not in session, or during holidays, or other scheduled days when the University is closed. The Title IX Office will work with the parties to balance the need for promptness and the preference for in-person meetings regarding the investigation. Timeframes for all phases of the disciplinary process including the investigation, any related disciplinary proceedings, and any related review of the finding, apply equally to both Complainant and Respondent.

### **B. Expectations of the Parties**

The University affords both the Complainant and the Respondent an equal opportunity to participate fully in the investigation and adjudication process, including the opportunity to receive a written notice of investigation; to participate in the investigation; to review and present information and evidence; to be accompanied by an advisor of their choice to any meeting; to timely and equal access to information that will be used in disciplinary proceedings; to timely notice of meetings at which their presence will be requested or required; to simultaneous written notice of the outcome, sanction, and rationale; and to seek review of the finding as stated in this policy.



All University community members are expected to provide truthful information in any report or proceeding under this policy. Submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an incident of Prohibited Conduct is prohibited and subject to disciplinary sanctions. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated or no policy violation is found to have occurred.

Cavalla international University expects all members of the University community to cooperate fully with the investigation and disciplinary procedures. It is understood that there may be circumstances in which a Complainant or Respondent wish to limit their participation, and the University will respect the choice of the Complainant or Respondent as to how to engage in proceedings under this policy. The University may, however, move forward with an investigation and disciplinary action without the participation of one or more parties. Should the Respondent opt not to participate, that refusal will not preclude the continuation of the investigation process and a resolution of the investigation, including possible sanctions against the Respondent if a violation of this policy is found by a preponderance of the evidence.

The University also recognizes that witnesses may be reluctant to participate in the process. University students retain the right to decline to participate as a witness in any process under this policy. However, any faculty member, staff member, or other employee who refuses to cooperate in an investigation may be subject to sanction. Refusal to cooperate includes, but is not limited to, delaying or failing to acknowledge requests from university officials for information, delaying or failing to make oneself available for meetings with university officials, and refusing to provide relevant information to University officials.

If a Complainant or Respondent chooses not to answer any or all questions in an investigation for any reason, the University will continue its process; and the University will issue any discipline or sanctions, as appropriate. The University will not draw any adverse inference from a Complainant's or Respondent's decision not to participate in the investigation or any form of resolution under this policy. However, the Complainant and Respondent should be aware that declining to participate in the investigation may impact the timing and outcome of the investigation.

At any time, the University may place an administrative hold on the Respondent's University transcript or defer or withhold the award of the Respondent's degree. Although a Respondent may withdraw from the University while the investigation is pending, the Title IX Coordinator may decide to proceed with the investigation and resolution process, and may impose appropriate sanctions, up to and including expulsion from the University. The University may note on the Respondent's transcript that the withdrawal is pending investigation.

### C. Advisor of Choice

Throughout the investigation and resolution, all parties have the right to consult with an advisor of their choosing. The advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. The parties may be accompanied by their chosen advisor at any meeting or proceeding related to the investigation and resolution of a report under this policy. While the advisor may provide support and advice to the parties at any meeting and/or proceeding, they may not speak on behalf of any party; ask or answer any questions on behalf of any party; or otherwise participate in, or in any manner delay, disrupt, or interfere with meetings and/or proceedings.

Generally, the Title IX Office and investigator will communicate directly with the Complainant or Respondent, and any communications with an advisor may only occur after a FERPA waiver has been executed. An advisor should plan to make themselves reasonably available, and the University will not unduly delay the scheduling of meetings or proceedings based on the advisor's unavailability. An advisor may be asked to meet with a university administrator in advance of any proceedings to understand the expectations of the role, privacy considerations, and appropriate decorum.

#### **D. Safeguarding Privacy**

Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, Complainants and Respondents are not restricted from discussing and sharing information with others who may support or assist them during the process. However, doing so with the intent to harass another individual, retaliate against another individual who is involved in the investigation, or to influence the outcome of the investigation, will subject an individual to sanctions under this policy.

All participants in any investigation or other proceeding under this policy, including all parties, are encouraged to maintain the privacy of information gathered or learned through their participation in the process.

### **XIII. DISCIPLINARY RESOLUTION**

#### **A. Investigation**

##### **1. Investigator**

When the University receives a report alleging a violation of this policy, the Title IX Coordinator will appoint one or more investigators to conduct a prompt, thorough, fair, and impartial investigation. The investigator may be a university employee and/or an experienced external investigator. Any investigator used by the University will receive annual training on this policy and on the issues related to sexual and gender-based harassment, sexual assault, dating violence, domestic violence, and stalking, and on how to conduct an investigation that is fair and impartial, provides parties with notice and a meaningful opportunity to be heard, and protects the safety of Complainants while promoting accountability. The investigator will be impartial and free from conflict of interest or bias.

##### **2. Notice of Investigation**

A Title IX Officer will provide the Complainant and the Respondent with a written Notice of Investigation within ten (10) days of receiving a complaint, which includes the following information: (1) the names of the Complainant and the Respondent; (2) the date, time (if known), location, and nature of the reported conduct; (3) the reported policy violation(s); (4) the name of the investigator; (5) information about the parties' respective rights and responsibilities; (6) any interim remedial or protective measures; (7) the prohibition against retaliation; (8) the importance of preserving any potentially relevant evidence in any format; (9) how to challenge participation by the investigator on the basis of a conflict of interest or bias; and (10) a copy of this policy.

Information regarding interim remedial and protective measures will be forwarded to the appropriate offices of the University for implementation (i.e. ETS if email access is to be suspended; Human Resources if employment is impacted; the appropriate Dean if class attendance/assignment is affected). If the investigation reveals the existence of additional or different potential policy violations, the Title IX Office will issue a supplemental notice of investigation, or, if appropriate, refer that portion of the matter to the appropriate University office for resolution.

### 3. Overview

During an investigation, the investigator will seek to meet separately with the Complainant, Respondent, and relevant witnesses. Witnesses are individuals who may have information relevant to the incident, including individuals who may have observed the acts in question, may be able to provide contextual information, or may have other information related to the alleged conduct or related matters. Witnesses may not participate solely to speak about an individual's character.

Where witnesses are interviewed as part of the investigation, the name of the witness and the relevant information gathered in the interviews will be shared with the parties in the preliminary and final Report of Investigation. The investigator will also gather other relevant information or evidence, including documents, photographs, communications between the parties, and other records as appropriate.

The investigator, not the parties, is responsible for gathering relevant evidence to the extent reasonably possible. Both the Complainant and Respondent are encouraged, however, to submit any information they believe may be relevant, and both the Complainant and Respondent will be asked to identify witnesses and provide other relevant information, such as documents, communications, photographs, and other evidence. Both parties are encouraged to provide all relevant information as promptly as possible to facilitate prompt resolution. All available information and supporting documents and evidence must be identified and/or submitted prior to issuance of the Preliminary Report of Investigation. In the event that a party declines to provide material information, the University's ability to conduct a prompt, thorough, and equitable investigation may be impacted.

The investigator may also consider information publicly available from social media or other online sources that comes to the attention of the investigator. The Title IX Office does not actively monitor social media or online sources, however, and as with all potentially relevant information, the Complainant, Respondent, or witness should bring relevant online information to the attention of the investigator.

Similarly, the parties should bring any new or evolving evidence, such as harassing or retaliatory conduct, to the attention of the investigator. The investigator may consider such information in the investigation and will also share any information about retaliation or violation of the terms of an interim protective measure with the Title IX Coordinator for further action.

When appropriate, the investigator may visit relevant sites or locations and record observations through written, photographic, or other means. In some cases, the investigator may consult medical, forensic, technological, or other experts when expertise on a topic is needed in order to achieve a fuller understanding of the issues under investigation. The University will not consider polygraph results. In general, a person's medical and counseling records are confidential and not accessible to the investigator unless the person voluntarily chooses to share those records with the investigator. Before disclosing such information, the party should keep in mind that the relevant information from the records must be shared with the other party for that information to be considered in the investigation.

The investigator will review all information identified or provided by the parties and will determine the appropriateness, relevance, and probative value of the information developed or received during the investigation. In general, the investigator will not consider statements of personal opinion or statements as to any party's general reputation for any character trait. All information considered relevant by the investigator will be provided to the parties for their review and comment, as described in this policy. Information received by the investigator that is not determined to be relevant will be excluded from such disclosure.

The Title IX Office has the sole discretion to consolidate multiple reports into a single investigation if evidence relevant to one incident might be relevant to the others. Consolidation might involve multiple Complainants and a single Respondent, multiple Respondents, or conduct that is temporally or logically connected.

The investigator will provide periodic updates to the parties about the status of the investigation, with a goal to complete the fact-gathering portion of the investigation and issue a Preliminary Report of Investigation within approximately 30 calendar days of the notice of investigation.

#### 4. Presumption of non-responsibility

It shall be presumed that there has been no violation of any University policy by a Respondent unless and until a thorough and comprehensive investigation has been conducted and there is a final administrative finding, by a preponderance of the evidence, or an admission of responsibility for a policy violation.

#### 5. Prior or Subsequent Conduct of the Respondent

Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of Prohibited Conduct by the Respondent, either before or after the incident in question, regardless of whether there has been a prior finding of a policy violation, may be deemed relevant to the determination of responsibility for the Prohibited Conduct under investigation. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar Prohibited Conduct. The investigator will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.

#### 6. Prior Sexual History

The sexual history of the Complainant or Respondent will never be used to prove character or reputation. Evidence related to the prior sexual history of the parties is generally not used in determining whether a violation of this policy has occurred and will only be considered under limited circumstances when relevant and appropriate. For example, if consent is at issue, the sexual history between the parties may be relevant to determine the nature and manner of communications between the parties, which may inform the determination whether consent was sought and reasonably appeared to have been given during the incident in question. As set forth in the consent definition, even in the context of a relationship, consent to one sexual act does not constitute consent to another sexual act, and consent on one occasion does not constitute consent on a subsequent occasion. In addition, prior sexual history may be relevant to explain injury, to provide proof of a pattern, or to address another specific issue raised in the investigation. The investigator will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.

#### 7. Cooperation with Law Enforcement

If there is a criminal investigation or other legal proceeding, the University may be obligated to provide investigative records to law enforcement or a court in response to a subpoena, search warrant, or court order.

#### 8. Review of Preliminary Report of Investigation

At the conclusion of the fact-gathering portion of the investigation, the investigator will prepare a Preliminary Report of Investigation that provides the Complainant and the Respondent equal and timely access to information that will be used in determining whether there was a policy violation. The Preliminary Report of Investigation will provide only a summary of the relevant facts and applicable policy. The Preliminary Report of Investigation will not state a preliminary finding as to whether or not a violation has occurred or any information with regard to potential sanctions.

The Preliminary Report of Investigation and accompanying documents will be made available to the Complainant and the Respondent to review. Upon notice of the availability of the Preliminary Report of Investigation, each party will have seven days to (1) review the Preliminary Report of Investigation; (2) meet again with the investigator, if desired; (3) provide written comment or feedback on the facts as stated in the Preliminary Report of Investigation, if desired; (4) submit additional information not reasonably available earlier through the exercise of due diligence, if desired; and/or (5) identify additional witnesses or request the collection of other information by the investigator, if desired.

If either party provides a written response or makes a request for additional information, the content will be shared with the other party and incorporated as appropriate in the final Report of Investigation. Any relevant information gathered through additional investigative steps will be shared with both parties, and, as appropriate, the parties may have the opportunity for further response if sufficient new information has been gathered. If additional review is granted, each party will have five days to review any additional information and any further comment by the parties will be limited to responding to the new information only.

As necessary, the investigator will designate reasonably prompt timeframes to ensure a timely completion of the process while also providing an adequate opportunity for both sides to respond thoroughly to the information gathered during the investigation. In the absence of good cause, information that was discoverable through the exercise of due diligence that was not provided to the investigator prior to review of the Preliminary Report of Investigation will not be considered in the determination of responsibility for a violation of the policy.

#### **9. Standard of Proof: Preponderance of the Evidence**

The investigator will make a finding by a preponderance of the evidence, whether there is sufficient evidence to support a finding of policy violation. A finding of responsibility based on a preponderance of evidence means that based on all relevant evidence and reasonable inferences from the evidence, the greater weight of information indicates that it was more likely than not the policy violation occurred.

#### **10. Final Report of Investigation**

Unless there are significant additional investigative steps requested by the parties or identified by the investigator, within seven days after receipt and consideration of additional comments, questions, and/or information from the parties, the investigator will prepare a final Report of Investigation. The Final Report of Investigation will include a summary of the relevant facts and applicable policy; a determination as to whether there is sufficient information, by a preponderance of the evidence, to support a finding of responsibility for a violation of the policy; the rationale for this finding; if there is a finding of responsibility for a violation of the policy, the sanctions to be imposed; and notification of the available procedures to contest the finding and/or sanction. In preparing the final Report of Investigation, the investigator will confer with the appropriate Disciplinary Authority with regard to formulating sanctions.

Both parties will simultaneously receive the Final Report of Investigation.

#### **B. Review of Finding by the Provost**

Each party may accept or contest the findings or sanctions stated in the Final Report of Investigation.

A party may contest the investigative finding by asserting that (1) there was a material deviation from the procedures as stated in this policy that significantly impacted the outcome; (2) there was no rational basis, applying a preponderance of the evidence standard, for the investigative finding.

- (3) new information or evidence is available that was not reasonably available earlier through the exercise of due diligence; or (4) the sanction levied against the Respondent is disproportionate based on the findings as stated in the Final Report of Investigation.

To contest the findings or sanctions, the Complainant or Respondent must submit a written statement to the Title IX Coordinator within five days of receiving the Final Report of Investigation. This statement must explain why the party contests the findings or sanctions, including clearly identifying one or more of the four grounds enumerated in the previous paragraph. Each party will have the opportunity to review and respond in writing to the other party's request for review; any response must be submitted to the Title IX Coordinator within five days after that party has received notice of the request to review.

- If neither party contests the findings or sanctions, those findings and sanctions will become final, and will be submitted to the Title IX Coordinator for signature and implementation. The Title IX Coordinator will inform the parties that the findings and sanctions are final.
- If either party contests the findings or sanctions, the Title IX Coordinator will submit the Final Report of Investigation and any statements received from the parties to the provost. The provost will determine whether to uphold the findings and sanctions; whether to modify the findings and/or sanctions; or whether further action is needed by the Title IX investigator.

If applicable, the provost will reach a final determination as to the outcome and sanction within ten days of receipt of the Report of Investigation and the parties' statements. The provost will provide the final decision to the Title IX Coordinator, who will inform the parties of the provost's decision.

### **C. Findings Meeting**

If applicable, once the provost has rendered a final decision, both the Complainant and the Respondent will be contacted to schedule an individual Findings Meeting with the Title IX investigator. During this meeting, each party will receive written notification of the results of the investigation. In the event that either party is unable or unwilling to attend the Findings Meeting, the written notification may be mailed or e-mailed to that party.

### **D. Procedures for Imposition of Sanction**

#### **1. Disciplinary Authority**

The Disciplinary Authority is an individual or office which has supervisory or other authority over the Respondent, and for this reason, will participate in the decision as to the appropriate disciplinary action to be imposed against the Respondent upon a finding of violation of this policy. The Disciplinary Authority will consult with the Title IX investigator (and, if reconsideration of the sanction is requested, the provost) to determine the appropriate sanction.

The Disciplinary Authority for students is the Office of Student Conduct and Judicial Affairs.

The Disciplinary Authority for staff and contractors is the Director of Employee Relations.

The Disciplinary Authority for faculty is: The Dean of the School/College and/or the Department Chair of the Department in which the faculty member holds a faculty appointment.

The Disciplinary Authority for Hospital Staff is: Associate Vice President for Administration and Operations.

#### **2. Sanctioning Process**

Engaging in any act that is found to be a violation of this policy or failing to carry out the responsibilities established by this policy, will give rise to disciplinary action, up to and including separation from the University.

Where there is a finding of responsibility, the Title IX investigator, in consultation with the appropriate Disciplinary Authority, may impose one or more sanctions. The policy prohibits a broad range of conduct, all of which is serious in nature. In keeping with the University's commitment to foster an environment that is safe, inclusive, and free from discrimination and harassment, the Title IX investigator and Disciplinary Authority have great latitude in the imposition of sanctions tailored to the facts and circumstances of each report, the impact of the conduct on the Complainant and surrounding community, and accountability for the Respondent. The imposition of sanctions is designed to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects, while supporting the University's educational mission and legal obligations. Sanctions may include educational, restorative, rehabilitative, and punitive components. Some conduct, however, is so egregious in nature, harmful to the individuals involved, or so deleterious to the educational process that it requires severe sanctions, including suspension or expulsion/termination.

In determining the appropriate sanction, the Title IX investigator and Disciplinary Authority shall consider the following factors:

- the nature and violence of the conduct at issue.
- the impact of the conduct on the Complainant.
- the impact or implications of the conduct on the community or the University.
- prior misconduct by the Respondent, including the Respondent's relevant prior.
- disciplinary history, both at the University or elsewhere (if available), including criminal convictions.
- whether the Respondent has accepted responsibility for the conduct.
- maintenance of a safe and respectful environment conducive to learning.
- protection of the University community; and
- any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

Sanctions may be imposed individually or in combination.

If the Provost, a Vice President, or person of similar rank is the subject of a report of Prohibited Conduct, the Title IX Coordinator will forward the Report of Investigation to the President, who will make the final determination regarding appropriate sanctions. If the President, in his individual capacity, is the subject of such a complaint, the Title IX Coordinator shall immediately notify the General Counsel who, in turn, will recommend a special investigative protocol to the chair of the Audit and Legal Committee of the Board of Trustees. Thereafter, the complaint shall be investigated as directed by said Committee.

The Title IX Investigator will also notify the appropriate University Offices (i.e. Department of Public Safety, Office of the Provost, Office of the Registrar, Office of Financial Aid, Office of Human Resources, Athletics Department, etc.), which will be responsible for implementing the imposed sanctions.

In all cases, the appropriate University Officer is responsible for imposing all sanctions. Additionally, after consultation with the Title IX Officer, the appropriate University Officer is responsible for taking any recommended remedial action necessary to promptly and effectively eliminate the harassment or discrimination, prevent its recurrence, and protect the Complainant from future incidents as well as the entire University Community. Failure to do so may result in disciplinary action against the University Officer.

### 3. Sanctions for Students

Potential sanctions for students include academic and/or social probation, disciplinary probation, community service, restitution, limited-term suspension, indefinite suspension, expulsion, a campus-wide barring order, a no contact order, a written apology, a requirement to receive counseling through the University Counseling Service, and/or Title IX training.

#### 4. Sanctions for Employees and Third Parties

Potential sanctions for faculty or staff include administrative leave without pay, restitution, suspension, requirement to receive counseling through the Employee Assistance Program, Title IX training, a no contact order, a campus-wide barring order, and/or termination of employment. Potential sanctions for third parties, including contractors or vendors include: requirement to receive counseling or Title IX training before returning to the University's campus, a no contact order, a campus-wide barring order and/or a requirement to cease doing business with the University.

#### 5. Additional Remedies

Regardless of the outcome, the Title IX Investigator or Disciplinary Authority may recommend additional remedies for the Complainant to address the effects of the conduct on the Complainant, restore the Complainant's access to University programs and activities, and restore to the Complainant, to the extent possible, benefits and opportunities lost as a result of the Prohibited Conduct. The Title IX Investigator or Disciplinary Authority may also identify remedies to address the effects of the conduct on the University community.

In addition, the Title IX Investigator or Disciplinary Authority may determine that one or both parties should receive training on Title IX, alcohol consumption, drug use or any other subject matter relevant to the information contained within the Report of Investigation. Training is neither designed to be nor considered to be a punishment or sanction and will not be characterized as such. The Title IX Coordinator will review the remedies recommended by the Provost or Disciplinary Authority and will consider the appropriateness of continuing interim remedial or protective measures on an ongoing basis. Extended protective measures may be included in the sanctions.

### ***XIV. EXTERNAL REPORTING***

University community members may raise concerns about the University's application of Title IX or Title VII with the United States Department of Education, Office for Civil Rights ("OCR"). The address and telephone number of the appropriate OCR District are as follows:

U. S. Department of Education Office for Civil Rights  
District of Columbia Office 400 Maryland Avenue, S.W. Washington, D.C. 20202-1475 Telephone: 202-453-6020  
FAX: 202-453-6021  
TDD 877-521-2172

### ***XV. PREVENTION AND AWARENESS PROGRAMS***

The University is committed to the prevention of Prohibited Conduct through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming, and returning students and current employees receive ongoing training and related programs. The University provides coordinated programming and training through multiple areas, including the Title IX Office, Division of Student Affairs, Cavalla International University Department of Public Safety, Human Resources, the Provost's Office, Interpersonal Violence Prevention Program, University Counseling Services, the Student Health Center and other University departments.



**XVI. ANNUAL REVIEW**

This policy is maintained by the Title IX Office. The University will review this policy on at least an annual basis. The review will capture evolving legal requirements, evaluate the supports and resources available to the parties, and assess the effectiveness of the resolution process (including as to the fairness of the process, the time needed to complete the process, and the sanctions and remedies imposed).

## **Rights and Responsibilities of Students**

The rights of an individual are preserved only by the protection and safeguarding of the rights of others. A student is responsible for the manner in which his/her individual rights are exercised and must accept the consequences of any actions that are committed outside the boundaries of those rights.

### **Rights**

***The Right to Learn:*** Every student at the Cavalla International University has the right to:

- A learner-centered environment, which advances intellectual and personal growth.
- A life-long learning experience that provides opportunities for intellectual and personal growth.
- Faculty who are highly efficient, effective, and competent in their field of specialization
- Administrators and staff who are supportive and service oriented.
- A program offering that trains students to demonstrate critical thinking and problems solving skills.
- A curriculum that is responsive to the needs of students.
- A variety of student support services
- An equitable and consistent enforcement of university policies with due consideration of the rights of all members of the University.

### ***The Right to Free Speech and Expression***

Cavalla International University represents a wide range and diversity of opinions and backgrounds. Every student has the right to express opinions, to take stands, and to support causes, either publicly or privately, provided such expressions are not libelous or obscene according to current legal definition and do not interfere with the rights of others or disrupt the atmosphere for learning.

### ***The Right to be Informed of Rules***

Each student has the right to be informed of all policies, rules, and regulations they will be expected to follow. Copies of these rules governing the code of conduct shall be available in each school office, and the basic rules shall be published and distributed to all students.

### ***The Right to Privacy of School Records***

Student records will be protected and any disclosure of information from student permanent records shall be consistent with legal requirements.

### **Responsibilities**

#### ***Responsibility for Academic Work***

As a member of the academic community of Cavalla International University, a student has a responsibility to assist in creating an atmosphere conducive to such growth and development. Every student has the responsibility to take learning seriously.

#### ***Responsibility for Self-Discipline and Accountability for their Behavior***

All students are responsible for complying with all school rules and regulations. They must be knowledgeable of and comply with the University policies as outlined in this student handbook, in the University Catalog, and Course Syllabi. They must treat faculty, staff, and fellow students with utmost respect; honor

cultural differences and embrace diversity; as well as protect and preserve the integrity of the University.

Failure to meet these responsibilities will cause disciplinary action. All students should have a complete understanding of expected behavior. If a student does not understand any provision of the student handbook, the student is responsible for seeking clarification from the Office of Student Affairs and Services.

### ***About the Code of Conduct***

The Student Code of Conduct sets out the standards for students at Cavalla International University. It holds individuals and/or groups responsible for the consequences of their actions. Failure to adhere to these responsibilities may result in the withdrawal of student privileges or the imposition of disciplinary actions or sanctions.

## **NON-ACADEMIC STUDENT CODE OF CONDUCT**

### **Discipline for Non-Academic Misconduct**

#### **Section 1- General**

- 1.1 Cavalla International University is a community of students, faculty, and staff involved in learning, teaching, research and other scholarly activities. These students, faculty, and staff come from different origins and cultures. In accordance with the policies of the Cavalla International University, all members of this academic community must conduct themselves in a manner that contributes to the enrichment and growth of the community in which respect, civility, diversity, opportunity, and inclusiveness are highly valued.
- 1.2 The purpose of this Student Code of Conduct is to (a) define the general standard of conduct of CIU students, (b) provide examples of conduct that may be subject to disciplinary action by the University, (c) provide examples of disciplinary measures that may be imposed, and (d) set out the process and procedures for hearing out non-academic misconduct.
- 1.3 Cavalla International University honors the right of students to conduct their own personal lives. This Code governs conduct of students only to the extent necessary to protect the integrity of the University, the freedom of members of the University to participate in the programs and activities of the University and protect the property and the members of the University.

#### **Section 2 – Definitions**

- 2.1 In this code:
  - (a) “student” means a person who is presently enrolled at the University in a credit course or non-credit course.
  - (b) “University” means the Cavalla International University of America.
  - (c) “this code” means the Student Code of Conduct of Cavalla International University
- 2.2 Unless otherwise stated, a student will only be liable for conduct that they know, or ought to have known, would constitute prohibited under this Code.

#### **Section 3 – Application**

- 3.1 This code applies to conduct that:
  - (a) occurs within the University.

- (b) occurs elsewhere in the course of activities sponsored by the University or where the conduct is alleged to adversely affect, disrupt, or interfere with another person's reasonable participation in university activities.
- (c) occurs in the context of a relationship between the student and a third party that involves the student's standing, status, or academic record at the University.

3.2 However, this code will not apply to conduct that is specifically assigned to another disciplinary body within the University such as Academic Misconduct or Scholarly Misconduct.

3.3 Any student found responsible for non-academic misconduct is subject to the disciplinary provisions of this Code, regardless of the action or inaction of civil authorities. Nothing in this Code precludes the University from referring an individual matter to the appropriate law enforcement agency before, during, or after disciplinary action is taken by the University under this Code. A student may be subject to criminal prosecution and/or civil proceedings notwithstanding, and in addition to, disciplinary action taken by the University against the student under this Code.

#### **Section 4- Prohibited Conduct**

4.1 Any conduct on the part of a student that has, or might reasonably be seen to have, an adverse effect on the integrity or the proper functioning of the University, or the health, safety, rights, or property of the University or its members and visitors, is subject to discipline under this Code.

4.2 The following list sets out specific examples of prohibited conduct. It is not an exhaustive list and students should be aware that their conduct may still be considered prohibited conduct under this Code even if it does not appear in the list below. Prohibited conduct that is subject to disciplinary measures includes, but is not limited to, engaging in, attempting to engage in, or assisting others to engage in any of the actions described below:

4.2.1 Misconduct against persons, which includes:

- (a) physically aggressive behavior, assault, harassment, intimidation, threats or coercion.
- (b) conduct that threatens or endangers the health, safety or property of any person.
- (c) conduct that creates conditions that endanger the health, safety, property, or well-being of any person.
- (d) engaging in a course of vexatious conduct, harassment, or discrimination that is directed at one or more specific persons and that is based on any of the protected grounds under the Universal Declaration of Human Rights
- (e) engaging in unwelcome or persistent conduct that the student knows, or ought to reasonably know, would cause another person to feel demeaned, intimidated, or harassed.

4.2.2 Misconduct against property, which includes:

- (a) taking without authorization, or misusing, destroying, defacing, or damaging University property or property that is not their own, or information or intellectual property owned by the University or by any of its members.
- (b) possessing University property or property that is not their own, if the student knows, or ought to reasonably know, that property to have been taken without authorization; or
- (c) creating a condition that unnecessarily endangers or threatens destruction of university property or property that is not their own.

#### 4.2.3 Disruption

No student shall, by action, threat, or otherwise, disrupt any activity organized by the University or by any of its faculties, schools, or departments, or the right of other persons to carry on their legitimate activities, to speak or to associate with others.

#### 4.2.4 Unauthorized Use of University Facilities, Equipment, or Services:

- (a) No student shall use any University platform, facility, network, or system for any disruptive or unauthorized purpose, or in a manner that violates any law, University regulation, policy or procedure.
- (b) No student shall destroy, misplace, misfile, or render inoperable any stored information such as books, film, data files, or programs from a library, platform, classroom, or other information storage, processing or retrieval system.

#### 4.2.5 False Charges

No student shall bring a false charge against any member of the University under this Code.

#### 4.2.6 False Information and Identification

No student shall knowingly furnish false information to any person or office acting on behalf of the University, or forge, alter or misuse any University document, record or instrument of identification, or knowingly furnish false information to any person regarding their standing, status, or academic record at the University.

#### 4.2.7 Aiding the Commission of Prohibited Conduct

No student shall encourage, aid, or conspire with another student in the commission of prohibited conduct, or encourage or aid behavior by a non-student, which, if committed by a student, would be prohibited conduct.

#### 4.2.8 Alcohol or Drug Use

No student shall use, possess, or distribute a controlled or restricted substance or contravene provincial liquor laws or the policies of the

University governing the possession, distribution, and/or consumption of alcoholic beverages.

#### 4.2.9 Hazing

No student shall engage in hazing, which is defined as an act, which endangers the mental or physical health or safety of a student for the purposes of initiation or admission into, affiliation with, or as a condition for continued membership in, a group or organization.

#### 4.2.10 Refusal to Comply with Disciplinary Measures

No student found to have committed prohibited conduct under this Code shall fail to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code. No student who has agreed to take steps to correct or resolve a matter under section 6 of this Code shall fail to comply with the terms of that agreement.

#### 4.2.11 Contravention of University Regulations

When a rule, regulation, or policy of the University prohibits or proscribes certain conduct but does not provide any penalty for breaches of the rule, regulation, or policy, breaches shall be dealt with under this Code.

### **Section 5- Disciplinary Measures**

5.1 Disciplinary measures which may be imposed, singly or in combination, for non-academic misconduct include, but are not limited to, the following:

- (a) Warning or reprimand – A written warning or reprimand to the student.
- (b) Probation – A written reprimand and order for a designated probationary period in which a student must fulfill certain conditions and have good conduct or otherwise be subject to the imposition of further or more severe disciplinary sanctions.
- (c) Restitution – Payment of costs, or compensation for loss, damage, or injury that may be monetary or in the form of appropriate service or material replacement.
- (d) Apology - Issuance of a statement, apology, or retraction in an appropriate form in public or in private.
- (e) Loss of privileges – A denial of specified privileges for a specified period of time. Privileges are those that if restricted may affect full participation in extracurricular activities but not make it impossible to complete academic requirements.
- (f) Restriction or prohibition of access or use – A denial for a specified period of time of, or conditions imposed on, a student's right to access to or use of any part or all of the University's equipment, facilities, services, activities, programs, meetings, or events or those held by, on, or in association with the University.

- (g) Discretionary sanctions – Imposition of work assignments, service to the University or other such discretionary assignments that are considered appropriate and punitive, compensatory, restorative, educational, or deterrent in nature, provided that any such work or service is available and not prohibited by labor or other service agreements.
- (h) Fines – Levying of a fine. Fines will not normally exceed \$1,000.
- (i) Deregistration or termination – Removal of the student from one or more courses for one or more terms (which may require re-application for admission to a program or faculty, or termination from any internship, practicum, or research project.
- (j) Suspension from the University – Suspension of the student from the University for a specified period of time after which the student is eligible to return. Conditions for readmission may be imposed.
- (k) Expulsion from the University – Expulsion of the student from the University.

5.2 Disciplinary measures for non-academic misconduct shall not ordinarily be recorded on a student's transcript unless the student is suspended or expelled. In the case of suspension, the transcript notation shall be removed upon lapsing of the suspension.

5.3 Refusal to comply with a disciplinary measure or disciplinary measures imposed under this Code is itself a serious offence and may result in suspension for up to two years.

5.4 Where the non-academic misconduct resulted in property damage, the disciplinary measures should include restitution or rectification.

5.5 Where a monetary disciplinary measure is imposed, the costs to the University and the degree of financial hardship imposed upon the student, if any, should be taken into consideration.

#### **Section 6- Process and Procedures**

6.1 All incidents of suspected non-academic misconduct will be reported to the Director of Student Conduct of the Division of Student Affairs. The Director of Student Conduct will consider the allegations and may do any of the following:

- (a) meet with the student suspected of the misconduct.
- (b) investigate further by any means deemed necessary and appropriate; or
- (c) refer the matter to the President's Non-Academic Misconduct Committee (the “Committee”).

6.2 With regard to allegations of non-academic misconduct that involves Sexual Misconduct or Discrimination:

- (a) the investigator appointed by the President investigates the allegations. The President decides what discipline or other measures, if any, should be imposed based upon the

investigator's findings and, with respect to Discrimination, upon consideration of the recommendation of the Director of Investigations. The President of the University is given the power to suspend students and to deal summarily with any matter of student discipline.

- (b) the Registrar, in consultation with the Director of Investigations, may place the student on academic hold until the allegations are dismissed, or the President decides what disciplinary measures, if any, are to be taken; and
- (c) a student may write to the Registrar to request the academic hold be removed. The request must include an explanation of why such an academic hold is not appropriate in the circumstances. The Registrar, in consultation with the Director of Investigations, will determine if the request will be granted.

6.3 If the Director of Student Conduct believes that the suspected misconduct is of such a minor nature that it does not require corrective action or that the Committee is not likely to find facts that would result in disciplinary action, the Director of Student Conduct may discontinue further action. Upon discontinuing further action, the Student Conduct Manager will notify the Committee and the student named in the allegations in writing of their decision and will invite the student to respond if the student wishes to do so. The student will also be advised of the possible effect of the allegations in the future, as set out below in section 6.7.

6.4 If the Director of Student Conduct believes that non-academic misconduct has occurred, the Director of Student Conduct Manager may determine what, if any, steps the student could take to correct or resolve the matter. If the student agrees to the resolution proposed by the Director of Student Conduct, an agreement outlining the steps to be taken by the student will be drawn up and signed by the student. If the student does not agree, the Director of Student Conduct will refer the matter to the Committee.

6.5 The Director of Student Conduct Manager will keep a copy of the signed agreement and will also provide a copy to the Committee. The Director of Student Conduct will also monitor the students' compliance with the agreement.

6.6 Any agreement reached with the student must be consistent with university policy and procedures and must, in the opinion of the Director of Student Conduct, adequately resolve all aspects of the allegations made against the student. The student must be advised that the agreement is conditional upon compliance and that if the student fails to comply with any aspect of the agreement, the matter may be referred to the Committee and the non-compliance may constitute a separate incident of non-academic misconduct.

6.7 A record of the allegations and any decisions made as a result of the allegations will be retained in the student's file and, in the event of any further allegations of misconduct, the allegations may be considered when determining how to deal with subsequent alleged misconduct.

6.8 The Chair of the Committee may refer any matter that has been referred to the Committee back to the Director of Student Conduct for resolution by agreement with the student when it is appropriate to do so under the circumstances.



**Section 7- The Cavalla International University President's Non-Academic Misconduct Committee**

- 7.1 The President of the University is given the power to suspend students and to deal with any matter of student discipline. The Committee is constituted to investigate allegations of non-academic misconduct and to report its findings to the President, who then decides what discipline, if any, should be imposed. The University Counsel may set down rules for Committee investigations and may alter these rules from time to time.
- 7.2 The Registrar, in consultation with the Chair of the Committee, may place the student on academic hold until the President decides what disciplinary measures, if any, are to be taken.
- 7.3 A student may write to the Registrar to request the academic hold be removed. The request must include an explanation of why such an academic hold is not appropriate in the circumstances. The Registrar, in consultation with the Chair of the Committee, will determine if the request will be granted.
- 7.4 At the conclusion of the investigation, the Committee will review the information submitted to it, including the written allegations submitted by the Director of Student Conduct, and any other relevant materials submitted by the parties, and may consider all issues relevant to the allegation in making a determination as to whether, on a balance of probabilities, the student committed the alleged non-academic misconduct. The Committee will submit a report of its findings (including any findings with respect to extenuating circumstances) to the President, who will decide what disciplinary measures, if any, are to be taken.

**Section 8- President**

- 8.1 Once the President has come to a decision based on the report of the Committee, the President will send a letter to the student detailing the following:
  - (a) the President's decision.
  - (b) reasons for the President's decision, including the applicable report from the Committee or investigator.
  - (c) a description of the nature and the duration of the disciplinary measures imposed, if any; and
  - (d) notice that the student has a right to appeal the decision to the Cavalla International University Senate Committee on Student Appeals on Academic Discipline (the "Senate Committee") and the time limit for such an appeal (the "Decision Letter").
- 8.2 If disciplinary measures are imposed, the President will promptly send a copy of the Decision Letter to the Senate Committee and will also provide copies of the Decision Letter to the Registrar, and to the Director of Student Conduct Manager.
- 8.3 For certainty, the Decision Letter will also be provided to those identified as recipients, and it may be provided to such other persons within the University as deemed necessary for the recipients to carry out their duties.

**Section 9- Registrar**

- 9.1 The Registrar is responsible for taking any relevant actions in accordance with the President's decision, including making a notation on a student's transcript, placing an academic hold on a student's academic status for the duration of a suspension, and notifying the instructors of courses in which a student is enrolled.

**Section 10- Appeals**

- 10.1 A student has the right to appeal any disciplinary decision of the President to the Senate Committee as established by the University.

**ACADEMIC STUDENT CODE OF CONDUCT**

Every student at the Cavalla International University must uphold the integrity of the University. Any of the following acts that jeopardize the integrity of the academic community is considered academic dishonesty and misconduct: (1) Plagiarism; (2) Cheating; (3) Impersonating another person in a test or examination; (4) Falsifying or forging Academic Records.

The enforcement of academic integrity lies with the Division of Academic Affairs and shall be in accordance with the procedures and provisions stipulated in University Policies and Statutes. In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights:

1. Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include an informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.
2. Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of academic integrity said to have been violated.
3. Reasonable written notice of the procedure by which the accuracy of the charge will be determined.
4. Reasonable time, if requested, within which to prepare a response to the charge.
5. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by a neutral decision maker.
6. Review of any adverse initial determination, if requested, by an appeals committee to whom the student has access in person. Generally, the implementation of sanctions will be suspended until all appeals made by the student have been exhausted.
7. Final review of an unsuccessful appeal, if requested, by the provost or an advisory committee designated by the provost.

### Students Financial Obligations

All registered students at Cavalla International University agree to pay all school fees including any late penalties assessed due to failure to pay. All Official documents such as transcripts of records or certifications will not be released until the student has fully paid all of his/her financial obligations to the University.

### Graduation Ceremony and Application for Graduation

CIU awards degrees one (1) time per academic year to Undergraduate School and Graduate students who complete their requirements: Fall (December), Spring (May), and Summer (August). The annual graduate Commencement ceremony is held each June for students who meet degree requirements in the fall or spring and have 6 credits or fewer to complete in the Summer. Commencement information is sent to all eligible students who then inform the university about their attendance.

All students must submit an Application for Graduation to the Undergraduate School or graduate school. Not submitting an application for Graduation in a timely manner may result in failure to receive the appropriate degree. This form must be completed and returned to the appropriate School no later than March 31 for completion of the year in which you want to graduate. **Please notify your college or the graduate school if your intention to graduate changes to a later semester or year.**

### Available Degree Options

Students have the option to enroll in a joint degree program, such as Juris Doctorate and Master of Business Administration, double major (same degree level but with 2 majors) degree programs, and concurrent degree program (Master and PhD concurrently) options. The appropriate degree option must be made at the time of application or enrollment. All students who did not make such a selection must inform the Registrar's Office or the Admissions Office.

Students who did not select the concurrent degree program option but intend to continue to pursue a higher degree from the graduate school are required to update their application form of record. Please contact the Admissions Office or the Registrar's Office for an updated application form. The fee is waived for the updated application form. No fees for the request to enroll in a higher degree program. **Students completing their master's degrees from CIU and who would like to pursue a PhD degree will have to up to 30 credits hours transfer/credited towards the PhD program as long it is a the same major or concentration.**

**Please note that the selection** of the appropriate degree option may significantly reduce the total required credits and subsequently the total number of required years for the completion of the degree programs being pursued.

### STATEMENT OF EXPECTATIONS

As members of the University community, all students, groups of students, and recognized student organizations are expected to exemplify Cavalla International University's community principles and values, to engage in socially responsible behavior, and to model exceptional conduct, character, and citizenship of the university and beyond. When learning of conduct or behavior that may not meet these standards, community members are expected to take an active role in upholding our community principles and values. Students are encouraged to alert them or report the behavior to university officials; confront the situation as it occurs; or speak directly to the individuals involved. All emergencies should be reported

by calling police through 911. For information on filing a report of concern with the Office of Student Conduct,

### **SCOPE OF THE CODE OF CONDUCT**

The Student Code of Conduct applies to the following situations. The University reserves the right to investigate and resolve reports of alleged misconduct in all of these situations: Involving students, a group of students, or a student organization affiliated with any school or department or the University as a whole (undergraduate or graduate). Occurring from the time of a student's application for admission through the actual awarding of a degree (even if the conduct is not discovered until after a degree is awarded), including, but not limited to: — During the academic year — Before classes begin or after classes end — During time pursuing credit away from the campus (e.g., study abroad, internships, coops) — During periods between terms of actual enrollment — While on leave from the University

The University reserves the right to investigate and resolve any report or incident in which a student is alleged to violate any of the principles or policies published by the University or local, state, or federal laws or policies, regardless of the location where the incident occurs. Students are also expected to follow the policies and procedures of institutions that they may visit, including during international travel.

### **Workplace Violence Prevention Policy Human Resources**

**Threats of imminent violence, violent incidents, or dangerous or emergency situations should be reported immediately to the necessary authorities.**

Cavalla International University is committed to promoting and maintaining a safe and secure working environment for its faculty and staff, employees, students, and visitors. Violent behavior, threats of violence, or physical intimidation will not be tolerated in the Cavalla International University workplace. If such conduct occurs, it should be promptly reported to the proper authority and investigated. The University will take appropriate action in response to reports of such conduct. Employees found to have violated this policy will be subject to disciplinary action, which may include immediate dismissal. In addition, the University may assist in pursuing civil penalties, criminal penalties, or other appropriate action against the offender. Student offenders will be subject to the Code of Student Responsibilities in addition to this policy.

Anyone who believes that he or she is a victim of threatening or violent conduct in the workplace, or who observes such behavior or believes a credible threat of such behavior exists, should immediately report the conduct. Those who make such reports in good faith will be protected from any retaliatory employment actions.

### **Prohibited Conduct**

Prohibited conduct in the Boston University workplace includes violent behavior, physical attacks, verbal or physical threats of violence, physical intimidation, stalking, and property damage committed by or against any faculty or staff, or any postdoctoral, graduate, or undergraduate student employed at the University. Prohibited conduct does not encompass lawful acts of self-defense or the defense of others. Most personal situations need not be reported to Boston University unless they pose a risk of violence in the workplace. Examples of personal situations that could pose a risk of violence in the workplace and should be reported to the appropriate authority at Boston University include, but are not limited to:

- Incidents or threats of domestic violence against an employee where it is possible that the threatening party could seek out the employee at work.

- Receipt of threatening or harassing telephone calls, emails, or other communications.
- Unwanted pursuit or threats by an outside party who has been observed at or near the workplace; and
- Any situation in which an employee has obtained a protective or restraining order naming his or her workplace as a prohibited area of contact.

### **Responsibilities**

The prevention of workplace violence is a shared responsibility. Specific responsibilities are described below. Depending on the circumstances, the University may be obligated to report incidents to external agencies. The University's policy is to fully comply with its reporting obligations in all cases. Anyone having questions about such reporting are encouraged to contact the local authorities.

### **Everyone at Cavalla International University:**

- Report violent incidents or threats of imminent violence to BUPD, Medical Campus Public Safety or local police.
- Report warning signs of actual or potential violent or hostile behavior that may affect the workplace as soon as possible to your manager or supervisor, Office of the University Provost, Human Resources, or Dean of Students. (See "Procedures for Reporting Violence or Threats of Violence" below.)
- Be alert to behaviors or attitudes that may be indicators of disruptive, threatening, or violent behaviors such as: recent changes in behavior, appearance, or demeanor; work or personal crisis; withdrawal from normal activities or contacts; substance abuse; threats or references to violence or self-harm; possession of or fascination with weapons; and expressions of being wronged, humiliated, or degraded.

### **Managers and Supervisors:**

- Ensure awareness of this policy by faculty and staff, as well as by postdoctoral, graduate, and undergraduate student employees within your areas of supervision.
- Contact Cavalla International Human Resource
- Take appropriate steps to protect those who report threatening behavior from retaliation.
- Participate in planning and response efforts to mitigate the risk of workplace violence.

### **Human Resources and University Provost's Office:**

- Ensure the effective implementation of this policy by collaborating with hiring units/departments.
- Review reports of potential workplace violence or hostility affecting employees, consult other campus units as appropriate, and recommend appropriate responses.
- Oversee disciplinary action against employees who have violated the policy.
- Coordinate preventive measures to encourage a safe and secure workplace.
- Review this policy annually and revise it as appropriate to enhance its effectiveness.
- Take appropriate steps to protect those who report threatening behavior from retaliation.

### **Cavalla International University Faculty & Staff Assistance Office:**

- Provide crisis counseling, advocacy, and management consultation for those affected by workplace violence, hostility, or harassment.
- Provide consultation regarding behavioral risk factors in the prevention and management of potential workplace violence.
- De-brief with campus units, individuals, or groups who may experience secondary trauma from a violent incident.

**Procedures for Reporting violence of Threats of Violence:**

It is the responsibility of every member of the campus community to take any violence or threat of violence seriously and to immediately report workplace violence or threats of violence to the appropriate authorities listed below Human Resource department and office of the provost.

**Equal Opportunity**

Since its founding in 1995, Cavalla International University has been dedicated to equal opportunity and has opened its doors to students without regard to race, sex, creed, or other irrelevant criteria. Consistent with this tradition, it is the policy of Boston University to promote equal opportunity in educational programs and employment through practices designed to extend opportunities to all individuals on the basis of individual merit and qualifications, and to help ensure the full realization of equal opportunity for students, employees, and applicants for admission and employment. The University is committed to maintaining an environment that is welcoming and respectful to all.

Cavalla International University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity, genetic information, military service, pregnancy, or pregnancy-related condition, or because of marital, parental, or veteran status. This policy extends to all rights, privileges, programs, and activities, including admissions, financial assistance, educational and athletic programs, housing, employment, compensation, employee benefits, and the providing of, or access to, University services or facilities. Boston University recognizes that non-discrimination does not ensure that equal opportunity is a reality. Accordingly, the University will continue to take affirmative action to achieve equal opportunity through recruitment, outreach, and internal reviews of policies and practices.

The coordination and implementation of this policy is the responsibility of the Executive Director of Equal Opportunity. The officers of the University and all deans, directors, department heads, and managers are responsible for the proper implementation of equal opportunity and affirmative action in their respective areas, and they are expected to exercise leadership toward their achievement. It is expected that every employee of Cavalla International University will share this commitment and cooperate fully in helping the University meet its equal opportunity and affirmative action objectives.

Cavalla International University has a procedure in place by which individuals may bring forward concerns or complaints of discrimination and harassment. Retaliation against any individual who brings forward such a complaint or who cooperates or assists with an investigation of such a complaint is both unlawful and strictly prohibited by Cavalla International University. Please contact Human Resources and the Office of the Provost



## FACULTY

### 1.0 The University Faculty

The University Faculty is a core of professionals whose basic terms of reference are teaching, research, and services to the University, community, and one's profession to promote the core values of the University. Cavalla International University faculty shall participate in the development of educational programs of the University and shall be active participant in the conduct of the University's academic, research and service programs.

### 2.0 Faculty Roles and Responsibilities

1. Teaching load of 12 credit hours per semester
2. Pursue other scholarly activities, including research, publications and various kinds of creative works. Service to the university, the community and in professional organizations is also the responsibility of a faculty member.
3. Maintain office hours at least 10 hours per week and office hours shall be distributed at least four (4) days per week in order to meet the needs of the students in the University. The schedule of the office hours shall be filed with the appropriate department or college.
4. Required to provide academic advisement, assist in all phases of registration, and participate in events in the academic calendar.

### 3.0 Faculty Appointments and Titles

#### 1. Tenure/Tenure-Track Academic Titles

The only titles in which tenure is granted are Professor, Associate Professor, and Assistant Professor

*Professor* is the highest academic rank. It requires a doctorate degree and at least 10 years of university teaching experience. It is also a position earned by promotion, rising out of the rank of associate professor. Holder of this title must exhibit excellence in teaching, research, scholarship, and service.

*Associate Professor* is the next highest academic rank. It requires a terminal degree, documented evidence of excellence in teaching and research and creative works, with at least 5 years of university teaching. Holder of this academic title must have shown evidence of teaching excellence, scholarship and research, have significant publications in quality and number, and have a record of excellent community service.

*Assistant Professor* requires master's degree in the relevant professional discipline. The holder of the title must have earned experience in the professional discipline through university teaching and research or other professional duties. It requires at least 3 years of university teaching experience.

#### 2. Non-Tenure Track Academic Titles

Other academic titles used at Cavalla International University which tenure cannot be granted are as follows:

- a. *Instructor* requires master's degree in the relevant professional discipline. Holder must have demonstrated proficiency in the discipline and special

appointments through the college, Provost and Vice President for Academic Affairs and the President.

The title denotes a probationary appointment. Tenure cannot be granted to an instructor.

- b. *The lecturer* is a bachelor's degree holder in the relevant professional discipline. Holder is required demonstrated proficiency in the discipline and special appointments through the college, Provost and Vice President for Academic Affairs, and the President. This title requires at least a minimum of two years' teaching experience. A lecturer needs to complete his master's degree within seven (7) years to be a tenure track faculty.
- c. *Clinical Faculty* is a faculty with clinical appointment, which includes preceptors, chief laboratory technologist, and medical clinical supervisor. This title requires a bachelor's degree in the relevant professional discipline. It also requires demonstrated proficiency in the discipline and special appointments through the college, the Vice President for Academic Affairs, and the President.
- d. *An Adjunct Faculty* is a part time faculty whose employment is terminated at the date stipulated in the letter of contract. This appointment is teaching assignment without research requirements.
- e. *Visiting Faculty/Professors* - these titles are used only for temporary appointments of persons either visiting from other institutions where they hold similar rank or who are brought to the university to mentor faculty or handle special courses. Such appointments are limited to one year.
- f. *Adjoint Faculty* - These titles may be used to designate faculty who serve the University in cooperative or joint programs pursuant to a memorandum of understanding, research and development agreement, or similar partnership instrument. Persons holding these titles will be employees of and compensated by the partnership organization. They will not be deemed employees of Cavalla International University. They will have, however, the same obligations, responsibilities, and authority as regular faculty employed directly by Cavalla International University. The term of the appointment will be specified in the agreement with the partner organization.
- g. *Teaching Assistant* must be a degree holder who serves as an instructional assistant to faculty in laboratory activities or in the preparation of his/her teaching; promptly meeting every class session, maintaining reliable student attendance record; and coordinating and implementing instruction in an orderly and professional manner; assist that laboratory or instructional materials, or accessories required are ordered and prepared for class sessions; conducting reliable and timely evaluation of student performance; and maintaining a reliable student attendance record system; keeping regular office hours and performing other duties as required.

#### **4.0 Emeritus Academic Titles**

In recognition of years of valued service and contribution to the University's vision and mission, the title emeritus may be awarded to qualified faculty members who meet the standards of a faculty emeritus.



An honorary title such as Dean Emeritus, Chair Emeritus, Professor Emeritus, Associate Professor Emeritus may be given to a faculty member who is retired or anticipates retiring by the end of the academic year. The conferring of the title is not automatic. It is approved by the President of the university and the Board of Trustees.

1. *Qualifications:*

A faculty may be granted emeritus title if they have:

- a. Retired or qualified and about to retire.
- b. Rendered distinguished and honorable full-time academic and professional service to the University and made a significant scholarly contribution to their professions.
- c. Adhered to the highest academic, civic, and ethical standards of the University.

2. *Process for Granting Emeritus Title:*

- a. A call for Faculty Emeritus nominations is sent to the colleges from the Office of the Provost and Vice President for Academic Affairs by January 16 of each year.
- b. Faculty Emeritus nominations is submitted by the Chair of the Department to the Personnel Review Board.
- c. Nomination packages must include the following:
- d. Application Letter of the Nominee
- e. Letter(s) - from the department/area that supports the appointment.
- f. The Personnel Review Committee will complete the following:
- g. Review Faculty Emeritus nominations.
- h. Submit recommendations to their Faculty Dean
- i. The Dean forwards the recommendation for Faculty Emeritus candidates to the Provost and Vice President for Academic Affairs (VPAA)
- j. The Provost and VPAA reviews the nomination and submit own recommendation, forwards recommendation of the Chair, the Dean, to the President for Approval
- k. The President reviews the Provost and VPAA's recommendation, approves or disapproves nomination, forwards recommendation to the Board of Trustees for final approval.

3. *Benefits of Faculty with Emeritus Title:*

- a. Use of University e-mail/web access,
- b. Use of University computer, if available,
- c. Access to library facilities and services consistent with employed, tenured faculty,
- d. Use of Cavalla International University ID card,
- e. Listing in University catalogues,
- f. Eligibility to serve as principal investigator (PI) or co-investigator (Co-PI) on research grants or projects including externally funded projects, if permission is given by the dean of the college.
- g. Faculty who receives the emeritus title are encouraged to:
  - Identify oneself as a Cavalla International University emeritus faculty member in any professional activity that pertains to service to the University or use of its resources.
  - Provide faculty-related services to the University, as appropriate, including but not limited to:
    - (1) mentoring junior faculty in teaching and research activities.
    - (2) mentoring faculty

(3) serving as a member of student research/project panels

4. *Limitations*

1. There is no compensation that accompanies the title.
2. Emeritus faculty are not considered member of the General
  - a. Emeritus faculty is not eligible to serve on any University body by virtues of the emeritus title.

## 5.0 Faculty Recruitment

### 1. Faculty Recruitment Process and Diversity

It is the University goal to identify, recruit, and retain highly qualified, talented, and diverse faculty for positions in all academic areas.

- a. The Office of the Provost and Vice President for Academic Affairs is responsible for developing and overseeing the faculty recruitment process.
- b. Deans, Department Chairs, and Search Committees are responsible for ensuring that equal opportunity is afforded to all candidates to further the University's goal of identifying and recruiting diverse, qualified, and talented faculty.
- c. In order to recruit a diverse applicant pool, Office of Human Resources is responsible for actively engaging in efforts that include:
  - o Communicating the availability of positions to a broad and diverse range of qualified candidates.
  - o Developing strategies to attract qualified women and members of underrepresented groups.

### 2. Search Process

#### a. Participants in Search Process

##### (1) Provost and Vice President for Academic Affairs

- a) Provides information to the Colleges of approved faculty positions.
- b) Receives recommendation from deans.
- c) Reviews the recommendation of deans; if candidate is found fit for the position, finalizes rank, endorses recommendation for the President's approval for hire.

##### (2) Deans

- a) As resources allow and upon the Vice President for Academic Affairs' approval, in collaboration with the Human Resources provide Department Chairs with written authorization to initiate searches.
- b) Review and approve recommendations from the Department Chairs for Search Committee members and the Search Committee Chair.
- c) Approve who serves on a Search Committee.
- d) Receive review of candidates from the Department Chair
- e) Review the files of the candidates, determine ranks, and make recommendation to the Vice-President for Academic Affairs.

##### (3) Department Chairs

- a) Upon receiving written approval from the Dean, initiate the search process by submitting recommendations of Search Committee members to the Dean.
- b) Appoint the Chair of the Search Committee with approval from the Dean.
- c) Work with the Office of Human Resources to contact potential candidates for a faculty position.

- d) In collaboration with the HR Office, the Department Chair will coordinate contact with the identified candidates.
- e) Receive and review the reports submitted by the Search Committee regarding the most qualified candidates.
- f) Forward or communicate recommendations to the Dean and ensure that candidates forwarded to the Dean reflect the University's goal for faculty appointments.
- g) Submit Recruitment/Hiring Package through the Dean to the Provost and VPAA's office.
- h) Retain search files for each faculty search in the department office (2-year retention).
- i) Review identified diversity issues identified by the Dean with the Search Committee

(4) Search Committees

- a) Comprised of a minimum of 3 tenure or tenure track faculty
- b) May include faculty or subject matter experts from other units or divisions if approved by the Dean.
- c) Once approved, each Committee member must attend Faculty Recruitment Training
- d) In collaboration with the HR Office, screens applicants, identify leading candidates, and advises the Department Chair and the Dean concerning candidate qualifications and suitability for the position.
- e) Develops and submits a Short List of Candidates to the Department Chair.
- f) Interviews candidates on Short List.
- g) Submits review of candidates to the Department Chair.

*b. Interviews during Search Process*

- (1) Telephone screening and video conferencing interviews can be used to screen applicants.
- (2) The Search Committee must ask similar questions of each candidate interviewed by telephone or video conferencing.
- (3) Search interviews can only be conducted for candidates who have submitted a completed application that has been reviewed and verified by the Office of Human Resources.
- (4) The Search Committee conducting screening interviews must have a prepared list of questions asked of all candidates.

*c. Procedures for Developing the Short List of Candidates*

- (1) All Search Committee deliberations are confidential and discussions about applicant qualifications should not occur with individuals who are not members of the Search Committee. The Department Chair is responsible for the level of involvement he/she wants to provide to faculty members not on the Search Committee during the search process.
- (2) Search Committees will use checklists/matrixes to evaluate and make written assessments of candidates' applications.
- (3) Search Committees will develop a short list of the best-qualified applicants and make reports by memorandum for the Dean's approval, through the Department Chair.
- (4) Assessments will be based on job-related criteria without regard to subjective judgments or impressions.
- (5) If approved by the Department Chair, after committee deliberations, the Search Committee may summarize qualifications of candidates included on the short list and provide that information to the general faculty in the department.

- (6) A minimum of two candidates must be included on the final short list submitted to the Dean unless the Dean approves an exception.
- (7) The Committee must list strengths and weaknesses for each candidate on the short list and include vitas and credential files.
- (8) Candidates should not be ranked.
- (9) The Department Chair will forward the short list to the Dean.
- (10) The Dean is the final approval authority for the short list. He/She reviews the recommendation of the Committee and determines who among the candidates will be brought in for a second interview.

*d. Recommending the Final Candidate*

- (1) After all interviews, the Search Committee will meet and discuss the candidates who were interviewed. Included in the Committee’s discussion will be feedback from Department faculty.
- (2) The Search Committee will meet with the Department Chair to discuss a summary of strengths and weaknesses of the candidates who were interviewed and provide their hiring recommendations.
- (3) The Department Chair may seek additional input through a departmental discussion. After reviewing the Committee’s summary and departmental feedback, the Department Chair will provide the Dean with comments on each candidate and hiring recommendations.
- (4) Upon consultation with the Dean, Department, and Search Committee Chair, the Provost and VPAA may indicate that none of the candidates is acceptable if, in his/her judgment, the leading candidates do not adequately meet Cavalla International University goal of employing a highly qualified and diverse faculty. If no candidates are acceptable, the Provost and VPAA shall determine whether to extend or close the search.

*e. Search Process Timeline*

The Provost and VPAA ensure that the faculty search process results in the recruitment and employment of highly qualified faculty. In order to facilitate a timely and efficient process that results in hiring the best faculty available in a market, the timeline outlined below must be followed.

*f. Recruitment Plan Timeline:*

<b>November</b>	Deans request for faculty positions
<b>December</b>	Provost and VPAA announces available positions
	HR advertises positions
	Deans Form Search Committees, appoint chairs of the Search Committees
	Training of Search Committees
<b>December –January</b>	HR receives and verifies applicants’ credentials, forward applicants to the search committees
<b>February- March</b>	Interview of Candidates by Search Committees
<b>March 30</b>	Dean submits recommendations to the Provost and VPAA
<b>April 15</b>	Provost and VPAA makes recommendation to the President
<b>May 1-15</b>	Offer letter given and signed by the candidate

<b>June- July</b>	Prepare office and housing for new faculty member
<b>August</b>	New Faculty Orientation

## 6.0 Faculty Appointment to Centers

### 1. Procedures

- a. Faculty members who have interest in serving as investigators or advisers may be recommended for appointment to a center.
- b. The director of each center will initiate the recommendation for a faculty member's appointment to a center.
  - 1) Faculty appointed to centers must have appointments in an academic department, but there is no requirement that this be the same department or college where the center is housed.
  - 2) Approval by the faculty member's department chair and dean, the dean of the college in which the center is located, as well as approval by the Provost and VPAA and the President are required for each appointment.
  - 3) Each recommendation must be accompanied with a justification for the appointment that describes the contribution of the faculty member to the center.
  - 4) Appointments to a center are for one fiscal year unless the recommendation is made by the center director for reappointment.
  - 5) Reappointment will depend upon the approval of the department chair, the appropriate dean, the Provost and Vice-President for Academic Affairs and the President.
- c. Appointment to a center does not result in a reduction in faculty workload requirements except when a faculty member's time has been purchased by the center under a grant, contract or from another source of funds.
  - (1) In such cases, a Personnel Action Form must be submitted with the appointment recommendation to reflect the source of funds for the faculty member's salary.
  - (2) Non-salaried appointments to a center are not budgeted items and do not require Personnel Action.
- d. The resources of such centers will be available to all Cavalla International University faculty members without the necessity of a formal appointment to the center.
- e. A department chair cannot simultaneously serve as the director of a center.

### 2. Responsibilities:

- a. Center Director
  - (1) Initiates recommendation of faculty appointment to the center with appropriate title
  - (2) Recommends reappointment past one year.
- b. Department Chair
  - (1) Recommends to the dean faculty appointment to the center.
  - (2) Review and makes recommendation to the dean faculty appointment to the center past one year.
- c. Deans (in which the faculty is housed and the dean which the center is located)
  - (1) Approve and recommend to the Provost and VPAA faculty appointment to the center.
  - (2) Reapprove and make recommendation to the Provost and VPAA faculty appointment to the center past one year.
- d. Provost and Vice President for Academic Affairs or designee
  - (1) Approves and recommends to the President faculty appointment to the center.

- (2) Reapproves and recommends to the President faculty appointment to the center past one year.

### ***7.0 Faculty Reappointment, Promotion, and Tenure***

All faculty members are responsible for providing quality teaching, scholarship, and service. In order to be reappointed, a faculty member must demonstrate effectiveness in these four areas: (1) Proficiency, (2) Scholarship, (3) Service to Community, and (4) Professional Development.

### ***8.0 Faculty Ranking***

#### *1. Procedure for Faculty Ranking and Promotion*

- a. Prior to the beginning of the promotion process, each college may establish and announce a maximum number of promotions that will be granted during an academic year based on allocated funding and available rank positions.
- b. The faculty member involved is informed that the committee is considering promotion application and is given an opportunity either to appear before the committee (or group) considering the case, or to submit a statement in writing in support of eligibility for promotion.
- c. All committee members should vote yes, or no. A written recommendation is submitted up the line to the vice president for academic affairs. In the case of committees, the vote must be recorded in the recommendation, and the reasons produced by the minority members must be specified.
- d. If neither the College Personnel Committee (or group) nor the chair of the department recommends promotion, the faculty member will not be considered for promotion in the coming year unless a review by the college personnel committee and the dean is requested by the faculty member.
- e. If a review is requested, the college personnel committee and the chair forward all documents to the dean. The dean examines all documents, including the recommendation of the college committee, and makes a determination concerning promotion.
- f. If the dean's determination is negative and is not in accordance with all previous recommendations, the faculty member may request a further review by the vice president for academic affairs.
- g. The decision is forwarded to the president. The decision of the president is final in such cases.
- h. Copies of the recommendations by committee, department chair, dean and the provost and vice president for academic affairs (VPAA) shall be provided to the faculty member being considered for promotion.
- i. The faculty member will be provided opportunity to correct any faculty misinformation in such recommendations by placing a letter in his or her promotion file at any stage, or up until April 1 to the dean and the Provost and VPAA.

2. Point System and Criteria for Promotion-in-Rank.

The University Personnel Review Committee reviews faculty for promotions. To be eligible, applicants must earn a minimum number of points awarded by the committee. Applicants are awarded points based upon documentation of their accomplishments and achievements. The points must be earned in the last 2 years of Cavalla International University employment (with the current year considered as the 2nd year.)

Criteria for Evaluation of Achievement:

Faculty members applying for promotion-in-rank will be evaluated on performance and accomplishments as described in this document. Documentation is required for all stated activities:

The following is the formula for the computation of rank:

$$\text{Formula} \quad S = P + Sc + PD + C + HD + T$$

Legend and maximum Values:

		Maximum Value
P	Proficiency	40
Sc	Scholarship	20
C	Community Service	20
PD	Professional Development	10
HD	Highest Degree Completed	5.0
T	Teaching Experience	5.0
	Score	100

Determination of P Value.....40

Student Evaluation	15
Communication Skill	3
Mastery of Subject Matter	3
Instructional Skills	3
Classroom Management	3
Personal Characteristics	3
Advising/Mentoring of Students	5
Use of Innovative Teaching Methods, including use of technology	5
Peer Evaluation based on classroom observation	5
Development of Excellent Course Materials	5
Fair and Timely Evaluation of Students	5

Determination of Sc Value.. .....20

Acceptance of manuscripts by scholarly journals	2
Publication of books and articles	2

Developing presentation at professional conferences	2
Submission and/or funding of grant proposals	4
Serving as editorial board of a professional journal	5
Attainment of a fellow status in a professional organization	5

Determination of PD Value.. .....10

Department-Wide Trainings	1
College-Wide Trainings	2
University-Wide Trainings	2
National Trainings	3
International Trainings	3

Determination of C Value.....20

Service on Departmental Committee	2
Service on College Committees	3
Service on University Committees	3
Other University tasks beyond workload	4
Service on County/City Committee	4
Service on a Professional Organization	4

Determination of HD Values-----5.0

Academic/Educational Qualification:

Bachelor’s Degree (AB, BS)	1.0
Licentiate Degree	1.5
Master’s Degree (MA, MS)	2.0
Graduated; Submitted Compete Copy of Dissertation	5.0

Determination of T Value.....5.0

- a. One (1) point for every year of satisfactory instruction at the Cavalla International University and in other institutions provided that the faculty carried a full-time load.
- b. One-half (1/2) point for each year of high school and elementary teaching experience up to the maximum credit of 5 points.
- c. One (1) point for every year of administrative experience in tertiary level of education.
- d. One-half (1/2) point for each year spent on scholarship, fellowship, research leave, or any other educational leave with pay.

*A faculty must score at least 75 to be considered for a new rank.*

3. *The Personnel Review Committee*

- a. Composition of the University Personnel Committee  
The University Personnel Committee shall consist of 50% of the total number of deans, one full time (preferably tenured) faculty from each of the major degree-



granting academic colleges in the university, and one representative from the faculty senate. The faculty member shall be elected by his/her College Personnel Committee by September 15. The University Personnel Committee shall elect one of its members as chair.

- b. Function
  - (1) The University Personnel Committee carefully evaluates the candidate's qualifications and documented evidence for promotion on a 100-point scale.
  - (2) The Committee summarizes its findings, and the chair of the committee drafts a report to be submitted to the dean up to the line of the Provost and Vice-President for Academic Affairs who makes a decision.
- c. Term or Duration of Membership
  - (1) A dean or faculty member shall serve on the University Personnel Committee for one academic year and can be reelected but not to serve more than three (3) consecutive academic years.
  - (2) A dean or a faculty member who has served on the committee for three academic years is eligible for reelection after an absence of at least one academic year.
- d. Voting Power of a Dean
  - (1) Deans will have a voting role and will serve as resources to the committee regarding the implementation, interpretation, and consistent application of the policy.
  - (2) If a dean is candidate for promotion, the provost and vice president for academic affairs will appoint a senior faculty to substitute in her/his position.
- e. Maintenance of the Effectiveness of the University Personnel Committee
  - (1) The membership, deliberations, and reports of the University Personnel Committee are strictly confidential.
  - (2) The chairperson of the committee shall remind its members of the confidential nature of their assignment. This shall be kept in mind in the transaction of all written and oral communications.
  - (3) When final recommendations and supporting documents are forwarded, it is the responsibility of the Chairperson of the Committee to destroy all copies and preliminary drafts.

## **9.0 Faculty Review**

### *Review Materials*

In support of the two-year review, tenure/tenure-track faculty members shall submit a corpus of material arranged in files in the following order:

- a. Contents check sheet (signed by the department chair).
- b. Table of Contents for the materials submitted.
- c. Current copy of the faculty member's curriculum vitae.
- d. A statement with separate sections discussing the faculty member's (1) Teaching philosophy and how they have contributed to the curriculum in their field.

- (1) Teaching Proficiency
- (2) Scholarship and research agenda and scholarly productivity to date along with future plans.
- (3) Service to the department, college, university, as well as the discipline and community-at-large.
- (4) Professional development
- e. Teaching Proficiency Section.  
Faculty should provide copies of Student Evaluation of Teaching, Peer Evaluation of Teaching Proficiency, Evidence of Curriculum Development, Evidence of Use of Innovative Teaching Methods and Use of Technology, Evidence of Development of Excellent Course Wares, copies of syllabi and any other relevant materials used in courses taught over the last 2 years, examinations manuscripts, etc. Departments will provide the faculty member with copies of his or her student survey summary results and class grade distributions and awards, honors, and special recognition in teaching.
- f. Scholarship/ Research/Creative Works Section - Copies of all publications in print or in page proofs, copies of work accepted for publication along with editor's correspondence; copies of work that is in progress toward publication along with relevant editor's correspondence; copies of funded/non-funded grant proposals, copies of book chapters in an unpublished manuscript, copies of conference papers, and awards, honors, and special recognition in creative activities.
- g. Service to Community Section - Copies of any relevant material documenting service activities and awards, honors, and special recognition in service.
- h. Professional Development Section – Copies of any relevant material documenting training/ workshops attended to upgrade oneself in his/her field of discipline.

### ***10.0 Faculty Tenure***

### ***11.0 Faculty Attendance***

Faculty attendance in classes and at other identified University and College events and activities are important to ensure providing quality instructional experiences and the institution's efficient and effective functioning. Faculty members shall display professionalism by among other behaviors, avoiding excessive and unexcused absences and tardiness in the dereliction of duties.

#### ***1. Conduct of Classes***

Faculty members are expected to conduct all scheduled classes.

- a. Classroom attendance of faculty is monitored by the College Dean and/or the Department Chair
- b. Faculty not present after the first 15 minutes of the start of the class is considered absent. Three or more unexplained or unexcused absences in the semester shall result in a written warning to be placed in the faculty file.

#### ***2. Absences***

- a. If the faculty member is ill or cannot attend classes, he or she may seek appropriate substitution to meet the class, and immediately notify the Chair of available, or the appropriate academic dean.
- b. The College Dean shall be informed in all cases of absences: whether for one or more days; whether absent from, for example, classes or convocation or official university or college scheduled meetings and events or for purposes of

attending seminars and/or conferences or other verifiable professional development activities.

### 3. *University Activities*

- a. Faculty members shall attend major events in the University such as Opening convocation, Faculty Orientation, Faculty Professional Development Programs, Graduation; and College-level events such as College/Department Faculty meetings.
- b. Faculty members shall be present for the period of registration each semester to assist in the advisement of students.

### 4. *Excused and Unexcused Absences*

An *excused absence* is one for which no salary deduction is made; an *unexcused absence* is one for which a salary deduction is made.

The following are considered *excused*:

- a. Illness- all absences appropriately certified as illness is considered under the sick leave policy of the university.
- b. Death of an immediate family member may be ground for an excused absence: consistent with the University policy on leaves. Substitute faculty shall be arranged for in collaboration with the Department Chair and/or Dean.
- c. Illness of an emergency nature, in the immediate family may count as an emergency absence. "Emergency" for this purpose is limited to one class day only and is granted at the discretion of the dean\*
- d. Attendance at conventions, conferences, seminars and other similar professional events duly endorsed by the College dean and upon the approval of the Provost and Vice President for Academic Affairs (VPAA)
- e. Extenuating circumstances such as weather conditions. An excuse in these conditions may be given at the discretion of the Dean if the faculty/instructional staff member communicates via email or telephone during or immediately after an event.

The following are considered *unexcused*:

- a. Absences from classes and events (identified before) without prior notice or informing within 24 hours, to the college dean and/or department chair.
- b. Substituting or "swapping" faculty without the knowledge or approval of the Dean or Department chair. "Swapping" refers to a switch of faculty to provide course coverage beyond one class session based on an exclusive agreement between the faculty members.
- c. Faculty arranging for substitute for instructional class coverage by a non-academic staff from within or across colleges or university divisions or by a non-university person.

## **12.0 Faculty Annual Performance Appraisal**

1. The purpose of the Annual Performance Appraisal of Faculty is to:
  - a. Provide an annual assessment of performance that allows recognition of the faculty member's achievements.
  - b. Identify areas for development in the faculty teaching, scholarship and research.
  - c. Identify service activities as appropriate to the faculty member's academic responsibilities and workload, attendance, student advisement, etc.
  - d. Provide formative support and mentoring.
  - e. Provide a basis for salary increments linked to performance.
2. Responsibility:

- a. Department Chair
  - 1) Each Chair of the Department provides for the annual performance appraisal of their faculty members.
  - 2) The Chair follows this format:
 

**ANNUAL REPORT: FORMAT**

Date:

Name:

Rank:

Date tenured (if applicable):

  - 3) Qualifications (attained or in progress):
  - 4) Areas (i.e., Teaching, Research and/or Service) of Academic Responsibility:
  - 5) Unit Normal Workload:
    - Teaching:
    - Research:
    - Service:
  - 6) Alternative Workload and/or Reduced Workload: (per Record of performance in Teaching:
    - the results of student examinations on courses and teaching of the course and instructor for all courses taught by the faculty member,
    - peer evaluations curriculum.
    - development or course design or course ware
  - 7) supervision by the faculty member of student research or project research, clinical work, practicum or internship training, or any other supervision of student's work towards any degree program
  - 8) teaching award nominations and teaching awards received.
  - 9) other significant activities relevant to the academic responsibilities
  - 10) record of Performance in Research for that year
  - 11) a list of grants, contracts and other sources of funds for the support of the faculty member's research,
  - 12) Record of Performance in Service
  - 13) Record of Performance in Professional development
- b. The Dean keeps records for his/her use and for his submission to the Provost and VPAA when the faculty is to be reviewed for reappointment.

### ***13.0 Student Evaluation of Teaching Proficiency***

1. The Office of the Associate Vice President for Academic Affairs will organize and oversee administration of the student evaluations of teaching.
  - a. Evaluation is conducted each semester.
  - b. Only organized classes with 10 or more students will be surveyed.
  - c. Evaluations will be conducted in the second half of the semester.
  - d. The Office of Associate Vice President for Academic Affairs will conduct the evaluation.
  - e. The Office of Associate Vice President for Academic Affairs will provide summaries of the survey results to each faculty member whose classes are surveyed.
  - f. The Office of Associate Vice President for Academic Affairs will provide summaries of the survey results to each Department Chair for the faculty in the department, for use by the Chair, the Dean, the Vice President for

Academic Affairs, the President, and appropriate faculty advisory committees.

- g. Survey results will be retained by Office of Associate Vice President for Academic Affairs.
- h. Students enrolled in all organized classes with enrollments of 10 or more will be asked to complete the survey.

2. The following is the evaluation form:

**CAVALLA INTERNATIONAL UNIVERSITY**  
**STUDENT EVALUATION OF FACULTY**

Name of Faculty Member \_\_\_\_\_ College \_\_\_\_\_  
 Course Code \_\_\_\_\_ Course Title \_\_\_\_\_  
 Course Schedule/Time \_\_\_\_\_ Evaluation Period \_\_\_\_\_

EVALUATION CRITERIA	PROFICIENCY LEVEL				
	5	4	3	2	1
<b>A. COMMITMENT to LEARNER-CENTEREDNESS (25%)</b>					
- <i>Refers to the faculty member's deep sense of responsibility to render service for the development of the student's well-being and the advancement of his/her discipline</i>					
1. Recognizes student's strength and weaknesses					
2. Relates to students in ways that promote mutual respect					
3. Integrates learning objectives with students' objectives in a collaborative process					
4. Participates in collaborative efforts to address students' or class problems					
5. Makes himself/herself available for consultation even beyond official time					
6. Shows sensitivity to individual student's needs					
7. Begins and ends the class promptly unless obstructed by highly valid reasons					
8. Assists in coordinating student's needs with legitimate group inside and outside the campus					
9. Provides supplemental resources to facilitate teaching-learning activities					
10. Displays continuous enthusiasm in the acquisition of knowledge and skills					
<b>B. KNOWLEDGE OF THE SUBJECT MATTER (25%)</b>					
- <i>Refers to the scholarship and expertise of the faculty member</i>					
1. Explains the subject matter without completely relying on the prescribed textbook					
2. Explains the lesson by citing examples and situations					
3. Presents the lesson clearly and in an organized manner showing how each topic fit into the course					
4. Explains the subject matter with depth					
5. Relates the subject matter to previous topics and to other related topics					

6. Explains and provides understanding of the requirements of the course (term papers, projects, examinations)					
7. Updates information and relevant development on the subject matter					
8. Raises/ Responds to issues and questions relevant to the topics					
9. Shows confidence in the delivery of lectures and conduct of discussion					
10. Competent in providing opportunities for developing critical and analytical thinking					
<b>C. TEACHING FOR INDEPENDENT LEARNING (25%)</b>					
- <i>Refers to faculty member's ability to organize teaching-learning process to maximize the learning potential of his/her students</i>					
1. Provides opportunities for students to apply concepts learned to demonstrate understanding of the lesson					
2. Creates teaching strategies that allows students to understand the lesson better					
3. Stimulates learning by encouraging students raise problems and present solutions					
4. Provides drills and exercises to develop creativity and critical thinking					
5. Enhances students' self-esteem through proper recognition of their abilities					
6. Motivates students to their best					
7. Accomplishes the objectives of the course through the lesson					
8. Allows students to organize their academic related activities along well- defined objectives and acceptable student-teacher rules					
9. Promotes self-reliance and self-discipline among students					
10. Allow students to make their own decision and be accountable for their performance					
<b>D. MANAGEMENT OF LEARNING (25%)</b>					
- <i>Refers to faculty member's ability to create and manage a conducive learning environment and at the same time guide, monitor, and evaluate student learning</i>					
1. Explains the syllabus, the learning objectives, and the learning outcomes at the beginning of the term					
2. Provides opportunities for extensive participation of students in the teaching-learning process					
3. Assumes roles as facilitator, coach, inquisitor, integrator, and referee in drawing or encouraging students to acquire knowledge and understanding of the concepts					
4. Monitors students learning regularly with appropriate methods of assessment					
5. Designs and implements learning conditions and experiences of ideas that promote healthy exchange of ideas and/or confrontation					

6. Maintains an atmosphere conducive to learning					
7. Summarizes major points in lessons and discussions					
8. Uses varied teaching methods to enhance attainment of collective learning objectives					
9. Adopts other teaching methods to enhance attainment of collective learning objectives					
10. Stimulates students desire and interest to learn more about the subject matter					
TOTAL					

***Level***

***Proficiency***

***5 – Outstanding***

***4 – Very Satisfactory***

***3 – Satisfactory***

***2 – Unsatisfactory***

***1 – Needs Improvement***

**14. 0 Peer Evaluation of Teaching**

**1. Peer Observer**

- a. Meets with faculty members prior to classroom observation to discuss syllabi and other teaching materials.
- b. Provides reasonable flexibility in determining a mutually agreed upon date for observation and any follow-up meetings.
- c. Observes Faculty Member in the classroom.
- d. Provides Peer Observer report to both Department Chair and Faculty Member following peer observation.

**2. Department Chair**

- a. Notifies to-be-observed Faculty Member of upcoming observation and directs Faculty Member to the Evaluation Guidelines.
- b. Assists Faculty Member in identifying possible Peer Observers and makes the final selection of Peer Observer(s).
- c. Files Faculty Member and Peer Observer reports within department files.
- d. Provides Peer Observation Report to the dean and the Provost and VPAA.

**3. General Provisions**

**Purpose of Peer Observation**

- a. Ensure that courses cover material at an appropriate level.
- b. Foster a culture of teaching excellence through collegial feedback.
- c. Foster professionalism in teaching.

**4. Peer Observation Frequency**

- (1) All faculty must be observed at least once a year.
- (2) The peer observation process should take place during a long semester, unless otherwise approved by the Department Chair and Dean.
- (3) The following timeline is recommended, but Department Guidelines can specify alternative timelines.

- (1) At least two weeks after the first day of classes, the Department Chair:
  - Notifies Faculty Member of upcoming peer observation process,
  - Discusses process of selection of Peer Observer(s) with the Faculty Member.
  - Selection of Peer Observer
- (2) By the end of the second week of classes, the Faculty Member should contact possible Peer Observer(s) and submit the name(s) of those who agree to serve as Peer Observer(s) to the Department Chair. In the event that the Department Chair is to be observed, the Dean shall approve, deny, or suggest alternate Peer Observer(s)
- (3) The Department must approve, deny, or suggest alternative possible Peer Observer(s) by the end of the third week of classes.
- (4) Preliminary Meeting - The Faculty Member and Peer Observer shall meet prior to the end of the fifth week of classes to review course syllabi and other materials.
- (5) Department Guidelines- The Faculty Member and Peer Observer shall establish date(s) for the peer observation(s) and, when required by Department Guidelines, a date for their post-observation meeting.
- (6) Classroom Observation(s)
  - a) In no case should a classroom observation occur without prior notification to the Faculty Member.
  - b) Classroom observation(s) should be concluded no later than the 10<sup>th</sup> week of classes, unless otherwise approved by the Department Chair.
- (7) Peer Observer Report
  - a) The Peer Observer should provide feedback to the Faculty Member within one week of the classroom observation or within one week of the final observation if Department Guidelines specify that multiple observations should take place.
  - b) The Peer Observer should provide a written report to the Department Chair within one week of the classroom observation or within one week of the final observation if Department Guidelines specify that multiple observations should take place.
  - c) The Peer Observer report should reinforce strengths in the Faculty Member's performance and should provide any recommendations for improvement. The same report can be presented to the Faculty Member's and Department Chair if specified in Department Guidelines.
- (8) Faculty Member Report
  - a) No later than the last day of the semester, the Faculty Member shall provide a report to the Department Chair.
  - b) Faculty Member Report shall include the following:
    - Name and signature of Faculty Member,
    - Name and course number of observed class(s),
    - Name of Peer Observer(s),
    - Date of observation(s),



- Date of post-observation meeting, and
- A narrative written by the Faculty Member describing what the Faculty Member has learned from the peer observation process and any plans for improvement or development.

5. Peer Evaluation/Observation Form:

**CAVALLA INTERNATIONAL UNIVERSITY**

**FACULTY CLASSROOM EVALUATION AND OBSERVATION**

Name of Faculty Member \_\_\_\_\_ College \_\_\_\_\_  
 Course Code \_\_\_\_\_ Name of Evaluator \_\_\_\_\_  
 Course Schedule/Time \_\_\_\_\_ Evaluation Period \_\_\_\_\_

**Proficiency Levels**

5 = Exceeds requirements most of the time  
 4= Exceeds requirements many times  
 3=Meets requirements most of the time  
 2= Meets minimum requirements sometimes  
 1=Does not meet requirements  
 NA= not applicable

**Implied Training Needs**

5= May serve as model or coach  
 4=Requires updates only  
 3=Ready for advanced training  
 2=Requires basic training  
 1=Training nor recommended  
 Note: Not all problems can be solved by training

EVALUATION CRITERIA	PROFICIENCY LEVELS						COMMENTS
	5	4	3	2	1	NA	
<b><i>I. Communication Skills</i></b>							
A. Voice Projection (distance reached)							
B. Voice Modulation (voice quality)							
C. Diction/Pronunciation							
D. Grammar and Syntax							
E. Understandability							
F. Penmanship Legibility							
G. Board Management							
H. Use of Visual Aids and Other Teaching Aids							
I. Eye Contact and Rapport							
<b><i>II. Work Organization</i></b>							
A. Preparedness							
B. Ability to present subject matter clearly							
C. Ability to present subject matter systematically							
D. Pacing/ Courseware follow through							
E. Teaching Methods and Techniques							
F. Effective use of books and other education-related materials							
<b><i>III. Professionalism</i></b>							
A. Physical Appearance							
B. Behavior							

C. Ability to command respect from students and colleagues							
D. Ability to discipline students							
<b><i>IV. Teaching Effectiveness</i></b>							
A. Skill in generating student participation in class							
B. Skill in stimulating students' thinking-learning process							
C. Skill in motivating and guiding students to study well							
D. Capacity to relate subject matter to real life situations							
<b><i>V. Technical Competence</i></b>							
A. Technical Competence							
TOTAL							

I hereby certify that I have assessed the above faculty member to the best of my ability and with full objectivity

\_\_\_\_\_  
 Evaluator's Signature over Printed Name

Date \_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_

Shown and discussed with me:

\_\_\_\_\_

\_\_\_\_\_  
 Instructor's Signature over Printed Name

Date \_\_\_\_\_

Instructor's Comments:

\_\_\_\_\_  
 \_\_\_\_\_

### ***15.0 Faculty Workload***

1. Full-time Faculty members at Cavalla International University are obligated to teach load of 12 credit hours per semester and 24 credit hours for the year.
2. Should a faculty not carry a full teaching load, the Provost and VPAA, the Dean of the College, and the Department Chair, in collaboration with the faculty members shall agree upon the scope of activities for the particular semester or academic year.
3. The projected faculty load for the following semester must be given to the faculty and submitted to the Office of the Provost and VPAA prior to the semestral break or end of the semester.

### ***16.0 Faculty Overload***

1. Full-time Faculty
  - a. Full-time faculty members at Cavalla International University may carry an overload of not more than 2 courses or 6 credit hours per semester.
  - b. Fulltime faculty members who carry overload need to file a special contract with the office of the Provost and Vice President for Academic Affairs
  - c. Where there is a need to go beyond 2 courses or 6 credit hours for lack of faculty in the field of specialization, the Dean of the College shall write justification to seek approval from the Provost/Vice President for Academic Affairs, provided the overload is not more than 9 credit hours.
2. Adjunct Faculty (not regularly employed at Cavalla International University)
  - a. This adjunct faculty is not regularly employed at Cavalla International University. He/she may carry a load of 3 courses or 9 credit hours per semester.
  - b. This adjunct faculty is required to sign a contract with the University for the duration of the semester. The contract is available at the Office of Academic Affairs.
3. Adjunct Faculty with regular job at Cavalla International University
  - a. This adjunct faculty who has a regular job at Cavalla International University may carry a load not more than 6 credits hours per semester.
  - b. The Lord will not be assigned to this adjunct faculty unless a written permission from his/her supervisor is presented to the college and the office of the academic affairs.
  - c. This adjunct faculty should only teach after office hours.
  - d. This adjunct faculty is required to sign a contract with the University for the duration of the semester. Contract is available at Office of the Academic Affairs
4. Summary of Overload of Faculty in each college should be submitted by the dean of the college on the following schedule:
  - a. 1<sup>st</sup> Semester – 2<sup>nd</sup> Monday of January
  - b. 2<sup>nd</sup> Semester – 2<sup>nd</sup> Monday of March
  - c. 3<sup>rd</sup> Semester – 2<sup>nd</sup> Monday of May
  - d. 4<sup>th</sup> Semester – 2<sup>nd</sup> Monday of July
  - e. 5<sup>th</sup> Semester – 2<sup>nd</sup> Monday of September
  - f. 6<sup>th</sup> Semester – 2<sup>nd</sup> Monday of November
  - g.
5. Contracts of Overload shall be accomplished 1<sup>st</sup> week of classes

**17.0 Contract of Faculty for Overload**

I \_\_\_\_\_ is willing to teach the following courses as overload for this semester commencing \_\_\_\_\_.

Course	Course Title	Schedule of Class	No. of Credit

I agree to adhere to the class schedule for the course and understand that I shall be compensated \_\_\_\_\_ per course.

This overload contract binds me to the University to the terms herein and agreed upon.

Conforme:

\_\_\_\_\_  
Name and Signature of the Faculty

Recommended by:

\_\_\_\_\_  
Chair/Dean  
College of \_\_\_\_\_

Approved:

\_\_\_\_\_  
Provost and Vice-President for Academic Affairs

**18.0 Adjunct Faculty**

1. Adjunct Contract must be signed first week of classes:
2. Request for Adjunct faculty must be made to the office of the Provost and VPAA before the end of the current semester:

### Adjunct Faculty Employment Contract

This employment contract is entered in to between \_\_\_\_\_ (herein referred to as Adjunct Faculty) and Cavalla International University of America (herein referred to as the University) for the Adjunct Faculty to provide instructional services at the University, for a period of one semester commencing on \_\_\_\_\_.

In fulfillment of this agreement, the adjunct faculty shall teach the following course, and conduct other instructional activities as required.

Course Title	No. of Credit
TOTAL	

This adjunct faculty also agrees to adhere to the stipulated class schedule for the course and maintains consultation time with students. For these services, the University shall compensate the faculty for the amount of \_\_\_\_\_ payable at the end of the course.

This contract binds the University and the Faculty to the terms therein and agreed upon. This contract is NOT renewable. Separate contract is required per semester.

\_\_\_\_\_  
Name of Faculty and Signature

Date \_\_\_\_\_

Dean, Graduate School

Provost and Vice-President for Academic Affairs

President

#### ***19.0 Termination/Non-reappointment of Faculty***

1. A full-time academic employee may be terminated due to just cause. “Just Cause” for disciplinary purposes is substantiated charges that are directly and substantially related to the ability, fitness and suitability of the affected employee to perform his or her professional responsibilities. Proof must be presented to substantiate any allegations.

Allegations include the following: Failure to perform professional responsibilities, conviction for a criminal offense that compromises the employee and his or her performance of the responsibilities, fraud or misrepresentation of professional preparation, abandonment of work, and the requisite activities.

There shall be ‘due process’ in the arbitration of any such charges and before final judgment.

‘Due process includes informing the affected member in a timely manner, per review and evaluation, and administrative discretion and direction, including the facilitation of the process, even if the accused chooses to be represented by a lawyer.

2. A non-tenured faculty member may not be reappointed to his/her position due to cause. No reappointment may occur when a non-tenured faculty does not meet the requirements for reappointment or tenure in the stipulated time-table, or when documented evidence shows that the faculty member failed to meet the professional requirements of the position..

#### ***20.0 Election of Chairs***

1. Qualifications:

A nominee for chair in a department must have the following qualifications:

- a. Must have at least the Academic Rank of Associate Professor
  - b. Must be a Tenured Faculty or Tenure Track and have been Re-appointed for 2 years (Faculty with One (1) Year Reappointment cannot be nominated).
2. Duration:  
The term of chairperson will be two calendar years. At the end of each completed term, the office of the chair shall be considered vacant.
  3. No elected chair shall serve more than two (2) consecutive terms.

### **23.0 Academic Dishonesty**

#### **1. Academic Integrity**

The quality of education at the Cavalla International University is reflected in the credits and degrees its students earn. The protection of these high standards is crucial since the validity and equity of the institution's grades and degrees depend upon it. The penalty for any students found guilty of infraction on a regulation for academic integrity shall range from warning, course failure, possible suspension, or both; and or expulsion, unless evidence is provided to convince an appeal committee that substantial mitigating circumstances existed in that student's offense.

The following regulations are designed to assist students in developing appropriate standards and attitudes with respect to academic integrity.

- *Plagiarism and Cheating*  
No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit as part of a course (including examination, laboratory reports, essays, themes, term papers, etc.). When direct quotations are used, they should be indicated; when the language, ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the students are incorporated into a paper or used in projects, they should be duly acknowledged.
- *Unauthorized Access to Official Materials*  
No student shall take or attempt to take, steal, or in an unauthorized manner otherwise procure, gain access to, alter or destroy material pertaining to the conduct of a class (including tests, examinations, grade change forms, grade rolls, roll books, laboratory equipment, grade records in written or computerized form, etc. ).
- *Misrepresentation, Falsification of Institution Records or Academic Work*  
No student shall knowingly provide false information in completing school forms or applications, grade sheets, financial forms, time sheets, use false or counterfeit transcripts, etc.) or in any work submitted for credit as part of a course.
- *Malicious Removal, Retention, or Destruction of Library Materials*  
No students shall misplace, take, or destroy, or attempt to misplace, take, or destroy any item or part of an item belonging to or in protection of the university library with the intention of bringing about undue disadvantage in the classroom work or other Cavalla International University students.
- *Malicious Intentional Misuse of Computer Facilities, Laboratory Equipment and/or Other Services*  
The malicious or intentional misuse of computer facilities, laboratory equipment and services are prohibited. Violations of International and local laws (including copyright violations, unauthorized access to systems, alteration/damage/destruction/ or attempted alteration/damage/destruction, or use for profit, etc.) or department's rule for computer usage (including damage or destruction of system and or its performance, unauthorized copying of electronic information, use of threatening or obscene language, etc.) are prohibited/
- *Misuse of Student Identification Cards*  
Student Identification Card is the property of Cavalla International University. Each student is required to carry and or display his or her current identification card issued by the University while

on University campus. Lending, selling, refusing to display upon request by authorized University personnel, or otherwise transferring a student identification card is prohibited, as in the use of an identification card by anyone other than its original holder. A teaching faculty member may ask students to present their ID Cards during tests or examinations.

- *Circulation of Scandalous Leaflets or Other Publications*

Circulation of leaflets or other publications on the University Campus in which scandalous and defamatory attacks are made against University Administration, other University Employees, other students, Government Officials is strictly prohibited.

2. **Academic Grievance Procedures**

- a. A faculty or a staff member who has substantial evidence to show that a student has engaged in academic misconduct should first talk to the student about the conduct in question in the presence of a neutral third party.
- b. If the student freely, without coercion, admits to the misconduct, the faculty member has the prerogative of determining appropriate sanctions within the academic framework of the class (i.e. lowering the student's grade, assigning additional academic work, etc.).
- c. The faculty member and the student must both complete and sign a statement of academic misconduct and send to the Office of the Provost and Vice President for Academic Affairs.
- d. If the student denied the misconduct, or requests a hearing to determine the appropriate sanctions, or if the faculty member wish to seek suspension or expulsion as a sanction for allege misconduct, the faculty member should forward an incident report with documented evidence within one week to the Provost and Vice President for Academic Affairs. In this case, no punitive action, including grade assignments, may be made against the student until the committee hearing is complete.
- e. Upon receipt of an incident report, the Provost and Vice President for Academic Affairs shall within seven (7) days, appoint a hearing committee in an attempt to resolve the matter. If necessary, the student should be assigned a grade of "incomplete" until the process is completed. The committee will determine suspension or expulsion for academic misconduct.

#### **24.0 Administering Midterm and Final Examinations**

##### *Test Schedule*

The schedule of mid-term and final examination periods are determined by the academic council and is reflected in the academic calendar. A faculty member shall observe the schedule strictly. Off-schedule examinations shall not be given without the approval of the Provost and Vice-President for Academic Affairs.

##### *Test Preparation*

1. The following guidelines are helpful in preparing effective evaluation instruments:
  - Test Objectives shall be clear.
  - Test questions shall reflect what was taught; for this purpose, a table of specifications shall be prepared stating the distribution of test questions per topic covered within the time limits of the test.
  - Types of questions shall depend on what is being measured.
  - Test instructions shall be clear and definite.
2. To ensure the quality of the examinations, no midterm or final examination is reproduced unless it is reviewed by the department chair and duly approved by the Dean of the College.

##### *Safeguard of Questionnaires*

To eliminate possibility of questionnaire leakage, faculty shall:

1. Personally supervise the reproduction and sorting out of the questionnaires.
2. Immediately obtain the original copy from the copy room after reproduction; and

3. Prepare different sets of tests for identical subjects scheduled at different periods.

*Department Examinations*

1. Departmental examinations are taken during mid-term and final examinations in courses where there is more than one section.
2. In order to take the examination, a student shall be required to submit his permit duly authenticated by the Business Section/Finance to be countersigned by the examination proctors.

*Test Administration*

1. A faculty member shall supervise all his/her examination.
2. Proctors are assigned by the Deans to administer examinations where there is more than one section.
3. The following reminders for test administration can contribute to the reliability and validity of the evaluation instrument:
  - (1) Anticipate potential sources of confusion; clarify instructions, time limits, and scoring of test items.
  - (2) Consider the physical condition of the room; set seating arrangement such that temptation to cheat is avoided.
  - (3) Remind students of sanctions imposed on those caught cheating or attempting to cheat.

*Completion Examination*

A special examination is given to a student who misses a final examination provided that such is given within one year from the date it was missed and upon presentation of a duly accomplished application form.

**25.0 Qualifying Examination**

Students who have completed the 52 credit hours in General Education are required to take the qualifying exam to determine the learning outcomes they have achieved.

**1. Learning Outcomes that need to be assessed:**

The following are the learning outcomes that need to be assessed:

*Learning Outcomes:*

*Basic Communication, Writing and Oral Presentation*

Ability to:

- produce coherent texts within common college-level written form.
- demonstrate the ability to revise and improve such texts.
- research a topic, develop an argument, and organize supporting details.
- develop proficiency in oral discourse; and evaluate an oral presentation according to established criteria.

*Mathematics*

Ability to:

- demonstrate the ability to interpret and draw inferences from mathematical models such as formulae, graphs, tables, and schematics.
- demonstrate ability to represent mathematical information symbolically, visually, numerically, and verbally.
- employ quantitative methods such as arithmetic, algebra, geometry, or statistics to solve problems.
- make estimate and check mathematical results for reasonableness; and
- demonstrate ability to recognize the limits of mathematical and statistical methods.



*Natural Sciences*

Ability to:

- demonstrate ability to understand the methods that scientists use to explore natural phenomena, including observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and employment of mathematical analysis; and application of scientific data, concepts, and models in one of the natural sciences.

*Social Sciences*

Ability to:

- demonstrate understanding of the methods social scientists use to explore social phenomena, including observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and employment of mathematical and interpretive analysis; and knowledge of major concepts, models and issues of at least one discipline in the social sciences.
- demonstrate knowledge of the history, political, economic, social, and cultural diversity and unity in Liberian society.
- demonstrate knowledge of common institutions in society and their effect on different groups.
- relate the development of Western civilization to that of other regions of the world.

*Information Management*

Ability to:

- perform the basic operations of personal computer use.
- understand and use basic research techniques; and
- locate, evaluate, and synthesize information from a variety of sources.

*Foreign/Indigenous Language*

Ability to:

- demonstrate basic proficiency in the understanding and use of a foreign language; and
- demonstrate knowledge of the distinctive features of culture
- associated with the language they are studying.

*Humanities*

Ability to:

- demonstrate knowledge of the conventions and methods of at least one of the humanities in addition to those encompassed by other knowledge areas required by the General Education program.

*Arts*

Ability to:

- demonstrate understanding of at least one principal form of artistic expression and the creative process inherent therein.

*Critical Thinking*

Ability to:

- demonstrate ability to identify, analyze, and evaluate arguments as they occur in their own or others' work; and
- develop well-reasoned arguments.

*Environmental Education*

Ability to:

- demonstrate strong awareness of environmental issues, and
- demonstrate ability to protect the environment.

*Physical Fitness*

Ability to:

- demonstrate knowledge and understanding, activity skills, and desirable attitudes that will eventually contribute to well-being.

**26.0 Comprehensive Assessment of Students Program Performance**

Students who graduate are required to pass the comprehensive assessment prepared and designed by their own college. The objective of the comprehensive assessment is to evaluate the students' overall learning outcomes outlined in their program.

**1. Guide in the Preparation/Designing Comprehensive Examination**

a. Task Development

- What are your learning outcomes/objectives?
- What are your expected outcomes?
- How does it fit with your core learning objectives?
- What is a: Poor standard?
- Acceptable standard?
- Good standard?
- Excellent standard?

b. Assessment Mode

- Determine if you are going to provide the students with the rubric prior to task completion.
- When are you using it?
- When are you planning to use this learning tool with the students?
- Are you going to use it once or several times?
- Is the rubric going to be available for the students to use throughout the whole development process?
- Develop a plan.
- Identify milestones.
- Determine if the sequence of milestones, the development plan, and the information components are appropriate.
- The tasks in collaborative projects are designated.
- Workloads for individuals are identified.
- Who is assessing? (Department? College?)

c. Design your Rubrics.

- Design rubric to assess the skills, knowledge, and understanding the students have gained. The tool/method should be able to evaluate work or performance as a whole.
- Write performance descriptors for each of the criteria.
- Design should be able to show whether students have met a targeted level or standard.

**2. Schedule of Administering Comprehensive Assessment**

See Academic Calendar

### ***27.0 Evaluating Students for Internship***

1. Documents Needed

Documentation of the following must be submitted by the Department to the Office of the College Dean and to the Office of the Provost and Vice President for Academic Affairs

- Verification that all prerequisites have been met the semester prior to the internship.
- Verification that all required courses have been successfully passed.
- Written recommendation from the Dean of the College.
- Verification that the institution where the student intends to do his/her internship is accredited or recognized by Cavalla International University;
- Verification that the partner institution and student understood the rubrics to evaluate the performance of the intern.
- Signed Institution Internship Agreement form.
- Verification that a mentor teacher, who has taught a minimum of three years in the area of the intern's certification, will be assigned by the Chair/Dean to assist the intern.
- Signed Mentor Teacher Agreement Form
- Attach a copy of the signed Internship Agreement form.

2. See Guidelines

3. Assigning Mentors /Supervisors

4. Duration of Internship

5. Fees and Expenses

6. Evaluation of Interns

7. Reporting

### ***28.0 Evaluating Graduating Student***

#### *Meeting Credit Hour Requirements*

1. A candidate must have completed all upper-level course work from Cavalla International University. Exceptions to the policy for completing such at Cavalla International University must be approved by the Dean and the Provost and VPAA.
2. Some disciplines require more than the minimum requirements of credit hours. Refer to the department listings for specific requirements.
3. Credit hours indicate the number of semester credit hours earned in the course. Such credit hours may or may not be applicable to the degree.

#### *Count of Course Credits.*

1. A candidate must have earned her/his course credits at the University or other institutions not more than five years prior to admission, readmission, or transfer to a degree-granting program.
2. A candidate who earned credits more than five years prior to admission shall only be counted for graduation only with the consent of the academic affairs.

#### *Meeting standards for successful performance on the Qualifying and Comprehensive Exam*

1. The candidate must have met the learning outcomes in critical thinking, written communication, quantitative literacy and problem solving. This is shown from the result of the qualifying examination conducted after completion of the General Education Courses.
2. The candidate must have shown evidence of skills and knowledge as shown from the result of the comprehensive examination conducted by the college to assess his performance outcomes.

#### *Meeting Grade Point Average*

1. A candidate for graduation is required to have at least a "C" average grade for most major courses.

2. A candidate may not be considered to be graduating if she or he does not have an unresolved grade (INC) as no grade change should be acceptable after he/she has graduated.

*Degree with Major or Concentration*

1. A student may graduate with major or concentration by meeting the following requirements:
  - a. One major/concentration must be declared as the primary major/concentration; and
  - b. The primary major or concentration must be designated on the application for graduation.
2. Successful completion of a major/concentration is designated on the University Transcript of Records (TOR) upon receipt of the Degree.

*Determining Distinctions Honors*

1. A candidate who has done outstanding work may graduate with academic distinction upon completion of the academic requirements. To qualify for an academic distinction, a student must have completed at least 70 credit hours of letter grade coursework at Cavalla International University.
2. A candidate must meet the cumulated grade point requirements describe below:
  - a. Cum Laude 3.2 – 3.499
  - b. Magna Cum Laude 3.5- 3.749
  - c. Summa Cum Laude 3.8 or higher
3. The graduation honor of Presidential Honors will be based on having completed all course work at Cavalla International University with an overall GPA of 4.0.
4. Computation of Graduation with Honors and Distinction will be based on:
  - a. The grade A+ through F
  - b. NC and INC are calculated.
  - c. Administrative grades of W are excluded.
5. Eligibility will be calculated when all grades have been processed by the Office of the Registrar.
6. In accordance with Cavalla International University policy on repeating a course for grade replacement, for purposes of calculating graduation with academic distinction, honor points for all attempts of a course will be averaged.

*Clearing University Encumbrances*

- A student must have been cleared of all financial and administrative obligations to the University.

*Applying for Graduation*

- A student must file an application for graduation at the Office of the Registrar during the semester prior to the semester in which he plans to complete the degree requirements for graduation (See University Academic Calendar for exact application due date).

*Process towards Recommendation and Verification for Graduation*

- By mid-semester when the student is completing the final courses to meet the degree requirement, the Registrar submits to the college documentation of student's GPA and other academic standing providing evidence of meeting graduation requirements.
- The Department Chair or the College Committee on Graduation comprising faculty members, reviews and verifies the student's candidate information and submits recommendation to the Dean of the College who then submits the list of recommended candidates to the Provost and Vice President of Academic Affairs (VPAA).
- The Provost and VPAA forwards and endorses the list and relevant information of recommended candidates to the President of the University.
- The President forwards the names of the candidates for the approval of the Board of Trustees of the University.

### **3.0 Academic Program Proposals**

#### **1. Criteria for Evaluation of New Programs**

All new programs will be evaluated by the following criteria:

##### *Program Description:*

- The level of the program is specified, as well as any tracks/specializations, concentrations.
- For baccalaureate degree programs, the total number of credit hours does not exceed 136 for a 4-year program, 173 for a 5-year program, 39 for master's Program and 66 for Doctoral/Doctorate programs
- The academic rationale for the program is well-articulated and provides evidence of building upon areas of institutional strength.

##### *Learning Objectives:*

- Must be clearly articulated and include cognitive, affective objectives.
- Must identify the knowledge, skills, and dispositions the students must gain through the program.

##### *Learning Outcomes*

- Must identify what the students should be able to do as a result of this program.

##### *Assessment of Need (by public), Demand (by students), Institutional Priority:*

- The proposal builds on the core academic strengths of Cavalla International University, and it is sufficiently innovative and relevant to the needs of the country.
- The proposed program relates to specific institutional strengths (such as programs of emphasis, other academic programs and/or institutes and centers) or priorities articulated in the Strategic Work Plan.
- If there have been program reviews or accreditation activities in the discipline pertinent to the proposed program, or in related disciplines, the proposal provides evidence that progress has been made in addressing the recommendations from those reviews.
- A plan for excellence is included, including comparisons where appropriate to national peer programs.

##### *Planning Process and Timetable*

- There is evidence that planning for the proposed program has been a collaborative process involving academic units, relevant administrators, and appropriate constituencies.
- The proposal provides a reasonable timetable of events leading to the implementation of the proposed program.
- There is an indication that accreditation is appropriate for the proposed program and an appropriate timetable for seeking accreditation is provided or a rationale for not seeking accreditation is provided.

##### *Curriculum and Articulation*

- The proposal illustrates an appropriate, sequenced, and well-described course of study.
- Learning outcomes are well articulated and are reasonable for the level of the proposed degree.
- Specialized accreditation or state certification/licensure requirements have been addressed.
- Based on estimated enrollment, the proposal provides evidence that there is a critical mass of faculty available to initiate the program.
- There is a commitment, if appropriate, to hire additional faculty in later years.
- The proposal provides evidence that library resources are sufficient to initiate the program.
- The proposal provides evidence that classrooms, teaching laboratory, research laboratory, office, and any other type of space that is necessary for the proposed program is sufficient to initiate the program.
- The proposal provides evidence that necessary and sufficient equipment to initiate the program is available.

- The proposal provides evidence that, if appropriate, clinical and internship sites have been arranged.
- The proposal provides a complete and reasonable budget for the program that is supported in the text of the proposal.
- The proposal provides evidence that the academic unit(s) associated with this new degree have been productive in teaching, research, and service.

## **2. The University Curriculum Committee (UCC)**

The Curriculum committee is a standing committee of the University that is tasked to review courses and curricular programs to ensure excellence and relevance to the needs of the Liberian society and in parallel with the mission and goals of the University. It reviews and makes recommendations on proposals for adding, expanding, or modifying programs and courses offered by the University. It reviews and makes recommendations for approval for new and revised majors, minors, electives, sequences, and any courses that are required within the programs. It recommends policy related to academic offerings. All such proposals and recommendations are submitted to the Provost and Vice President of Academic Affairs for planning and development.

### *Membership:*

The University Curriculum Committee consists of the following:

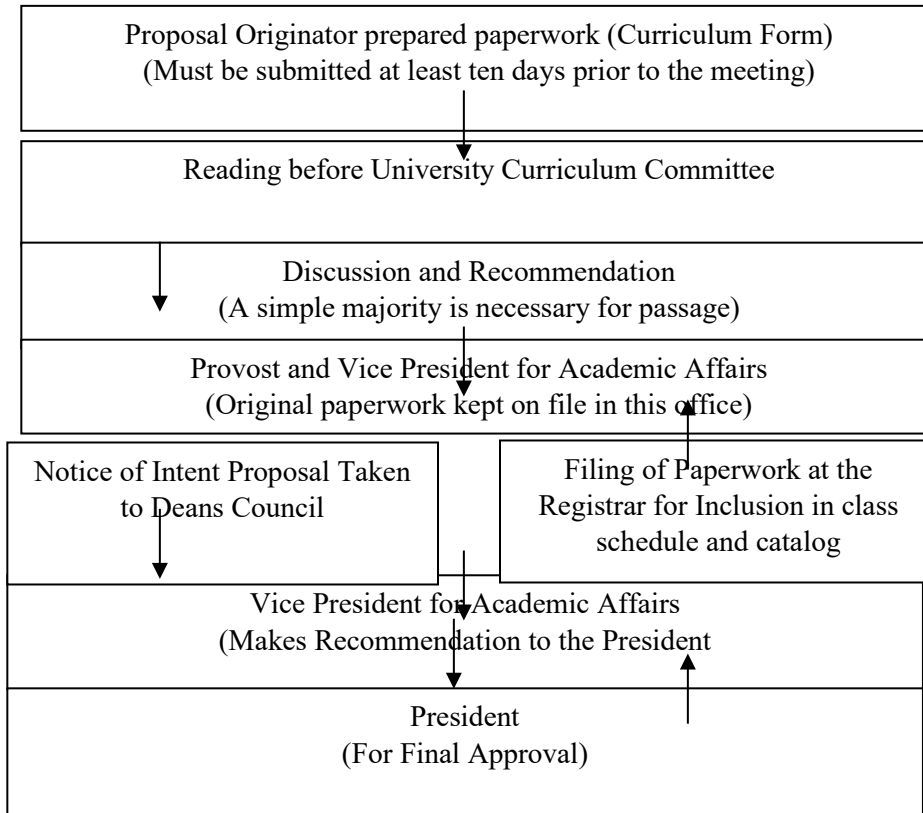
- 1 faculty representative from each college
- 1 representative from the faculty senate

*Functions:* The University Curriculum Committee has the following duties and responsibilities:

1. To periodically review and analyze existing undergraduate courses and programs and report recommendations to the Vice President for Academic Affairs.
2. To coordinate efforts in planning intercollegiate programs.
3. To provide consultation to departments, schools, colleges, and other faculty groups who are planning new additions to the undergraduate curriculum.
4. To study trends in curriculum nationally and on specific college campuses and provide recommendations to the Provost and Vice President for Academic Affairs.
5. To communicate curriculum developments on and off campus to the University academic community.
6. To review and make recommendations to the Provost and Vice President for Academic Affairs for approval of all proposals for new programs (majors, minors, electives, sequences), courses and changes in existing programs/courses.
7. To develop evaluation procedures for curriculum proposals and communicate the procedure to the University academic community.
8. To hear appeals from an academic department or equivalent when a disagreement occurs between a department/school and a college curriculum committee on curriculum matters.
9. To provide the Provost and Vice President for Academic Affairs with a monthly report of University Curriculum Committee's proceedings.

3. The Process

FLOW CHART



Form 1-UCC  
Office of Provost and VPAA



4. The Forms

CAVALLA INTERNATIONAL UNIVERSITY  
NEW PROGRAM PROPOSAL FORM

Initiating Person \_\_\_\_\_ Initiating College \_\_\_\_\_

Date of Submission \_\_\_\_\_

Type of Program:

Certificate

Diploma

Degree

\_\_\_\_\_  
TITLE OF PROGRAM

*Program Description:*

*Program Objectives:*

*Program Learning Outcomes:*

*Assessment of Needs (by Public), Demand (by students), Institutional Priority*

*Planning Process and Timetable*

*Curriculum and Articulation*



*Program Structure*

*Curriculum Year*

<b>First</b>			<b>Second</b>		
Code	Course Title	Credit Hours	Code	Course Title	Credit Hours
<b>Total</b>			<b>Total</b>		

*Curriculum Year*

<b>First</b>			<b>Second</b>		
Code	Course Title	Credit Hours	Code	Course Title	Credit Hours
<b>Total</b>			<b>Total</b>		

*Curriculum Year*

<b>First</b>			<b>Second</b>		
Code	Course Title	Credit Hours	Code	Course Title	Credit Hours
<b>Total</b>			<b>Total</b>		

*Curriculum Year*

<b>First</b>			<b>Second</b>		
Code	Course Title	Credit Hours	Code	Course Title	Credit Hours



CAVALLA INTERNATIONAL UNIVERSITY

COURSE PROPOSAL FORM

Originating College:		Course Level:	
Semester and Year to be Offered.		Type of Approval Sought: <input type="radio"/> New <input type="radio"/> Revision <input type="radio"/> Regularization	
Initiating Faculty	Date Submitted	Name, Phone	
Department	Approval Date	Contact Name, Phone	
College	Approval Date	Contact Name, Phone	
Check PROPOSED CHANGES (only for revision)			
<input type="radio"/> Credit	<input type="radio"/> Title	<input type="radio"/> Department	
<input type="radio"/> Number	<input type="radio"/> Pre-Requisite	<input type="radio"/> Max Credit	
<input type="radio"/> Description	<input type="radio"/> Grading		
Section I. COURSE IN PRESENT FORM		Section 2. NEW, REVISED, OR REGULARIZED COURSE	
Course Number		Course Number	
Credits		Credits	
Frequency of Offering		Frequency of Offering	
Course Title		Course Title	
Course Description		Course Description	
Pre-Requisite (s) Courses only		Pre-Requisite (s) Courses only	
Corequisite(s) Courses only		Corequisite (s) Courses only	

RATIONALE: Why are you proposing the new course or course change?

CONSULTATION: Please list the department chair, directors, etc. consulted and indicate their response.

LIBRARY RESOURCES (For NEW AND REGULARIZED COURSES. A copy of the course bibliography/syllabus must be submitted.

**SYLLABUS:** To be completed only for a NEW AND REGULARIZED COURSE. Append a detailed syllabus that contains at the minimum the following: Course Number, Course Title, Course Credits, Pre-Requisite, Course Description, Course Objectives, Learning Outcomes, Academic Integrity Statement, Attendance Policy, Grading Criteria, Course Outline, Course Requirements/Assignments, Assessment and Evaluation, Teaching Strategies/Techniques, and References.

Date Reviewed and Endorsed by the UCC \_\_\_\_\_

Signature of the Chair of UCC \_\_\_\_\_

Date Recommended for Approval \_\_\_\_\_

Signature of the Provost and VPAA \_\_\_\_\_

Action Taken by the President of the University:



Approved

Not Approved

Signature of the President \_\_\_\_\_

Date

**CAVALLA INTERNATIONAL UNIVERSITY**  
**PROGRAM REVISION PROPOSAL FORM**

Initiating Person \_\_\_\_\_ Initiating College \_\_\_\_\_

Date of Submission \_\_\_\_\_

Type of Program:

- Certificate
- Diploma
- Degree

Original Title of Program \_\_\_\_\_

Proposed Title of Program \_\_\_\_\_

First			Second		
Code	Course Title	Credit Hours	Code	Course Title	Credit Hours
<b>Total</b>			<b>Total</b>		

*Curriculum Year*

First			Second		
Code	Course Title	Credit Hours	Code	Course Title	Credit Hours
<b>Total</b>			<b>Total</b>		

*Curriculum Year*

First			Second		
Code	Course Title	Credit Hours	Code	Course Title	Credit Hours

<b>Total</b>			<b>Total</b>

*Curriculum Year*

<b>First</b>			<b>Second</b>		
Code	Course Title	Credit Hours	Code	Course Title	Credit Hours
<b>Total</b>			<b>Total</b>		

*Curriculum Year*

<b>First</b>			<b>Second</b>		
Code	Course Title	Credit Hours	Code	Course Title	Credit Hours
<b>Total</b>			<b>Total</b>		

**Total Credit Hours:** \_\_\_\_\_

**RATIONALE:** Why are you proposing such a revision of the program?

**CONSULTATION:** Please list the department chair, directors, etc. consulted and indicate their response.

LIBRARY RESOURCES (For REVISED PROGRAMS). A SAMPLE copy of at least two new courses bibliography/syllabi must be submitted.

Date Reviewed and Endorsed by the UCC \_\_\_\_\_

Signature of the Chair of UCC \_\_\_\_\_

Date Recommended for Approval \_\_\_\_\_

Signature of the Provost and VPAA \_\_\_\_\_

Action Taken by the President of the University:



Approved

Not Approved

Signature of President \_\_\_\_\_

Date

## 5. Syllabus Template



### SYLLABUS

Course Number :  
 Course Title :  
 Course Description :  
 Credit Hours : 3  
 Pre-requisite :  
 Course Objectives :  
 Learning Outcomes :

#### Academic Integrity Statement:

The quality of education at Cavalla International University is reflected in the credits and degrees its students earn. The protection of these high standards is crucial since the validity and equity of the institution's grades and degrees depend upon it. The penalty of any student found guilty of infraction of a regulation for academic integrity shall range from warning, course failure, possible suspension, or both; and or expulsion, unless evidence is provided to convince an appeal committee that substantial mitigating circumstances existed in that student's offense.

#### Attendance Policy:

Grading Criteria: Class Standing is two-thirds (2/3) of the grade. Class standing comprise of recitation, daily quizzes, mastery or unit examination, projects, assignment, research papers.

Midterm/Final Exam is 1/3 of the grade. Final Grade is 2/3 of the final grade and 1/3 of the midterm grade.

#### Grading system:

A	=	96 – 100	4.0
A-	=	90 - 95	3.5
B+	=	85 – 89	3.0
B	=	80- 84	2.5
C	=	75 – 79	2.0
D	=	70 - 74	1.5 (Minimum passing mark)
F	=	below 70	(failure)

#### Course Outline:

Week 1- Introduction to the Course

Week 2

Week 3

Week 4

Week 5

Week 6

Week 7



Week 8

- Presentations
- Capstone

Course Requirements:

Teaching Strategies:

References:

Syllabus Template

Office of the Provost and VPAA

### ***30.0 Academic Program Assessment***

Criteria for Program Assessment

1. Identify learning outcomes.
  - What is the knowledge, skills, and dispositions that the students gain through your program?
  - What should students be able to do as a result of this learning?
2. Aligning the curriculum with the learning outcomes
  - How is the program's curriculum (e.g., courses offered, major/minor requirements, capstone experience) aligned with the learning outcomes?
3. Identify and implement appropriate assessment methods.
  - What basic data do you need?
    - e. g.
    - How many students registered?
    - How many students graduated?
    - How many are employed? Where?
    - How many are underemployed? Where?
    - How many are not employed?
  - What questions about students' learning would you like to address?
  - What procedures and/or tools will your program use to gather evidence about student learning?
  - What criteria will you use to judge successful achievement of learning outcomes?
4. Assessment results
  - What are the results of your assessment?
  - What have you learned about your program?
  - What is working well, or not so well?
5. Use assessment results for program improvement.
  - What changes, if any, do you plan to implement as a result of what you have learned?
  - What are the next steps you will take in assessment?
  - Further questions on the issue just studied? New issues to pursue?

#### **Definition of the Faculty**

The Faculty of Cavalla International University consists of:

- Assistant, Associate, and Full Professors
- Those with professorial titles modified by "Research," "Clinical," and "of the Practice."
- Lecturers of all ranks
- Instructors

The terms “school” and “college” shall be construed to include the Faculty of Computing & Data Sciences.<sup>1</sup>

The term “dean” shall be construed to include the Associate Provost for Computing & Data Sciences except for the appointments of deans and deans’ emeriti.

### **Overview of Handbook**

This Faculty Handbook is a collection of policies that apply specifically to faculty members, related to their unique role(s) in the University. Unless otherwise stated, these policies apply to all full-time faculty and adjunct faculty employed by Cavalla International University regardless of Tenure-Track, Tenured, or Non-Tenure-Track status.

Individual Schools and Colleges may have additional or more explicit criteria, procedures, and expectations that are consistent with this Handbook. Details regarding implementation of matters such as appointment, promotion, the award of Tenure, salary increases, and related conditions of employment for faculty are available from the office of the dean of the appropriate School or College.

An individual’s acceptance of employment at Cavalla International University is sufficient to make the terms of the University’s policies applicable without further notice or agreement. These policies are subject to change by the University with or without previous notice.

### **Appointments and Promotions**

**Policies governing issues of appointment, tenure, and promotion are included here.**

#### **Classification of Ranks and Titles**

Faculty appointments are classified into ranks and groups by title. These classifications have significance regarding benefits and rights that may or may not pertain to each category or classification. The original letter of appointment and each subsequent salary notification or reappointment letter shall clearly indicate the title, nature, duration, Tenure status, and salary of the appointment. Each School or College should have clear statements of the expectations for faculty of each rank and type of title.

Unless otherwise stated, the titles and associated criteria described below apply to the faculty of all colleges. All persons receiving faculty appointments should have engaged in significant scholarly work or have notable professional expertise and achievement. The standard academic ranks are Instructor, Assistant Professor, Associate Professor, and Professor. The standard professorial titles (and where appropriate Instructor) are significantly altered by the addition of modifiers such as Emeritus, University, Clinical, Research, Adjunct, or Visiting. The standard lecturer ranks are Lecturer, Senior Lecturer, and Master Lecturer.

Appointments with the standard professorial titles of Assistant Professor, Associate Professor, and Professor may be Non-Tenure-Track, Tenure-Track, or Tenured. All other faculty appointments are Non-Tenure-Track and without tenure. A distinction is also made between full-time and part-time appointments. Full-time appointees are expected to give full-time service and allegiance to the University. No right of Tenure accrues to any person holding a part-time position regardless of title, rank, or cumulative length of service. The duties of and terms and conditions for part-time faculty shall be articulated in each letter of appointment.

#### **A. Description of Standard Academic Ranks**

The basic qualifications and standards established to identify the degree and types of achievement expected in each rank vary among the University’s Schools and Colleges, and the various programs within them. The general descriptions are as follows:

**Instructor:** At undergraduate colleges, an instructor normally holds a minimum of a master's degree or equivalent. An instructor is generally expected to have the goal of enrolling and completing a doctoral program and meeting the requirements for the doctorate or equivalent and is expected to demonstrate effectiveness primarily as a teacher. At the graduate school and Barclay College of Law, Instructor is the entry level rank for those who have recently completed their doctoral or post-doctoral training. This rank is appropriate for new faculty, generally with JD, Ph.D., or equivalent degrees, who have the potential for academic advancement. At The graduate school and Barclay College of Law individuals at the instructor level may be in positions of advanced training prior to leaving the institution or being promoted to the assistant professor rank.

All full-time Instructors are entitled under the by-laws of the University to attend and participate in the faculty meetings of their respective School or College. If authorized by the School or College faculty, they may have the right to vote. However, according to the Constitution of Cavalla International University Faculty Assembly and Faculty Council, they are not members of the Faculty Assembly.

**Assistant Professor:** Generally, an assistant professor has been awarded a doctoral or professional degree or equivalent, exhibits commitment to teaching and scholarly or professional work of high caliber, and participates in university affairs at least at the department level.

**Associate Professor:** Generally, an associate professor meets the requirements for appointment as an assistant professor, enjoys a national reputation as a scholar or professional, shows a high degree of teaching proficiency and commitment, and demonstrates public, professional, or University service beyond the department.

**Professor:** Generally, a professor meets the requirements for appointment as an associate professor, and, in addition, has a distinguished record of accomplishment that leads to an international or as appropriate, national reputation in his or her field.

#### **B. Definition of Prefixes and Suffixes that modify Standard Academic Titles**

The standard professorial titles above and the title Instructor may be significantly modified by the use of prefixes, as follows:

The title **University Professor** is given to distinguished and exceptional individuals who are internationally recognized experts in their field, have demonstrated excellence in more than one academic specialty, who are qualified to lecture and/or conduct research in a particular subject, and who are appointed specifically to teach in the University Professors Program.

**Associate Professors of the Practice** and **Professors of the Practice** are officers of instruction who are or have been distinguished practitioners in their respective professions and whose primary responsibilities lie in teaching, mentoring, and service to the University. \*

The “**of the practice**” suffix applies to a distinguished practitioner who through teaching shares his or her knowledge and experience in the profession. The prefix “Clinical” is used for certain faculty engaged in clinical settings with students. The teaching, supervising, and mentoring provided by clinical faculty is directly related to the *practicum* of the students' programs.

The prefix **Research** identifies faculty appointments that are offered to scientists and scholars who fulfill the research qualifications of the standard professorial or Instructor ranks and who work for the University on research supported by external grants and contracts. The principal criteria for these titles are

scholarly productivity and recognition of original work. Several titles are used to designate such positions:

- Research Instructor
- Research Assistant Professor
- Research Associate Professor
- Research Professor

Research faculty are eligible to give seminars and teach occasional courses. Teaching is at the discretion of the department. These titles may be used for appointments of one year or longer. Research appointments are for the stated term of the appointment with no guarantee or expectation of renewal.

The prefix **Adjunct** identifies a scholar whose primary place of employment is not at Cavalla International University or whose primary employment within the University is not in a faculty capacity. An Adjunct Professor is an expert in a special field appointed to give instruction on a part-time or discontinuous basis. These part-time appointments may be in the ranks of:

- Adjunct Assistant Professor
- Adjunct Associate Professor
- Adjunct Professor

Duties usually include the teaching and advising of students but do not include service on departmental committees.

The prefix **Visiting** identifies a faculty member who normally teaches at another institution or possesses other professorial qualifications and is appointed to give instruction for a stated term, ordinarily of one year or less on a full or part-time basis. The titles used to indicate such an instructional appointment are:

- Visiting Assistant Professor
- Visiting Associate Professor
- Visiting Professor

The prefix **Visiting Research** indicates that the purpose of the appointment is to facilitate collaboration with one or more members of the faculty on a specific research or scholarly project, for a stated period. The titles used are:

- Visiting Research Assistant Professor
- Visiting Research Associate Professor
- Visiting Research Professor

The qualifications of teaching and scholarship for Visiting and Visiting Research faculty are the same as expected for professorial appointments of comparable rank in the University. Persons receiving such appointments are expected to comply with all University policies pertaining to full-time positions unless otherwise clearly indicated in the letter of appointment.

**Emeritus:** The Emeritus designation is intended to recognize professors for lifetime contributions to the university, to their field, or to both, upon their retirement. “Emeritus” status is available to tenured and non-tenure track professorial faculty, including those who hold titles modified by “Clinical,” “Research” and “of the Practice.” Please see “Emeritus Status” in the Faculty Retirement section for more detail.

**Affiliated/Secondary Appointment:** An Affiliated or Secondary title is given to full-time faculty as a means of formalizing an association with a department other than that of the primary appointment. The affiliation must be recommended by the department and dean following the procedure specified by the School or College, as approved by the provost. Termination of the primary appointment shall automatically terminate the affiliated/secondary appointment. Voting rights are outlined in the terms of the appointment.

### **C. Definition of Standard Lecturers Ranks**

**Lecturer:** A Lecturer is a faculty member appointed primarily to provide instruction for a stated term of full-time or part-time service, as specified in the appointment letter. The basic qualifications and standards expected of the lecturer vary among the University's Schools and Colleges, but the title reflects strong teaching ability and a relevant basis of scholarly work or professional expertise and achievement.

**Senior Lecturer or Master Lecturer:** Generally, a Senior Lecturer or Master Lecturer meets the requirements for appointment as a Lecturer and has demonstrated excellence in teaching for at least five or ten years, respectively.

#### **Appointment and Reappointment of Faculty**

For every faculty appointment, a written document specifying the initial title, status with respect to Tenure, initial term with dates, starting salary, and other appropriate conditions shall be provided to the faculty member with a copy supplied to his/her department. Appointments (with and without tenure) of Associate and Full Professors are not effective until and unless recommended by the provost and approved by the President. Any subsequent extensions or modifications to an appointment shall be stated in writing to the faculty member with a copy to his/her department.

#### Payment of Salary for Faculty with 12-Month Academic Year Appointments

Faculty whose base salary is for duties performed during the twelve-month academic year (September 1 through December 31), but who receive this salary over a twelve-month period, will be paid in equal monthly installments.

#### Calendar Definitions for Faculty on 12-Month Appointments Cavalla International University:

Academic Year: October 1 through October 31

Semester I ("Fall Semester") for Faculty: October 1 through December 31

Semester II ("Winter Semester") for Faculty: January 04 through March 31

University Fiscal Year: July 1 through June 30

### **A. Selection and Appointment of New Full- Time Standard professional Faculty**

1. Whenever one or more full-time standard professorial faculty positions are to be filled, the chair initiates the recruitment process in consultation with the full-time faculty of the department subject to the approval of the dean.
2. The chair, in consultation with the full-time faculty of the department, shall appoint at least one search committee subject to the approval of the dean drawn usually from among the full-time faculty of the department. The committee may include members from other departments, or from outside the University. The search committee shall solicit nominations for the position and applications for it through appropriate professional channels, and it shall also accept nominations from within the University. The committee shall recruit in conformity with the requirements of affirmative action.
3. After reviewing all applicants and nominees, the search committee shall report its findings and recommendations to the full-time faculty of the department. After faculty discussion and a vote, the department chair shall report the outcome of the vote and the substance of the faculty discussion regarding a recommended candidate, or candidates, including any dissenting opinions. Together with the chair's own recommendation, this report will be conveyed to the dean of the school. The chair shall also submit the names of all the finalists considered by the faculty.

4. Candidates for initial appointment as senior faculty (standard Associate Professor<sup>1</sup> or Professor, with or without Tenure) should be reviewed as described in Section C of “Tenure and Promotion on the Charles River Campus”.
5. Should the dean approve the recommendation(s), the dean will forward the recommendation(s) to the University Provost. The provost may approve the recommendation(s) for the appointment(s), however, appointments (with and without tenure) of Associate and Full Professors are not effective until and unless recommended by the provost and approved by the President.
6. When extraordinary circumstances dictate, the ordinary procedure described above may be replaced by an alternative procedure accommodating as much of the usual involvement of faculty and administrators as is possible. The decision to use the alternative procedure is recommended by the dean and made by the University Provost in consultation with the President. The nature of these circumstances shall be described by the dean to faculty members of senior rank of the relevant department or division before the recruitment process is completed.

### **B. Selection and Appointment of All other Faculty**

Individual Schools or Colleges shall develop and make available selection, appointment, and reappointment procedures and standards for all other faculty titles, subject to the approval of the University Provost. [Note that proposals to recruit professorial faculty on the Charles River Campus with titles modified by “Clinical,” and “of the Practice” must be approved by the University Provost. Boston University is committed to vigorous, open searches to fill these positions and must document these searches as part of our Affirmative

Action/Equal Employment Opportunity reporting.

The titles Associate Professor of Practice and Professor of Practice are to be used sparingly. The Dean shall present the proposed appointment and rationale for the use of the title, for review by the Appointment, Promotion, and Tenure Committee of the appropriate unit, prior to forwarding a recommendation to the University Provost.

### **C. Reappointment**

All faculty appointments except those with Tenure are subject to university decisions concerning reappointment.

Decisions to renew full-time faculty appointments are made by the University Provost on the recommendation of the dean. Subject to institutional needs and goals, recommendations for reappointment shall be based on merit as determined through the evaluation of faculty performance (see “Evaluation of Faculty Performance”). Faculty members holding term or probationary appointments should be aware that, while they are eligible for reappointment (unless otherwise specified in writing at the time of appointment), reappointment is neither inevitable nor routine.

Institutional needs and goals involve consideration of such factors as academic needs of the program; availability of resources to support the program or position – financial as well as physical; and other institutional and programmatic considerations not directly related to the merit of the individual under consideration for reappointment.

### **D. non-reappointment**

1. For all full-time faculty appointments, except Tenured appointments, notice of reappointment, non-reappointment, or intention not to recommend reappointment, shall normally be given in writing in accordance with the following schedule:
  - a. Not later than March 1 of the first academic year of service, if the appointment expires on June 30; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
  - b. Not later than December 15 of the second academic year of service, if the appointment expires on June 30; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
  - c. Not later than June 30 preceding the final year of an appointment after two or more years at the institution.
2. Through oversight or due to extenuating circumstances, the University may fail to provide notice of non-reappointment in accord with Section 1. In such instances the faculty member shall provide the University Provost with written notice of this failure within twenty-one days of the date specified above. The provost shall respond within an additional twenty-one days as to whether the faculty member shall be reappointed. If the faculty member does not notify the provost within this twenty-one-day period, the result will be non-reappointment. If the faculty member responds within the twenty-one-day period but the provost fails to reply within an additional twenty-one days after receiving the faculty member's response, the faculty member shall be entitled to an extension by one year of the current appointment.
3. There is no minimum requirement for notice of non-continuance of part-time faculty.

#### **Appointment and Continuance of Appointments**

For every faculty appointment, a written document specifying the initial title, status with respect to Tenure, initial term with dates, starting salary, and other appropriate conditions shall be provided to the faculty member with a copy supplied to the faculty member's department. No full-time appointments at the rank of Associate or Full Professor take effect unless and until approved by the President. Any subsequent extensions or modifications of an appointment shall be stated in writing to the faculty member with a copy to the faculty member's department.

#### **A. Selection and Initial Appointment of New Full-Time Standard Professorial Faculty**

1. Whenever one or more full-time standard professorial faculty positions are to be filled, the chair initiates the recruitment process in consultation with the full-time faculty of the department and the dean.
2. The chair, in consultation with the full-time faculty of the department, shall appoint at least one search committee, subject to the approval of the dean, which draws at least half of its members from among the full-time faculty of the department. The committee may include faculty from other departments, from other Schools in the University or from outside the University, as appropriate. The chair of the department shall designate one of the members to serve as committee chair. The search committee shall solicit nominations and applications from within the University and externally through appropriate professional channels in conformity with the requirements of affirmative action. After reviewing all applicants and nominees appropriate for a given position, the search committee shall report its findings and recommendations to the chair of the department.

3. The chair of the department shall forward the chair’s recommendation of a candidate to the dean of the school, along with the names of all candidates recommended by the search committee, and a list of the candidates considered for the position(s) being filled.
  
4. Should the dean concur with the chair’s recommendation, the chair will seek faculty approval of the recommended candidate through the appointment and promotion committee process set out in the by-laws of the school. Should the School’s Committee on Faculty Appointments and Promotions approve the appointment, it will be forwarded for approval by the Medical Campus Provost, however, appointments of Associate or Full Professors are not effective until approved by the President of the University.
  
5. When extraordinary circumstances dictate, the ordinary procedure described above may be replaced by an alternative procedure accommodating as much of the usual involvement of faculty and administrators as is possible. The decision to use the alternative procedure is recommended by the department chair and approved by the dean and Medical Campus Provost in consultation with the President. These circumstances shall be described by the dean to faculty members of senior rank of the relevant department or division before the recruitment process is completed.

**B. Non-Continuance of Initial Appointments for Standard Professorial Faculty**

1. If appropriate, notice of non-continuance of appointment shall be provided in writing to Standard Professorial faculty members during the period of their initial appointment. Termination will be effective on the date of the expiration of their initial appointment or delayed according to the following formula based on the duration of the initial appointment and the time of the notice of non-continuance:

Initial term in months	Termination is effective the date of expiration or:
12 or fewer	3 months from the date of notice of termination, whichever is later
13-24	6 months from the date of notice of termination, whichever is later
>24	12 months from the date of notice of termination, whichever is later

2. If notice of non-continuance or termination is given anytime during the period of the initial appointment, there will be no automatic continuation of the appointment as a rolling appointment under the terms of Section C.

**B. Terms of Appointment/Notice of Non-continuance for Standard Professorial Position After the Period of Initial Appointment**

Upon the expiration of the initial term of an appointment as Professor, Associate Professor, or Assistant Professor, and in the absence of notice of non-continuance or termination as provided above in Section B, the appointment shall be automatically continued as a rolling appointment as per the following table until a notice of non-continuance is provided.

Rank	On any date the remaining term of appointment, in the absence of a letter of non-continuance, shall be:	If notified of non-continuance, salary shall be provided for the terminal period as follows:



Professor	3 years	100% year 1; 80% years 2 & 3
Associate Professor	2 years	100% year 1; 80%-year 2
Assistant Professor	1 year	100%-year 1

Notice of non-continuance may be given in writing to the faculty member at any time during the appointment and shall be effective not less than the number of years designated in the table above by rank from the date of notice. The length of notice and level of salary specified above in this Section B represent minimums and may be increased at the discretion of the department chair with the approval of the dean. The provisions for salary continuance specified above do not apply to any compensation received other than through the University’s payroll (e.g., salary received by the faculty member directly from other institutions, companies or organizations is not covered by these provisions.) Appointments for any rank may be terminated at any time for cause in accordance with university procedures.

<sup>2</sup> The contract for Faculty Practice Plan members determines the procedures for their non-continuation, not this Section B.

<sup>3</sup> The contract for Faculty Practice Plan members determines the procedures for their non-continuation, not Section C.

**D. Instructors**

The term of appointment, or reappointment, for each Instructor shall be stated in an offer letter and shall not exceed 12 months. The appointment shall terminate at the expiration of the term stated in the letter. No notice of intent not to reappoint shall be required. If an instructor is kept on after expiration of the instructor’s appointment without a written letter of reappointment, the Instructor will serve at will. (At-will appointments may be terminated at any time without cause, with no specific minimum length of notice required to terminate such appointments.)

**E. Criteria for Non-continuance**

Although faculty members holding rolling or term appointments are eligible for continuance (unless otherwise specified in writing at the time of the appointment), continuance is neither inevitable nor routine. The decision not to continue an appointment shall be made by the department chair with the approval of the dean. Subject to institutional needs and goals, recommendations for non-continuance of appointments shall be based on merit as determined through evaluation of faculty performance (see Evaluation of Faculty Performance).

Institutional needs and goals involve consideration of such factors as academic needs of the program; availability of resources to support the program or position – financial as well as physical; and other institutional and programmatic considerations not directly related to the merit of the individual under consideration for continuance of the appointment.

**F. Termination or Suspension for Cause**

The services of a faculty member during the faculty member’s appointment may be terminated only for adequate cause as provided in the policy, “Suspension or Termination for Cause”, as a result of a discontinuation as provided in University Policies on “Department and Program Discontinuation and Consequent Faculty Terminations.”

### **Evaluation of Faculty Performance Criteria**

“Merit” shall be determined by considering relevant criteria including the following as appropriate to the position:

1. teaching effectiveness.
2. scholarly and professional achievements.
3. research, as evidenced by both published and unpublished works.
4. direction of graduate studies.
5. advisory and counseling service.
6. success in generating external funding to support research or other programs.
7. service to professional societies.
8. service to the programs and administrative work of the University (other than teaching and research).
9. professional activities in the community.
10. attributes of integrity, industry, objectivity, leadership, collegiality, and cooperation.
11. success in clinical practice.

These criteria are not listed in order of importance, nor are they to be rigidly applied. Persons making such evaluations should keep in mind, however, the primary interest of the University in retaining and rewarding persons of superior teaching ability and scholarly achievement.

### **B. Procedures**

The procedures below are intended to be used to apply the criteria above in the evaluation of a faculty member’s performance for the purpose of reappointment and for the granting of salary increases. In reviews for Tenure and/or promotion, the criteria above are applied according to the procedures in the policies, “Tenure and Promotion on the Charles River Campus” and “Procedures for Promotions on the Medical Campus.”

Upon request, each full-time faculty member shall prepare and forward to the chair of the department or division, or otherwise to the dean, an annual written report that will aid in the evaluation of the faculty member’s performance.

This evaluation shall be made initially by the appropriate department or division chair or, if the chair so designates, by the head of a section within a department; otherwise, it shall be made by the dean. The department or division chair, otherwise the dean, shall consider the faculty member’s report and other pertinent evidence in the chairs or dean’s evaluation and recommendation. The department, School, or College may add to these procedures any such steps as will assist it in the evaluation process, e.g., consulting with the directors of Programs or Centers in which the faculty member participates, using a faculty review committee, consulting with qualified persons outside the University, and seeking information from faculty members and students according to procedures that will be determined by each School or College.

The dean shall review all recommendations and shall make use of whatever further consultation is deemed to be of assistance in formulating recommendations to the University Administration. When the faculty member involved has an assignment in other Schools or Colleges, the dean shall consult with the dean of those Schools and Colleges.

## Tenure and Promotion

When a faculty appointment is “tenured,” it means that the appointment is without term, in contrast to non-tenured appointments, which have a term specified by a contract. The section of the Faculty Handbook below describes the procedure for granting tenure, and other sections discuss the circumstances under which tenure may be revoked, for example, *Termination for Cause* and *Program Discontinuation and Consequent Faculty Terminations*. Faculty appointments normally are based in departments or similar divisions within the schools and colleges that comprise the University. If a department or an entire school or college is eliminated, tenured faculty may no longer have a valid appointment. Please see *Department and Program Discontinuation and Consequent Faculty Terminations* for further information.

### A. Tenure

1. The general criteria for awarding tenure are a strong record of a) teaching, b) scholarly and/or creative work, and c) University and professional service. While the relative weight accorded these areas of professorial activity may vary among the Schools and Colleges, a national reputation for excellence in scholarly and/or creative work is required.
2. The award of tenure to an Assistant Professor shall include promotion to the rank of Associate Professor. In the School of Law, tenure track faculty members enter as Associate Professors and are considered for tenure and promotion to Professor at the end of the standard probationary period.
3. There shall be no presumption for the award of tenure in any individual case.
4. The services of a faculty member on tenure may be terminated only for adequate cause as provided in the policy, “Suspension or Termination for Cause,” or as a result of a discontinuation as provided in University Policies on “Department and Program Discontinuation and Consequent Faculty Terminations.”

### B. Tenure Review Schedule and Notification

1. **Full-length Probationary Period:** Faculty members holding tenure track probationary appointments must be considered for tenure not later than in their *seventh* year of service at Boston University unless the probationary period has been extended as described in Section 3, below.
2. **Reduced Probationary Period for Prior Service:** The mandatory year of tenure review for members of the faculty who have prior full-time professorial service at another institution of higher learning will normally be set for a time earlier than the seventh year, by mutual agreement between the faculty member and the Dean at the time the offer of a tenure track probationary appointment is made and accepted.
3. **Extension of the Probationary Period:** Extraordinary circumstances beyond a faculty member’s control may have a significant negative impact on the ability of a faculty member to pursue their university responsibilities during the probationary period. In these circumstances the faculty member’s Dean may request that the Associate Provost for Faculty Affairs postpone the tenure review deadline for one year, provided that the request is made within one year of the beginning of the period of impact, and before the submission deadline for the candidate’s promotion application within the School or College. The faculty member also retains the right, after consultation with his or her Chair and/or Dean, to request review at the originally specified time.

- Note that a Childbirth Leave and/or a period of Primary Caregiver Workload Reduction results in an automatic one-year extension of the tenure review deadline, as described in the section on Childbirth Leave and Primary Caregiver Workload Reduction.
  - The total extension of the probationary period may not exceed two years, regardless of the combination of circumstances that resulted in the extension(s).
  - Examples of additional circumstances in which an extension of the probationary period may be warranted are provided below. This list is not exhaustive; please contact the Associate Provost for Faculty Affairs regarding these and other situations in which an extension request may be contemplated.
    - delay of one semester or more in access to committed laboratory space in which to conduct research.
    - accidental destruction of critical resources required for scholarly or creative work.
    - medical leave of a semester or more
    - personal situations that have a severe impact on professional activities, including the life-threatening illness or death of a partner, a spouse, or a child
  - Every faculty member in the probationary period in academic year 2019-20 who will not have received a tenure decision by May 15, 2020, shall have their tenure review deadline postponed for one year due to the extraordinary circumstances associated with the COVID-19 pandemic. This one-year COVID-19 extension will be in addition to the maximum total 2-year extension referenced above. The faculty member retains the right, after consultation with his or her chair and/or dean, to request review at the originally specified time rather than postponing review under this provision.
4. **Early Tenure Review:** A faculty member holding a tenure track probationary appointment may request tenure review prior to the scheduled tenure review year. After consultation with the department Chair, the Dean may approve such a request. Once an early tenure review is approved by the Dean, the newly scheduled tenure review will be considered a mandatory review. Note that an early review that is unsuccessful because of withdrawal by the candidate or denial of tenure, will result in a terminal-year appointment that may supersede a previously existing appointment of longer term.
5. **Terminal Year:** If tenure is not awarded following a tenure review, the candidate will be appointed to a terminal appointment for one academic year.

### C. Tenure Review Process

1. At the beginning of the semester preceding the academic year in which the faculty member is to be reviewed for tenure, the Dean will provide the candidate with guidelines for compiling their section of the dossier and a complete timetable for the review process.
2. The candidate, the department Chair, and the Dean are responsible for the compilation of their respective portions of the dossier and the submission of all materials pertinent to an adequate consideration of the candidate's qualifications and abilities. The results of each level of the review process shall be incorporated successively into the candidate's dossier.
3. The first level of tenure review takes place in the candidate's department. Tenured members of the department examine the candidate's dossier, meet, discuss the qualifications, and vote on whether or not to recommend the award of tenure. Individual senior non-tenure track faculty

members may participate in the tenure review, if so, approved by the Dean. The lack of any tenured faculty appointed in the department does not preclude tenure review. In such instances, the Chair should consult with the senior faculty of the department. The Chair of the department reports the result of the vote or consultation as well as their own recommendation to the Dean. In the case of significant dissent, the Chair should do their best to convey a sense of the arguments on each side.

4. The faculty of each School or College, in accordance with procedures recommended by the faculty and approved by the Dean and the University Provost, select a School Appointment, Promotion and Tenure (APT) Committee whose members are Associate or Full Professors. The APT Committee examines and discusses the candidate's dossier, including the recommendation of the faculty and of the Chair of the candidate's department. A report embodying the substance of the discussion and the recommendation of the Committee is then furnished to the Dean of the School or College.
5. The Dean makes a recommendation regarding the award of tenure and so notifies the candidate. If the recommendation is positive, the Dean forwards the candidate's complete dossier, including the Chair's report and recommendation, the APT Committee report, and their own recommendation and the reasons therefore, to the University Provost. If the Dean's recommendation is negative, the Dean informs the candidate and provides information about the appeals process (for appeals see Sections D and I).
6. The University Provost forwards the case to the University Appointment, Promotion and Tenure Committee (UAPT), whose members shall be sixteen Associate or Full Professors selected by the Provost and the Chair of the Faculty Council by mutual agreement. The UAPT Committee reviews the case and votes. A report embodying the substance of the UAPT Committee's discussions and recommendation is added to the dossier and all materials to date are provided to the University Provost.
7. The University Provost makes a recommendation regarding the award of tenure. If the recommendation is positive, the provost forwards the candidate's dossier including the UAPT report and their own recommendation to the President. If the Provost's recommendation is negative, the provost informs the candidate and provides information about the appeals process (for appeals see Sections D and I).
8. The President notifies the candidate of their decision.
9. The candidate may withdraw their tenure application at any stage of the process before the decision by the President. However, if the faculty member withdraws their application, the faculty member's appointment becomes a terminal-year appointment for the academic year following the tenure review, regardless of the amount of time that would have remained on the faculty member's appointment following the scheduled tenure review year.

#### **D. Appeal path for a Negative Tenure Decision**

1.
  1. A tenure case will progress to the Dean, regardless of the votes at earlier levels. The Dean's negative recommendation is the final decision unless an appeal is successful. Therefore, there are three steps in the tenure review at which a candidate may appeal a negative recommendation, as shown in the following table:
  - 2.

Level of Negative Recommendation	Appeal Reviewer	Outcome
Dean	University Provost	Supports appeal → sends case to UAPT  Denies appeal → decision is final
University Provost	President	Supports appeal → promotion is granted  Denies appeal → decision is final
President denies after positive recommendation by the University Provost	Reconsideration by the President	Supports appeal → promotion is granted  Denies appeal → decision is final

2. The processes used to appeal a negative tenure decision are described in Section I: Appeals.

**E. Information**

The candidate shall, upon request, be given copies of reports and rationales from each level of the Tenure Review process. To facilitate this procedure, reports and rationales are formulated and/or redacted in such a way as to preserve the anonymity of participants in the judgment to the extent that this is consistent with the communication of the basis of judgment at each level. The candidate is not given access to individual evaluation letters or direct quotations from evaluation letters which are submitted in confidence.

**F. Timetable of the Tenure Review Process**

In the case of an ordinary Tenure Review, the general timetable will be as follows: the candidate’s complete dossier including their application, the recommendations of the candidate’s Chair, department, APT Committee, and the Dean, as well as the external letters and all supplemental material must be uploaded to the Provost’s secure website by February 1 of the year in which the decision will be made (mandatory tenure review year). Individual Schools and Colleges have their own internal timetable to meet this central submission deadline. The University Appointment, Promotion and Tenure committee reviews the cases for promotion to Associate Professor, with or without tenure, and applications for Tenure alone, between February 1 and April 15 and all candidates are notified of the final decision by the Provost or President no later than May 15 of their tenure review year. Please note that all candidates in the regular review cycle are notified on the same date, which may be earlier than May 15 in some years. Promotion applications are no longer sent to the Trustees for final approval.

**G. Accelerated Tenure or Promotion Process**

On occasion, the University may wish to attract eminent individuals from outside the University who would not accept appointment to the faculty without immediate tenure or senior rank. Or the University may be confronted with the need for a quick tenure or promotion decision in the case of one of its own faculty members who has an offer from another institution and would be likely to accept the offer unless awarded tenure or promotion at Boston University. In such circumstances, the Dean and University Provost shall call for expedited consideration, reporting, and recommendations by the department faculty, the Chair, the School or College APT, the Dean, the UAPT, and the provost. Based on this information,

the President may choose to approve the award of tenure, promotion, or initial senior rank to the candidate or faculty member.

#### **H. Promotion Not Related to Tenure Review**

Eligibility for promotion within a track is open to full-time:

- Lecturers and Senior Lecturers
- Assistant Professors and Associate Professors not on the tenure track
- Tenured Associate Professors
- Clinical Assistant Professors and Clinical Associate Professors
- Research Assistant Professors and Research Associate Professors
- Associate Professors of the Practice

#### **I. Appeals Process for Negative Promotion Decisions, With or Without Tenure**

1. The candidate must file an appeal of a negative recommendation within 30 calendar days after being notified in writing of the negative recommendation. If a request is filed after the 30-day time period, the Appeal Reviewer may deny the appeal as untimely. The filing of an appeal does not extend the terminal appointment period.

2. The appeal of a negative recommendation must be based on one or more of the following grounds: (a) the candidate has met all criteria for promotion and the decision was erroneous on the merits; (b) the promotion review process was marred by significant procedural *errors* that substantially affected the outcome of the decision; or (c) the promotion review process was affected by *unlawful discrimination* that substantially affected the outcome of the decision. When filing an appeal, the candidate must identify all grounds on which it is based, as the candidate will be afforded only one opportunity to request a review of a negative recommendation.

3. Appeals based solely on claims that the negative recommendation was erroneous based on the *merits* of the case will be reviewed by the appropriate Appeal Reviewer, who will inform the candidate of the decision in writing. The Appeal Reviewer's decision is final.

4. If an appeal on the merits of the case includes claims that *procedural errors* or *unlawful discrimination* substantially affected the outcome of the decision, and the Provost convenes a committee to review those claims as described below, the Appeal Reviewer will defer a decision on the appeal of the merits of the promotion recommendation until the committee has issued its report.

5. If the faculty member's appeal of a negative promotion or tenure recommendation is based on, or includes allegations of:

- (a.) procedural errors or deviations from standard processes during the review that were significant enough to substantially affect the outcome of the decision; or
- (b.) bias or discrimination based on race, color, creed, religion, ethnic origin, age, sex, disability, sexual orientation, gender identity, or another unlawful basis that was significant enough to substantially affect the outcome of the decision.

then the provost will determine whether:

- (a.) the candidate has articulated claims of procedural errors or unlawful discrimination that, if ultimately supported by the evidence, would provide a basis to re-examine the negative recommendation; and
- (b) a formal review by a faculty committee will aid in determination of relevant facts.

The provost's decision on whether to proceed with committee review is final.

6. If the Provost determines that committee review is warranted, the provost will appoint an *ad hoc* faculty committee of three senior faculty (naming one as Chair) and notify the candidate of their appointment. A candidate who believes that any of the *ad hoc* committee members cannot participate as an objective fact finder must inform the provost within seven calendar days. The provost will decide if there is a need for an alternate committee appointment.

7. The *ad hoc* committee's review process may include review of documents, including the promotion dossier, as well as witness interviews and consultation with other University personnel including the Equal Opportunity Office, as appropriate. The witness will be given advanced notice as to the nature of the appeal prior to the interview. The candidate may select a faculty member advisor who may accompany the candidate to any appearance before the *ad hoc* committee for purposes of providing support, but who may not directly participate in the review.

8. The *ad hoc* committee should seek to complete its review and issue a written report containing its findings of fact to the provost within 75 calendar days. Review of the appeal by an *ad hoc* committee does not extend the terminal appointment period.

9. The provost will review the *ad hoc* committee report and make a final decision as to whether procedural errors or unlawful discrimination may have affected the outcome of the promotion recommendation. In making that decision, the provost may consult with whomever the provost decides is appropriate. If the Provost finds the outcome may have been affected by procedural errors or unlawful bias, the provost should establish an internal mechanism to reconsider the decision. The provost will inform the candidate of the decision in writing. The provost's decision is final.

10. This review process, including the identity of the members of the *ad hoc* committee, information obtained in the review process, and information disclosed to witnesses consulted by the committee should be kept confidential by all participants, including the candidate and witnesses. The *ad hoc* committee will not disclose to the candidate the identity of the external evaluators, individual evaluation letters, or direct quotations from evaluation letters which are submitted in confidence.

### **Selection Chairs**

Note that in September 2020, the University Provost delegated the *approval* for the appointment and re-appointment of department chairs to dean of the School or College. Prior to September 202, the appointment of chairs, acting or otherwise, was subject to the approval of the University Provost. Although the dean is now responsible for the final approval, the following procedure should still be followed.

Whenever it becomes necessary to appoint a chair on the Charles River Campus, the dean of the School or College may appoint an acting or *ad interim* chair, and, after consultation with full time members of the faculty of the department concerned, shall decide whether to seek a chair from among the members of the department or to open a search to individuals from outside the department. If the appointment is only for the temporary absence of the current chair, the appropriate title is acting chair. If a process for selecting a new chair is to be undertaken, the dean may appoint an *ad interim* chair from among the current faculty.

**Internal Appointment:** If the chair is to be selected from within the department, the procedure for the nomination of candidates shall be determined by the departmental faculty after consultation with the dean. The results of that nomination process are provided to the dean.



**External Appointment:** If the decision is made to conduct an external search, a search committee shall be formed to advise the dean. The committee shall normally comprise six in all, with an equal number of faculty from the department, elected by the faculty of the department, and faculty members from cognate fields appointed by the dean. The chair of the search committee shall be appointed by the dean. The search committee shall solicit nominations and applications through appropriate professional channels, observing appropriate affirmative action procedures, and it shall also request nominations from within the University. However, no member of the Committee shall be a candidate for the position. Upon completion of the search process the committee shall report its recommendations to the dean along with a summary evaluation of the recommended candidates and provide to the department a summary report of its recommendations.

**Dean's Approval:** It is the Dean's responsibility to approve the appointment of department chairs. Normally the individual approved by the dean for appointment as department chair will have been recommended by the departmental faculty or by the search committee if there is an external search. However, upon receipt of the departmental recommendation or the search committee summary evaluation, the dean may choose to ask the department faculty or search committee for further recommendations. Failing receipt of recommendations acceptable to the dean within a reasonable period, and after consultation with the department, the dean may appoint either an acting or *ad interim* chair, or a regular chair.

**Term:** The appointment term of a department chair on the Charles River Campus shall normally be for three years. After consultation with the department, the chair may be reappointed. Unsatisfactory performance, as determined by the dean, may result in termination of the appointment of the chair prior to completion of a term.

#### Appointment of a Deans

Whenever it becomes necessary to appoint a dean, the University Provost will constitute an advisory committee to assist in locating candidates qualified to fill the vacancy. The advisory committee shall consist of three faculty members elected by the faculty of the school for which a dean is to be selected, two faculty members elected by the Faculty Council from other Schools, and as many as three members designated by the provost. After consultation with the appropriate student groups, the provost may appoint up to two students to the advisory committee. The provost will appoint a chair from among the members of the committee. If the required dean is for the graduate school or Barclay College of Law, the Provost will select the members designated above.

The advisory committee shall solicit nominations from all constituencies of the University as well as from appropriate sources outside the University. The advisory committee should consult regularly with the provost. The faculty of the school involved will be given the opportunity to express their views to the advisory committee. At the completion of its work, the advisory committee will submit the names of the qualified candidates and shall make one or more recommendations to the provost for final selection by the president and approval by the Board of Trustees.

In the event of a temporary absence or vacancy in a deanship, the President, after consultation with the faculty of the School or College, as well as the appropriate provost, may appoint an acting dean or dean *ad interim* as appropriate.

#### Promotions General Standards

Eligibility for promotion is open to:

- Lecturers and Senior Lecturers
- Instructors, Clinical Instructors, and Research Instructors
- Assistant Professors and Associate Professors (unmodified)
- Clinical Assistant Professors and Clinical Associate Professors

- Research Assistant Professors and Research Associate Professors
- Associate Professors of the Practice

### **A. Promotion Standards**

Each School and colleges shall define appropriate standards for promotion.

While the standards for promotion for the different tracks vary by school, two expectations are consistent for all three schools: a national reputation for excellence in scholarly work is required for promotion from the rank of unmodified Assistant Professor to the rank of unmodified Associate Professor, and an international reputation for excellence in scholarly work is normally required for promotion to the rank of unmodified Professor. Significant weight is normally placed on the strength of these activities since the last time the faculty member was appointed or promoted.

### **B. Timeline for Promotion**

The University defines no rigid timeline for promotion, however progress towards promotion is expected to be discussed at each annual review meeting between the graduate School, the Barclay College of Law and members and their immediate supervisor or department Chair, as appropriate. The general guidelines for the interval between initial appointment or last promotion and subsequent promotion for Medical Campus faculty are the following:

1. Promotion from Lecturer to Senior Lecturer, and from Senior Lecturer to Master Lecturer: In keeping with University expectations regarding the use of these titles as may be noted elsewhere in the handbook: Lecturers and Senior Lecturers will normally have at least 5 years of full-time service in their respective ranks before being eligible for consideration for promotion.

2. Promotion from Instructor, Clinical Instructor, or Research Instructor to Assistant Professor, Clinical Assistant Professor, or Research Assistant Professor, respectively: The timing varies by individual and is contingent on the need for additional professorial faculty.

3. Promotion from Assistant to Associate Professor (modified or un-modified):

- Graduate School: after at least 3-6 years in rank
- Barclay College of law after at least 3 years in rank
- Undergraduate: after at least 5 years in rank

4. Promotion from Associate Professor to Professor (modified or un-modified)

- Graduate School: after at least 5 years in rank
- Barclay College of Law: after at least 5 years in rank 1
- Undergraduate: after at least 5 years in rank

Please note that individual circumstances may justify deviating from these general guidelines, either shortening or lengthening the time to promotion, and in all cases, promotion is granted based on accomplishment, not on time in rank.

### **C. Promotion Procedures**

1. Typically, the promotion process is formally initiated by the Chair of the candidate's department in consultation with the faculty member but may also be initiated by the faculty member. Each school on the Medical Campus has formal, written procedures for promotion materials (see Section A, above). The dossier includes a personal statement, CV, a letter from the Chair of the candidate's department, and additional letters of evaluation solicited by the Chair or Dean, according to each school's practices.

2. The first level of promotion review in the candidate’s department is conducted by full-time members holding a rank at least as high as that for which the candidate is considered-2. If the department does not recommend promotion, the candidate is referred to the appropriate appeals process. 3. Candidates, at their request, shall be given copies of an appropriately redacted Chair’s letter, and committee reports from each level of the promotion review process. Reports must be formulated or redacted to preserve the anonymity of participants to the extent possible while communicating the basis of the decisions at each level. The candidate will not receive the roster of faculty asked to provide individual evaluation letters, the letters themselves or direct quotations from evaluation letters which are submitted in confidence.

**D. Appeals Process**

1. The candidate may appeal a negative recommendation at each step in the review process. Appeals based solely on claims that a level of review reached an erroneous negative decision based on the merits of the case will be reviewed at the appropriate step as described in the tables below. All appeal decisions will be provided to the candidate in writing.

**Table 1: Appeal Path for Promotions of Lecturers, Senior Lecturers, Instructors, Clinical Instructors and Research Instructors on the Medical Campus**

Level of Negative Recommendation	Appeal Reviewer	Outcome
Department or School Review Process	Dean	Supports appeal → promotion is granted  Denies appeal → decision is final
Dean	Graduate School, Barclay College of Law, Provost	Supports appeal → promotion is granted  Denies appeal → decision is final

**Table 2: Appeal Path for Promotions of Assistant and Associate Professors (unmodified) on the Medical Campus**

Level of Negative Recommendation	Appeal Reviewer	Outcome
Department	School Promotions Committee	Supports appeal → sends case to Dean and review resumes  Denies appeal → decision is final
School Promotions Committee	Dean	Supports appeal → sends case to Medical Campus Provost and review resumes  Denies appeal → decision is final

Dean	Graduate school, Barclay College of Law, Provost	Supports appeal → sends case to the President and review resumes  Denies appeal → decision is final
Medical Campus Provost	President	Supports appeal → promotion is granted  Denies appeal → decision is final
President denies after positive recommendation by the provost	Reconsideration by the President	Supports appeal → promotion is granted  Denies appeal → decision is final

**Table 3:** Appeal Path for Promotions of Clinical, Research and of the Practice Professorial Faculty on the Graduate School and Barclay College of Law

Level of Negative Recommendation	Appeal Reviewer	Outcome
Department	School Promotions Committee	Supports appeal → sends case to Dean and review resumes  Denies appeal → decision is final
School Promotions Committee	Dean	Supports appeal → promotion is granted  Denies appeal → decision is final

2. The candidate must file an appeal within 30 calendar days of being notified in writing of the negative recommendation.

3. Candidates must identify all grounds on which their appeals are based, as they have only one opportunity to request a review of a negative recommendation. The appeal must be based on one or more of the following grounds: (a) the candidate has met all criteria for promotion and the decision was erroneous on the merits (appeal review follows path in the tables above); (b) the promotion review process was marred by significant procedural errors that substantially affected the final decision; or (c) the promotion review process was affected by unlawful discrimination that substantially affected the final decision. If the appeal is based on the merits plus additional grounds (b and c), the additional grounds will be reviewed before the review based on the merits of the case. A review on the merits of the case is available, even when an appeal based on b and c has been unsuccessful.

4. If an appeal includes claims that:

- procedural errors or deviations from standard processes at the department, college, or University level that substantially affected the decision; or

- bias or discrimination based on race, color, creed, religion, ethnic origin, age, sex, disability, sexual orientation, gender identity, or another unlawful basis that substantially affected the decision.

then the provost will determine whether:

- the claims of procedural errors or unlawful discrimination, if ultimately supported by the evidence, would provide a basis to re-examine the negative promotion recommendation; and
- A formal review by a faculty committee would aid in the determination of relevant facts.

The provost's decision on whether to proceed with committee review is final.

5. If the Provost determines that committee review is warranted, the university Provost will appoint an *ad hoc* faculty committee of three senior faculty (naming one as Chair) and notify the candidate of their appointment. A candidate who believes that any of the *ad hoc* committee members cannot participate as an objective fact finder must inform the provost within seven calendar days. The provost will decide if an alternative committee member is needed.

6. The *ad hoc* committee should complete its review and provide a written report of its findings of fact to the provost within 75 calendar days. The *ad hoc* committee's review process may include review of documents, including the promotion dossier, as well as witness interviews and consultation with other University personnel including the Equal Opportunity Office, as appropriate. The witness will be given advanced notice as to the nature of the appeal prior to the interview. The candidate may select a faculty member advisor who may accompany the candidate to any appearance before the *ad hoc* committee for purposes of providing support, but who may not directly participate in the review.

7. This review process, including the identity of the members of the *ad hoc committee*, information obtained in the review process, and information disclosed to witnesses consulted by the committee should be kept confidential by all participants, including the candidate and witnesses. The *ad hoc* committee will not disclose to the candidate the identity of the external evaluators, individual evaluation letters, or direct quotations from evaluation letters which are submitted in confidence.

8. The provost will review the *ad hoc* committee report, consult with others as needed, and make a final decision whether procedural errors or unlawful discrimination may have affected the outcome of the promotion recommendations. The department Chair and the candidate will be informed of this decision in writing, and the decision is final.

9. If the Provost finds the outcome may have been affected by procedural errors or unlawful bias, the Medical Campus Provost will establish an internal mechanism to reconsider the decision.



## **Workplace Violence Prevention Policy Human Resources**

**Threats of imminent violence, violent incidents, or dangerous or emergency situations should be reported immediately to the necessary authorities.**

Cavalla International University is committed to promoting and maintaining a safe and secure working environment for its faculty and staff, employees, students, and visitors. Violent behavior, threats of violence, or physical intimidation will not be tolerated in the Cavalla International University workplace. If such conduct occurs, it should be promptly reported to the proper authority and investigated. The University will take appropriate action in response to reports of such conduct. Employees found to have violated this policy will be subject to disciplinary action, which may include immediate dismissal. In addition, the University may assist in pursuing civil penalties, criminal penalties, or other appropriate action against the offender. Student offenders will be subject to the Code of Student Responsibilities in addition to this policy.

Anyone who believes that he or she is a victim of threatening or violent conduct in the workplace, or who observes such behavior or believes a credible threat of such behavior exists, should immediately report the conduct. Those who make such reports in good faith will be protected from any retaliatory employment actions.

### **Prohibited Conduct**

Prohibited conduct in the Boston University workplace includes violent behavior, physical attacks, verbal or physical threats of violence, physical intimidation, stalking, and property damage committed by or against any faculty or staff, or any postdoctoral, graduate, or undergraduate student employed at the University. Prohibited conduct does not encompass lawful acts of self-defense or the defense of others. Most personal situations need not be reported to Boston University unless they pose a risk of violence in the workplace. Examples of personal situations that could pose a risk of violence in the workplace and should be reported to the appropriate authority at Boston University include, but are not limited to:

- Incidents or threats of domestic violence against an employee where it is possible that the threatening party could seek out the employee at work.
- Receipt of threatening or harassing telephone calls, emails, or other communications.
- Unwanted pursuit or threats by an outside party who has been observed at or near the workplace; and
- Any situation in which an employee has obtained a protective or restraining order naming his or her workplace as a prohibited area of contact.

### **Responsibilities**

The prevention of workplace violence is a shared responsibility. Specific responsibilities are described below. Depending on the circumstances, the University may be obligated to report incidents to external agencies. The University's policy is to fully comply with its reporting obligations in all cases. Anyone having questions about such reporting are encouraged to contact the local authorities.

### **Everyone at Cavalla International University:**

- Report violent incidents or threats of imminent violence to BUPD, Medical Campus Public Safety or local police.
- Report warning signs of actual or potential violent or hostile behavior that may affect the workplace as soon as possible to your manager or supervisor, Office of the University Provost, Human Resources, or Dean of Students. (See "Procedures for Reporting Violence or Threats of Violence" below.)

- Be alert to behaviors or attitudes that may be indicators of disruptive, threatening, or violent behaviors such as: recent changes in behavior, appearance, or demeanor; work or personal crisis; withdrawal from normal activities or contacts; substance abuse; threats or references to violence or self-harm; possession of or fascination with weapons; and expressions of being wronged, humiliated, or degraded.

**Managers and Supervisors:**

- Ensure awareness of this policy by faculty and staff, as well as by postdoctoral, graduate, and undergraduate student employees within your areas of supervision.
- Contact Cavalla International Human Resource
- Take appropriate steps to protect those who report threatening behavior from retaliation.
- Participate in planning and response efforts to mitigate the risk of workplace violence.

**Human Resources and University Provost's Office:**

- Ensure the effective implementation of this policy by collaborating with hiring units/departments.
- Review reports of potential workplace violence or hostility affecting employees, consult other campus units as appropriate, and recommend appropriate responses.
- Oversee disciplinary action against employees who have violated the policy.
- Coordinate preventive measures to encourage a safe and secure workplace.
- Review this policy annually and revise it as appropriate to enhance its effectiveness.
- Take appropriate steps to protect those who report threatening behavior from retaliation.

**Cavalla International University Faculty & Staff Assistance Office:**

- Provide crisis counseling, advocacy, and management consultation for those affected by workplace violence, hostility, or harassment.
- Provide consultation regarding behavioral risk factors in the prevention and management of potential workplace violence.
- De-brief with campus units, individuals, or groups who may experience secondary trauma from a violent incident.

**Procedures for Reporting violence of Threats of Violence:**

It is the responsibility of every member of the campus community to take any violence or threat of violence seriously and to immediately report workplace violence or threats of violence to the appropriate authorities listed below Human Resource department and office of the provost.

**Equal Opportunity**

Since its founding in 1995, Cavalla International University has been dedicated to equal opportunity and has opened its doors to students without regard to race, sex, creed, or other irrelevant criteria. Consistent with this tradition, it is the policy of Boston University to promote equal opportunity in educational programs and employment through practices designed to extend opportunities to all individuals on the basis of individual merit and qualifications, and to help ensure the full realization of equal opportunity for students, employees, and applicants for admission and employment. The University is committed to maintaining an environment that is welcoming and respectful to all.

Cavalla International University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity, genetic information, military service, pregnancy, or pregnancy-related condition, or because of marital, parental, or veteran status. This policy extends to all rights, privileges, programs, and activities, including admissions, financial assistance, educational and athletic programs, housing, employment, compensation, employee benefits, and the providing of, or access to, University services or facilities. Boston University recognizes that non-discrimination does not ensure that equal opportunity is a reality. Accordingly, the

University will continue to take affirmative action to achieve equal opportunity through recruitment, outreach, and internal reviews of policies and practices.

The coordination and implementation of this policy is the responsibility of the Executive Director of Equal Opportunity. The officers of the University and all deans, directors, department heads, and managers are responsible for the proper implementation of equal opportunity and affirmative action in their respective areas, and they are expected to exercise leadership toward their achievement. It is expected that every employee of Cavalla International University will share this commitment and cooperate fully in helping the University meet its equal opportunity and affirmative action objectives. Cavalla International University has a procedure in place by which individuals may bring forward concerns or complaints of discrimination and harassment. Retaliation against any individual who brings forward such a complaint or who cooperates or assists with an investigation of such a complaint is both unlawful and strictly prohibited by Boston University. Please contact Human Resources and the Office of the Provost

### Grievance Procedure

**Purpose:** The grievance process provides a means to resolve disputes which have not been resolved through the normal process of reasoned discussion. The grievance process is intended to define clearly the matters that are at issue; to assure the faculty member that the faculty member's complaint or problem has been presented to and considered by appropriate University officials and bodies; and to assure the University community that decisions involving faculty members in their relationship to the University are fully considered. Please note that all allegations of *unlawful discrimination* or harassment, except those arising out of the tenure and promotion process for faculty with unmodified titles, are to be processed under the University's policy regarding "Alleged Unlawful Discrimination or Harassment". rather than through the Grievance Procedure described here. All allegations of *misconduct in scholarship and research* are to be processed under the University's policy regarding research' "Allegations of Misconduct in Scholarship and Research. All allegations relating to a decision not to promote and/or not to award tenure are to be processed solely under the University's policies regarding promotion appeals in the Handbook sections titled, Tenure and Promotion.

**Process:** This process is available to any faculty member who has a grievance with respect to appointment, salary, assignment of duties, academic freedom or working conditions. The grievance process is to be used when the faculty member has been unable to resolve the matter with the department chair and the dean of the appropriate School or College. The grievance consists of a written appeal, and any supporting documentation, which is transmitted by the faculty member to the University Provost, or where the grievance is against the action of the University Provost or President, to the President. If a resolution acceptable to the faculty member is not thereby affected, or if the faculty member has not received a response from the provost or president within thirty days after having submitted an appeal, the faculty member may request consideration of the grievance by the Faculty Grievance Committee. The faculty member will prepare a petition that sets forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any data which the grievant deems pertinent to the case.

A Grievance Panel, comprised of members of the Committee, will decide whether the grievance merits further investigation. The submission of a petition will not automatically result in an investigation or detailed consideration of the grievance. If the Panel determines that a further investigation is not warranted, it shall report that finding to the grievant within thirty days of receipt of the grievance. If the Panel determines that further action is warranted, it will be provided with all relevant information and will seek to bring about a settlement of the issue. If, in the opinion of the Panel, such a settlement is not possible or is inappropriate, the Panel, within sixty days of receipt of the grievance, will report its



findings and recommendations to the provost (or president), the parties to the grievance, and the chair of the Faculty Grievance Committee. If the Panel determines that the provost (or president) should take some action to redress the grievance, the provost (or president) shall, within thirty days, accept the recommendation(s) of the Panel or state reasons in writing for rejecting the recommendation(s) to the chair of the Faculty Grievance Committee and to the parties to the grievance, or shall indicate in writing why a decision is delayed and when a resolution is expected.

Please note that because the availability of Grievance Panel members and witnesses may be limited in the months between Commencement and Matriculation, it may be necessary to hold a grievance in abeyance over the summer and resume deliberations in the Fall. The grievant will be notified promptly if deliberations are suspended for this reason, as well as when they will resume.

**Membership of the Grievance Panel and Committee:** A Grievance Panel will consist of three faculty members chosen from among members of the Faculty Grievance Committee, normally in rotation. The Committee will consist of at least twelve faculty members holding Tenure or faculty members who have served in a full-time capacity on a continuous basis for eight years or more (with no undue representation from any School or College) and will be appointed in May of each year by the Provost and the Chair of the Faculty Council by mutual agreement, except that department chairs and deans shall not be eligible to serve on the Committee. The Faculty Grievance Committee will elect its own chair, who will report annually to the University Council. This annual report will provide a summary of the matters that came before the Committee and the disposition of those matters.

#### **Suspension or Termination for Cause**

When there is an allegation of gross neglect of duty or other applicable cause sufficient to warrant suspension or termination of a faculty member during the term of an appointment, the following procedures shall apply:

#### **Preliminary Proceedings**

When reason arises to question the fitness of a faculty member who has Tenure or whose term of appointment has not expired, the appropriate administrative officers shall discuss the matter with the faculty member. If a resolution is not achieved, an ad hoc committee of three (3) faculty members will be formed. Within seven (7) days of a request by the University Provost, one member will be selected by the Faculty Council, and one will be selected by the provost. A third committee member will be selected by the other two within seven (7) days of their appointment. The committee shall attempt to affect a settlement and, if unsuccessful, shall make a recommendation as to whether formal proceedings should be instituted. The committee's responsibilities must be discharged within fourteen (14) days of its formation.

If the committee recommends the institution of proceedings, or if the provost — even after considering a recommendation of the committee that proceedings not be instituted — decides that proceedings should be undertaken, action shall be commenced under the procedures which follow. Except when there is disagreement, a detailed statement of the grounds for the proposed suspension or termination shall then be jointly formulated by the provost and the faculty committee; if there is a disagreement, or the committee has failed to make a recommendation within the fourteen (14)-day time limit, the provost may formulate the statement.

#### **Commencement of Formal Proceedings**

The provost shall start formal proceedings by transmitting a copy of the statement to the faculty member, and a notice informing the faculty member that, if the faculty member so requests, a hearing to determine whether suspension or termination should be imposed will be conducted by a faculty Hearing Committee no sooner than twenty (20) nor more than thirty (30) days from the date of mailing of the notice. The notice shall be sent by certified mail to the faculty member's home address. The faculty member shall, at

least five (5) days before the date set for the hearing, indicate in writing whether or not the faculty member wishes a hearing and, if so, respond in writing to the charges.

### **Suspension of Faculty Member**

Suspension of the faculty member during the procedures is justified if, in the opinion of the provost, harm to the faculty member or to others is threatened by the faculty member's continuance. Any such suspension shall be with pay.

### **Hearing Committee**

A Hearing Committee of five (5) faculty members shall be formed, two (2) selected by the Faculty Council, two (2) selected by the provost, and one (1) selected by the other four. The committee shall elect its own chair. The choice of members of the Hearing Committee should be based on their objectivity and competence and the regard in which they are held in the academic community.

### **Committee Procedures**

The Committee shall proceed by considering the statement of grounds for suspension or termination and the faculty member's written response. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter shall be received.

The University Provost may designate an appropriate representative to assist in presenting the charges, but the committee shall determine the order of proof, conduct the questioning of witnesses and, if necessary, secure the presentation of any information deemed important to the case.

The faculty member shall have the option of assistance from counsel. The committee may require the production of documents or the attendance of witnesses. The faculty member or the faculty member's counsel and the representative designated by the provost shall have the right to question all witnesses who testify orally. The faculty member shall have the opportunity to be confronted by all witnesses adverse to him/her. Where for unusual reasons deemed appropriate by the committee a witness cannot appear, the identity of the witness as well as the witness' statements shall be disclosed to the faculty member. Subject to these safeguards, statements may, if necessary, be taken outside the hearing and be reported to the committee. The hearing shall be electronically recorded, and any party may obtain a copy at the party's expense. While every effort shall be given the faculty member to fully respond to the charges, the hearing shall be conducted in an informal manner reasonably calculated to ascertain the truth and shall not be limited by formal rules of evidence or other restrictions usually employed in legal proceedings.

### **Consideration by Hearing Committee**

The Committee shall reach its decision on the basis of the record after extending full opportunity to the faculty member or the faculty member's counsel and the representative of the provost to argue orally before it. The committee may request written presentations. The committee will issue its decision within ten (10) days of the conclusion of the hearing. It shall make explicit findings with respect to each of the charges presented and, if warranted, recommend suspension, termination, or other appropriate discipline. The faculty member and the provost shall be notified of the decision in writing.

### **Consideration by the president**

The report of the Committee or, in a case in which the faculty member has waived the right to a hearing, the recommendation of the University Provost shall be transmitted to the President who may either reject the recommendation and terminate the proceedings or forward the documentation to the Board of Trustees with or without the President's recommendation.

### **Consideration by the Board of Trustees**

The Board's review of the case shall be based on the record of the hearing and any further briefs presented in writing by the principals and/or their representatives. The decision of the Board of Trustees shall be final.

### **Publicity**

Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officers should be avoided until consideration has been given to the case by the Board of Trustees. The announcement of the Trustees' final decision shall include a statement of the Hearing Committee's findings if this has not previously been made known. Any official news release to the public shall be made through the provost's office.

### **Allegations of Misconduct in Scholarship and Research**

When allegations of misconduct in scholarship or research have been made against a faculty member, the allegations shall be investigated. The Provost's finding of research misconduct shall not be revisited by the Hearing Committee considering a faculty member's suspension or termination for cause, but the committee shall, after providing the faculty member an opportunity to be heard pursuant to Section E, recommend an appropriate sanction, which may be suspension, termination, or other appropriate discipline.

When allegations of sexual misconduct or unlawful discrimination or harassment have been made against a faculty member, the allegations shall be investigated using the procedures set forth in the set forth. A finding of misconduct made pursuant to these procedures shall not be revisited by the Hearing Committee considering a faculty member's suspension or termination for cause, but the committee shall, after providing the faculty member an opportunity to be heard pursuant to Section E, recommend an appropriate sanction, which may be suspension, termination, or other appropriate discipline.

### **Pay Transparency Policy**

Cavalla International University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

### **Faculty personal and Family leave policy**

*Note: The following policy was approved by the University Council on November 17, 2020, and takes effect on January 1, 2021.*

Faculty members are eligible for a leave of absence from work for qualifying personal or family reasons. This Faculty Leave Policy describes the types of personal and family related absences for which faculty are eligible and their respective requirements.

Qualifying personal and family leaves may be paid or unpaid. This Policy incorporates the provisions of the Family and Medical Leave Act (FMLA), the Massachusetts Paid Family and Medical Leave Law (PFML) and other relevant federal and state personal and family leave laws and presents the University's general service eligibility requirements for and specific details of each leave type. Additional information

about FMLA and PFML policies and entitlements may be obtained from the Human Resources Service Center.

**The tables below provide a brief overview of the types of leaves described in this Policy.** (Click on the links provided to view the detailed requirements of each type of leave.)

Sections I-II (below the tables) provide detailed descriptions of each form of leave, including which types of leave benefits run concurrently and which may be used separately, and the type of documentation needed in order to support each form of leave.

### **Personal Leaves**

**(All types of Personal Leave run concurrently with leaves provided for under applicable federal and state laws, and separately from most other types of Personal Leave and from all Family Leaves)**

### **General Information**

The sections below provide more detail on each leave type. Information is provided both on benefits that BU provides and, in the Appendix, certain relevant provisions of federal and state personal and family leave laws. References to the University's "Leave Administrator" refers to any external third-party administrator retained by the University to process and approve Faculty Personal and Family Leave requests under this policy (except Personal – Jury Duty Leave, and Personal – Other Leave).

### ***Application of State and Federal Leave Laws***

To the extent applicable, leave provided for under federal and state laws will run concurrently with any leave requested or authorized under this Faculty Leave Policy and other applicable University policies, including but not limited to leave provided by the University's Paid Family and Medical Leave Law Policy; the federal Family Medical Leave Act (FMLA).

### ***Conditions of Re-employment***

A faculty member on an approved leave of absence pursuant to this Faculty Leave Policy is entitled to return to their previous position or to an equivalent position, without the loss of status and the benefits for which the faculty member was eligible on the date the leave commenced (faculty are responsible for payment of any applicable premiums during the leave). However, faculty members who fail to update the University's Leave Administrator and their department chair regarding their intent to return to work and their expected date of return, and who fail to return by their expected return date may be considered to have resigned voluntarily from the University.

### **Sponsored Program Funded Faculty**

During any paid absence provided under this Faculty Leave Policy, salary contributions from sponsored awards are subject to the policies of the sponsor. For assistance regarding sponsored award effort commitment requirements, faculty members should work with their relevant department administrator and Sponsored Programs Research Administrator.

### **Job protection**

The University prohibits discrimination and retaliation against an employee faculty member who takes leave pursuant to this Faculty Leave Policy or who otherwise exercises rights provided for by applicable federal or state law.

### **Appendix**

This appendix sets forth provisions relevant to certain types of leave described in the Faculty Leave Policy.

**PFML (Paid Family and Medical Leaves Law)**

Medical Leave Law (PFML) allows eligible employees of the University to take periods of continuous or intermittent paid leave under the following qualifying events:

- if an employee is unable to work due to their own serious health condition.
- to provide care to a family member, including a child, with a serious health condition.
- to bond with a child during the first 12 months after the child's birth, adoption, or foster care placement (note that intermittent leave is unavailable to faculty for bonding leave, though faculty may choose to use the *Family Leave – Child Bonding/Caregiving 28* consecutive week (or two semester) leave benefit option).
- for a qualifying exigency arising out of a family member's current membership in the Armed Forces; and
- to care for a family member who is or was a covered service member of the Armed Forces and who requires medical care as a result of an illness or injury related to the family member's active service.

**Definitions**

- **Child**: A biological, adopted, or foster child, a stepchild or legal ward, a child to whom the employee stands *in loco parentis*, or a person to whom the employee stood *in loco parentis* when the person was a minor child, regardless of age or dependency status.
- **Covered Service Member**: Either (I) a member of the Armed Forces who is (A) undergoing medical treatment, recuperation or therapy; (B) otherwise in outpatient status; or (C) is otherwise on the temporary disability retired list for a serious injury or illness that was incurred, or existed before the beginning of service and was aggravated, in the line of duty on active duty in the Armed Forces; or (ii) a former member of the Armed Forces who is undergoing medical treatment, recuperation or therapy for a serious injury or illness that was incurred, or existed before the beginning of service and was aggravated by and manifested before or after discharge or release from service, in the line of duty on active duty in the Armed Forces.
- **Domestic Partner**: Person not less than 18 years of age who (I) is dependent on the employee for support as shown by either unilateral dependence or mutual interdependence that is evidence by a nexus of factors including, but not limited: (A) common ownership or real or personal property; (B) common householding; (C) children in common; (D) signs of intent to marry; (E) shared budgeting; and (F) the length of the personal relationship with the employee; or (ii) has registered as the domestic partner of the employee with any registry of domestic partnerships maintained by the employer of either party, or in any state, county, city, town or village in the United States.
- **Employee**: Any person employed by the University on a full-time, part-time, temporary, or seasonal basis.
- **Family member**: The spouse, domestic partner, child, parent, or parent of a spouse or domestic partner of the employee; a person who stood *in loco parentis* to the employee when the employee was a minor child; or a grandchild, grandparent or sibling of the employee.
- **Qualifying Exigency**: A need arising out of a covered individual's family member's active duty service or notice of an impending call or order to active duty in the Armed Forces, including, but not limited to, providing for the care or other needs of the military member's child or other family member, making financial or legal arrangements for the military member, attending counseling, attending military events or ceremonies, spending time with the military member during a rest and recuperation leave or following return from deployment or making arrangements following the death of the military member.
- **Serious health condition**: An illness, injury, impairment or physical or mental condition that involves in-patient care in a hospital, hospice or residential medical facility; or continuing treatment by a health care provider. The term serious health condition includes any period of incapacity due to pregnancy or for prenatal care. The term serious health condition does not

include cosmetic treatments or substance abuse disorders unless inpatient hospital care is required or unless complications develop.

- **Benefit Year:** The 52-week period begins on the Sunday immediately preceding the first day that the leave starts.

### **FMLA (Family and Medical Leave Act)**

The Family and Medical Leave Act allows eligible employees to take a period of up to 12 weeks in a 12-month period of job-protected leave under the following qualifying events:

- birth or care of a well newborn son or daughter or adoption of a son or daughter less than eighteen (18) years of age (unless a person over eighteen (18) is incapable of self-care) or foster care placement of son or daughter with the employee.
- employee's own serious health condition.
- or care of an employee's spouse, son, daughter, or parent with a serious health condition.

### **Definitions (provided where different from or not provided in PFML)**

- **Family member:** The spouse, son, daughter, or parent of a spouse of the employee (parent includes a person who stood *in loco parentis* to the employee when the employee was a minor son or daughter but excludes in-laws).
- **Serious Injury or Illness:** The covered service member must be undergoing medical treatment, recuperation, or therapy, is otherwise on outpatient status, or is on the temporary disability retired "list" for a serious injury or illness. The serious injury or illness must be one that renders the service member unable to perform the duties of the service member's office, grade, rank, or rating. **Types of Domestic Violence Leave**

An employee may request Domestic Violence Leave for the following reasons: seek or obtain medical attention; counseling, victim services, or legal assistance; secure housing; obtain a protective order from a court; appear in court or before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee.

### **How to Request Domestic Violence Leave**

#### *Documentation Needed*

An employee requesting Domestic Violence Leave must provide documentation showing that the employee or employee's family member has been a victim of abusive behavior and that the leave taken is consistent with the domestic violence leave policy. An employee is not required to show evidence of an arrest, conviction, or other law enforcement documentation for such abusive behavior. An employee shall provide such documentation to the University within 15 days after the University requests documentation relative to the employee's absence:

1. A protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member.
2. A document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the abusive behavior against the employee or the employee's family member.
3. A police report or statement of a victim or witness provided to police, including a police incident report, documenting the abusive behavior complained of by the employee or the employee's family member.
4. Documentation that the perpetrator of the abusive behavior against the employee or family member of the employee has: admitted to sufficient facts to support a finding of guilt of abusive behavior; or has been convicted of or has been adjudicated a juvenile delinquent by

reason of, any offense constituting abusive behavior, and which is related to the abusive behavior that necessitated the leave under this section.

5. Medical documentation of treatment as a result of the abusive behavior complained of by the employee or employee's family member.
6. A sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee or the employee's family member in addressing the effects of the abusive behavior.
7. A sworn statement signed under the penalties of perjury, from the employee attesting that the employee has been the victim of abusive behavior or is the family member of a victim of abusive behavior.

All information related to the employee's leave under this section shall be kept confidential by Boston University and shall not be disclosed, except to the extent that disclosure is:

- (i) requested or consented to, in writing, by the employee;
- (ii) ordered to be released by a court of competent jurisdiction;
- (iii) otherwise required by applicable federal or state law;
- (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the attorney general; or
- (v) necessary to protect the safety of the employee or others employed at the workplace.

### **Faculty Retirement and Emeritus Status**

Under federal law, a faculty member is not required to retire based on the faculty member's age. Ordinarily a faculty member makes the decision to retire, based on personal circumstances. Helpful information for advance planning is available through the Office of Human Resources. Sufficient notice to allow departments to adjust their teaching schedules is expected, unless circumstances beyond the control of the faculty member occur.

Occasionally, for special situations of mutual benefit both to the University and the faculty member, a legally binding retirement agreement is negotiated in which a faculty member gives up a faculty position in return for some other benefit, for example, transitional leave or part-time employment. An example of a corresponding benefit to the University might be the ability to open a new position for needed hiring. Authorization for exploration of such possible agreements is given by the appropriate provost, after consultation with the faculty member's dean and department chair. Since any such arrangement is based on mutual agreement, both the faculty member and the University have the right to indicate disinterest in pursuing such discussions at any point. Such agreements are proposed only for special situations of significant benefit to the University. They are neither expected nor routine.

#### **A. Post-retirement Employment**

Employment after retirement is permitted on an annual basis, generally on a reduced workload. Such employment must be recommended by the appropriate department chair and dean and approved by the provost. A faculty member employed after retirement may not serve as chair of a department or on policy-making committees of departments, faculties, or other University bodies. A faculty member employed after retirement will be paid a salary commensurate with the faculty member's University assignments.

#### **B. Emeritus Status**

Emeritus is a status of honor and esteem at Boston University intended to recognize professors for lifetime contributions to the university, to their field, or to both, upon their retirement. Professorial faculty, with or without tenure or modified titles, are eligible for this consideration. The granting of Emeritus status is first voted upon by the faculty of the department, or by the appropriate unit for faculty

appointments and promotions in schools or colleges without departments. The outcome of that vote is transmitted to the Dean, who is authorized to grant the change in status. Emeritus faculty retain the academic rank held at the time of retirement, modified by the incorporation of the Emeritus or Emerita designation. If applicable, this title includes the modifiers “Clinical,” “Research,” or “of the Practice,” however, honorific titles, including named professorships, are not incorporated into the Emeritus designation. Emeritus status is not awarded posthumously and a faculty member who retires from Boston University to assume a professorship at another university is also normally not eligible for consideration for Emeritus status.

While Emeritus faculty members may continue their productive life within the University, the basis of such continued participation shall be determined by each School and College through its faculty and Dean. An Emeritus faculty member may not serve as chair of a department or as a member of a policy-making committee. Emeritus faculty members may be employed by the University at a rate of compensation appropriate to the assigned responsibilities.

Deans, upon stepping down from the decanal role after serving with distinction, may be granted the title “Dean Emeritus” or “Dean Emerita,” following a positive vote of the full-time faculty of the school or college, and approval by the provost.

### **Discontinuation Policy for Departments and Programs, and Consequent Faculty Terminations**

The discontinuation of a department or program with significant consequences for faculty members, as well as present and prospective students, may be required by budgetary factors, changing student interests and needs, or other causes. In order to assure, as fully as possible, a fair accommodation of institutional and individual interests, the following policies, guidelines, and procedures have been adopted by Boston University.

#### **A. Application of policy**

This Policy applies to proposed department or academic program discontinuation that would result in termination of employment for faculty members who hold primary appointments in these departments or programs and who are tenured or have contracts that extend beyond the effective date of the discontinuation.

This procedure does not apply when such discontinuation is timed to occur at the expiration of the current faculty members’ contracts, or when all faculty members affected by a department or academic program discontinuation retain primary appointments within continuing departments or academic programs.

#### **B. Types of Program Discontinuations**

Discontinuation of a department or program may occur for one of two reasons:

1. Academic and/or financial factors necessary for optimizing the quality of programs or operational efficiency of a particular School or College.
2. A University-wide financial exigency in which the discontinuation is part of a comprehensive plan for dealing with the situation.

C. Discontinuation in Order to Optimize Quality of Programs or Operations Efficiency of School or College

#### **1. The Process Year:**

This Policy is designed to allow adequate consultation and a decision by the President, normally within one academic year (the “Process Year”). Although all of the steps in this Policy are required in the specified order, the scheduling of the steps may be altered with permission of the appropriate Provost. In addition, the Dean may withdraw the proposal from consideration at any time.



**2. Before the Process Year Begins in September:**

The Dean shall consult with the appropriate Provost as soon as a department or program closure is contemplated. The Dean shall also consult with faculty members who would be affected by the discontinuation as early as possible. The Dean shall then draft a Discontinuation Proposal and circulate it among the affected faculty members for discussion and feedback. The Discontinuation Proposal shall include:

- a. a rationale for the proposed discontinuation, including a discussion of the academic and financial impact of the proposed closure on the School or College, on units of the University outside the School or College, and on the University as a whole.
- b. a record of consultation with affected faculty; and
- c. a Management Plan as detailed below covering current faculty, students, and staff as well as prospective students.

**3. September 30 of Process Year:**

Deadline for written feedback from affected faculty members to allow revisions before the October 10 deadline for submission to the School or College faculty.

**4. October of Process Year:**

Faculty members of the School or College receive the Discontinuation Proposal by October 10. The Dean should meet with the School or College faculty at least once in October to discuss the Proposal. The School or College faculty members may provide written feedback to the Dean or to the Chair of the University Council Committee on Undergraduate Academic Policies and Programs (UAPP) and/or to the Chair of the University Council Committee on Graduate Academic Policies and Programs (GAPP), depending on the scope of the Program or Department under consideration for discontinuation. The UAPP and GAPP chairs will provide feedback to the Dean after redacting a faculty member's identifying information. All written comments submitted to the Dean become part of the material that is presented to the respective UC committees (UAPP or GAPP) for their consideration.

**5. November and December of Process Year:**

- a. the Dean presents the proposal and any written comments to the University Council UAPP or GAPP committees for discussion and comment; these committees will meet in joint session if both undergraduate and graduate programs would be affected by the program or department discontinuation.
- b. the Dean presents the Proposal to the Faculty Council and the Council of Deans for discussion and comment.
- c. the University Council UAPP and/or GAPP Chair presents the Proposal to the Faculty Council for discussion and comment; and
- d. faculty members whose jobs would be eliminated by the proposed discontinuation have the opportunity to address the Faculty Council or a subset of the Council.

**6. Spring Term of Process Year:**

The Dean presents the proposal at the first regularly scheduled University Council meeting of the Spring term. Before the end of the Spring term, the University Council will vote on whether to recommend approval of the Proposal to the President. The President will then decide whether to approve the Proposal and discontinue the academic program or department.

**7. Post Continuation Employment:**

If, after the above process is completed, the President decides to discontinue a department or academic program, employment for department or program faculty members with continuing appointment or tenure will be continued for at least one academic year following the President's decision.

**8. Management Plan:**

A discontinuation proposal must include a management plan that addresses the following:

- a. Faculty: A plan must be developed for those faculty members whose tenure will be lost if a program is discontinued, as well as for faculty members whose contracts extend beyond the terminal year after program discontinuation. This plan should include assistance with finding another academic position within Boston University, or at another institution, or a transition to retirement. Although the Faculty Handbook cannot specify the form such assistance should take or guarantee a successful outcome, the Dean and the affected faculty members should begin this effort early in the process.
- b. Current Students: The accommodation of current students must be part of the management plan. The plan should provide appropriate time constraints for completion of the program of study, or for assisting students to transfer to another appropriate department or program within the University or elsewhere.
- c. Staff: Plans for treatment of current staff must be coordinated with Human Resources in accordance with existing University policies governing termination of staff employment in connection with position elimination.
- d. Prospective Students: Once the Proposal has been sent to the faculty of the School or College, potential applicants to the department or program must be informed that a Discontinuation Proposal has been made, and that admission to the department or program is closed pending the outcome of the review process. The time and manner of providing that information will vary and must be part of the Dean's Proposal.

**D. Discontinuation Due to University-Wide Financial Exigency**

If the program discontinuation is part of a University-wide financial exigency in which the discontinuation is part of a comprehensive plan for dealing with the situation, the President, Provost, and/or Dean shall notify the interested parties, including affected faculty members, the University Council Committees on Undergraduate and/or Graduate Academic Programs and Policies as applicable, and the Faculty Council, as soon as possible. In addition, to the extent possible, the decision shall address the considerations relating to current faculty, students, and staff.

Sabbaticals and Leaves of Absence including Junior Scholar leave.

**A. Sabbatical Leave**

Cavalla International University grants sabbatical leave for the purpose of encouraging faculty members to engage in scholarly research or other activities leading to professional growth and an increased capacity for service to the University. After each period of at least 12 full semesters of full-time service at Boston University, faculty members with Standard Professional Titles (regardless of tenure status) may be considered for a sabbatical leave consisting of one-half academic year at full salary or one full academic year at half salary.

- Any semester that includes a paid or unpaid leave, Workload Reduction for Primary Caregivers, sabbatical leave, or Junior Scholar Leave does not constitute full-time service to the University and does not count towards the minimum of 12 full semesters of full-time service required for sabbatical eligibility.
- Faculty members are not eligible for sabbatical leave during the final year of their tenure review process, or during a terminal appointment year following tenure denial. In the event that tenure is granted, however, the tenure review year will be credited towards the length of service required before consideration for the next sabbatical.

A faculty member on sabbatical leave retains all employee benefits during the leave period.

In order to make sabbatical leave possible, responsibilities within the department will be adjusted to take account of the faculty member's absence. If, in the opinion of the chair and the dean, such adjustment is not possible, the sabbatical will be denied for that year. In the event that a sabbatical is thereafter granted, the year or years of denial on the basis of departmental needs will be credited toward eligibility for the

subsequent sabbatical. The dean shall report this decision to the candidate. Denial on this basis may not occur for more than two consecutive years.

The faculty member's application for sabbatical leave shall contain a proposed plan for scholarly work or other activity leading to professional growth, as well as a proposal, whenever appropriate, for obtaining outside funding. The faculty member shall submit an application to the department chair, who shall review its merits, consult with the appropriate departmental faculty, and inform the faculty member of the chair's recommendation. The application, along with the recommendation of the department chair, will be forwarded to the dean. The dean shall review the merits of the application and, after consultation with the chair, inform the faculty member of the dean's decision to approve or deny the sabbatical leave. Faculty taking sabbatical leave must agree to return to full-time service for at least one year.

### **B. Junior Scholar Leave**

Tenure-track Assistant Professors (or Associate Professors in the Law School) who have undergone a formal mid-tenure review and are deemed to be making good progress towards achieving tenure, are eligible to apply to the dean of the school or college for one semester of paid Junior Scholar Leave to concentrate solely on scholarly and/or creative work in the final years before tenure review. The leave will be granted if, in the dean's estimation, it is likely to strengthen the candidate's overall application for tenure at Cavalla International University.

#### *Requirements:*

- **Prior Service:** the faculty member must have completed at least 6 full semesters of full-time service by the time the requested Junior Scholar Leave would begin.
- **Successful Mid-Tenure Review:** the faculty member must have been appointed through the tenure review year following a formal mid-tenure review process in the school or college.
- **Timing:** Junior Scholar Leave must be completed prior to September of the academic year in which the tenure decision will be made. The semester chosen for the leave should be mutually agreed upon by the faculty member and the faculty member's chair or dean to maximize utility for the faculty member.
- **Duration:** Junior Scholar Leave must be completed in a single semester. It cannot be split between two semesters or used to provide partial salary support for two semesters.
- **Return:** A faculty member who takes Junior Scholar Leave must agree to return to full-time service for at least one year.

#### *Interaction with other leaves and opportunities to reduce teaching:*

- If a faculty member has been granted a semester or more at full pay with no teaching duties as part of the employment contract, the faculty member is not eligible to apply for Junior Scholar Leave.
- A faculty member who has been granted a teaching reduction at full pay as a result of an internal or external grant, contract, fellowship, or career development professorship remains eligible to apply for Junior Scholar Leave. However, the dean may deny the application if the dean is concerned that an additional semester out of the classroom might prevent the faculty member from demonstrating the teaching excellence required for a positive tenure decision.
- Prior Childbirth Leave, Medical Leave, or Primary Caregiver Workload Reduction do not prevent a faculty member from applying for Junior Scholar Leave, although such semesters do not accrue towards the 6 full semesters of full-time service required for eligibility to apply for Junior Scholar Leave.
- **Subsequent Sabbaticals:** a semester of Junior Scholar Leave does not accrue towards the service requirement for eligibility to apply for a standard sabbatical leave. However, all semesters of full-time service prior to and following Junior Scholar Leave do accrue towards those semesters required for sabbatical eligibility.

## **Ethics**

### **Academics Freedom**

Academic freedom is essential in institutions of higher education if they are to make their proper contribution to the common good. The common good depends upon the free search for truth and its free exposition. It is that which justifies academic freedom, not the interest of the individual faculty member or even the interest of a particular university.

Academic freedom is the freedom to engage in research, scholarship, or other creative work in order to expand knowledge, to publish research findings, to teach and to learn in an atmosphere of unfettered free inquiry and exposition.

The rights of the faculty member and the student to academic freedom, however, carry with them duties and responsibilities. The faculty member is entitled to full freedom to engage in research, scholarship, and creative work and to publish or produce the results, subject to responsible performance of these and other academic duties. The faculty member is likewise entitled to freedom in teaching and discussing the subject matter. Yet, as in research, the concomitant of this freedom must be a commitment to accuracy and integrity. Controversy is a normal aspect of free academic inquiry and teaching, and it is proper to incorporate both the knowledge and the beliefs of the faculty member into that which is taught; however, the freedom to teach must be joined by a constant effort to distinguish between knowledge and belief.

The University faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When the faculty member speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a person of learning and an educator, a faculty member should remember that the public may judge the profession and institution by the faculty member's utterances. Hence the faculty member should be at all times accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that the faculty member is not speaking for the institution.

## **Ethics**

### **Conflict of Interest Policy**

Responsible Offices, Compliance Services and Office of the General Counsel

#### **1. Purpose and Scope**

Trustees, officers, employees, and other representatives of Cavalla International University serve the public and are required to fulfill their responsibilities with care and loyalty. Pursuant to the University's Code of Ethical Conduct all decisions and actions of the board and the administration are to be made for the sole purpose of advancing the best interests of the institution and the public good. The integrity of Cavalla International University must be protected at all times, and the fiduciary relationship of trustees, officers, employees, and other representatives to Boston University must be respected in both actuality and appearance.

To carry out these responsibilities, Cavalla International University trustees, officers, employees, and other representatives have an ethical duty to ensure that their direct or indirect personal interests are not inconsistent with or interfere in any way with the best interests of the University.

The purpose of this Policy is to identify the type of conflicts and relationships that require reporting to Cavalla International University and to set forth the procedures for reporting such conflicts so that they may be reviewed, approved, managed, and monitored appropriately.

The Scope of this Policy generally includes conflicts that may arise from *Business or Financial Relationships, Investment Relationships, Employment Relationships, and Service to Other Organizations*. Section VIII of this Policy identifies other University processes governing the reporting of conflicts arising in the context of research and faculty duties.

## **II. Authority**

This Policy was approved by the Audit Committee of the Board of Trustees in order to establish the highest possible ethical standards for the University and to affirm that University's commitment to integrity and maintaining the trust and confidence of both the University community and the public.

## **III. Covered Parties**

This Policy applies to all *Covered Parties*, which includes all Cavalla International University trustees, trustees emeriti, University Advisory Board (UAB) members, Officers, non-Officer employees, as well as other representatives, including those who have been given access to proprietary University information that could potentially be used for personal benefit, to benefit a University vendor, potential vendor, or a competitor of a vendor. For purposes of this policy, the term *Officers* refers to the president, vice presidents, provosts, and deans.

## **IV. Defined Terms**

### ***Conflict of Interest***

A Conflict of Interest exists when a Covered Party's direct or indirect personal interests are inconsistent with or interfere in any way with the best interests of the University. Such Conflicts may arise out of (but are not limited to):

- - Business or Financial Relationships between the University and a Covered Party or a Covered Party's Immediate Family; or between the University and an entity with which a Covered Party or Covered Party's Immediate Family is affiliated.
  - Investment Relationships involving trustees or Officers.
  - Employment Relationships between the University and Immediate Family Members of a Covered Party; or
  - Service to another organization at the request of the University where that organization provides compensation to a Covered Party.

### ***Business or Financial Relationship***

A Business or Financial Relationship includes the sale or acquisition of goods, property, or services, or the commitment of resources to a common venture. It does not include attending Boston University as a student.

### ***Investment Relationship***

An Investment Relationship means knowingly directly investing in any Investment Vehicle in which the University, or a trustee, officer, or a member of his or her Immediate Family has a Material Financial Interest.

### ***Employment Relationship***

Employment by the University of an Immediate Family Member of a Covered Party.

### ***Immediate Family***

Immediate Family means (1) a spouse; (2) a child, grandchild, parent, grandparent, sibling, uncle, aunt, nephew, or niece, or the spouse of any such person; (3) a person having a step-relationship described in (2) above; (4) a parent-in-law or a brother- or sister-in-law; or (5) any other person who resides in the same household as the trustee, officer, or employee.

***Investment Vehicle***

An Investment Vehicle means a business, investment fund, limited partnership, separate account, commingled account, mutual fund, or other vehicle meant for investment purposes.

***Material Financial Interest***

A Material Financial Interest means a role as general or managing partner, management-level employee, owner or sponsor of the investment firm, or an ownership interest of greater than 5% in an Investment Vehicle.

***Organizations Served***

Organizations Served means service in another organization as a director, officer, employee or other agent at the University's request or as the University's designated representative. It does not include organizations in which a Covered Party serves in such roles in their personal capacity.

***Selected Employee***

Selected Employees are those Faculty and Staff members who are required to complete Conflict of Interest Disclosure Forms during the University's annual disclosure process. A faculty or staff member's designation as a Selected Employee is determined by the Compliance Subcommittee based on a faculty or staff member's job title, classification, duties, and supervisory and procurement authority. The designation is reviewed on an annual basis.

***Significant Interest***

A Significant Interest means an interest in another entity that includes service as a trustee, director, partner, or management-level employee; the actual or beneficial ownership of more than 5% of the entity; or a compensation arrangement with another entity that is dependent upon its business or financial relationship with the University.

**V. Policy**

Through this policy, the Board of Trustees intends to implement the highest possible ethical standards and to establish that the University will not tolerate violations of this Conflict-of-Interest Policy. The Board, through its Audit Committee, will administer this policy strictly, with complete transparency, and in accordance with the following principles:

**A. Types of Conflicts**

**1. Business or Financial Relationship Conflicts**

- a. In general, and except as permitted under this policy, the University will not engage in Business or Financial Relationships with trustees or Officers.
- b. The University will not be permitted to enter into a Business or Financial Relationship with a trustee or Officer, or a member of his or her Immediate Family, or any entity in which a trustee or Officer or a member of his or her Immediate Family has a Significant Interest, unless the proposed relationship has been thoroughly reviewed and considered by the Audit Committee and has been found to be of clear benefit to the University.
- c. Any proposed Business or Financial Relationship between the University and a UAB member or trustee emeriti or a member of his or her Immediate Family, or any entity in which the UAB member or trustee emeriti or a member of his or her Immediate Family has a Significant Interest, is subject to the prior review and approval of the President.
- d. Any proposed Business or Financial Relationship between the University and a non-Officer employee or other representative, or a member of his or her Immediate Family, or any entity in which the employee or other representative or a member of his or her Immediate Family has a Significant Interest, is subject to the prior review and approval of the Compliance Committee as described in Section VI. B.3 below or the Committee's designee.

## **2. Investment Relationship Conflicts**

- a. No trustee or Officer, or a member of his or her Immediate Family may knowingly directly invest in any Investment Vehicle in which the University has a Material Financial Interest.
- b. The University will not knowingly directly invest in an Investment Vehicle in which a trustee or Officer, or a member of his or her Immediate Family, has a Material Financial Interest, except with the prior approval of the Audit Committee.

## **3. Employment Relation Relationship Conflicts**

Any offer of full-time employment to a member of the Immediate Family of a trustee or Officer, or a Selected Employee or other representative, is subject to the prior review and approval of the President or the President's designee.

## **4. Organizations Served**

Covered Parties who serve at the University's request or as the University's representative as a director, officer, employee, or other agent of another organization shall turn over to the University any compensation received from such other organization for such service.

## **5. Other Relationships or Interests**

The foregoing conflicts are not intended to be exclusive; other relationships or interests that might conflict with the best interests of the University should also be disclosed for review.

## **B. Disclosure of Potential Conflicts**

Effective implementation of this policy requires the full disclosure of individual interests that might conflict with the best interests of the University. Covered Parties are therefore required to disclose actual or potential Business or Financial Relationships, Investment Relationships, Employment Relationships, and Organizations Served in accordance with Section VI of this Policy using the Online portal and database ("COI Portal") or through the Form available through this Policy.

All other relationships and interests that are outside the scope of this Policy, but that might conflict with the best interests of the University, including the appearance of a conflict, should be disclosed to the University through one of the other conflict processes at the University as outlined in Section VIII.

## **C. Restraint on Participation**

All Covered Parties who have disclosed a potential Conflict of Interest shall refrain from participating in the University's consideration of any proposed business or financial relationship in which they are interested, except to respond to questions or to provide further information.

If a transaction or relationship requires a vote, the interested party should not be present at the time of the vote and may be asked not to be present during discussions about the transaction or relationship.

## **D. Approval of Transactions or Relationships that Give Rise to Potential Conflicts**

For each reported conflict that falls under this Policy, an independent review must be conducted to determine if the transaction or relationship is in the best interest of the University such that it should be entered into or continued. This determination is made using the processes set forth in Section VI of this policy.

## **VI. Procedures for Disclosure and Review**

### **A. Trustees, Officers, University Advisory Board members, and Trustees Emeriti**

#### **1. Advance Disclosure**

Trustees, Officers, UAB members, and trustees emeriti must provide advance written disclosure of any proposed Business or Financial Relationship or Investment Relationship they or members of their Immediate Family have or propose to have with University, either directly or through another entity in which they have a Significant Interest, to the General Counsel and Chairman of the Audit Committee using a Conflict of Interest Disclosure Form. If a trustee or Officer is uncertain whether to disclose a particular business or financial relationship, the General Counsel or Chairman of the Audit Committee should be consulted. An amended form must be filed promptly in the event of a material change in circumstances.

## **2. Annual Disclosure Process**

Trustees, Officers, UAB members, and trustees' emeriti must complete and return the Conflict-of-Interest Disclosure Form distributed annually by the University to either confirm an ongoing Business or Financial Relationship, Investment Relationship or Employment Relationship or indicate the absence of any such relationship.

## **3. Review and Approvals of Business or Financial Relationships**

Any new potential conflicts involving trustees or Officers will be presented by the General Counsel to the Audit Committee for review as they arise and any approval of such relationships by the Committee shall be recorded. In the event that a quorum of the Audit Committee is unavailable and immediate action is required, the chair of the Committee may take such action as may be necessary or appropriate under the circumstances. The chair shall report any such action to the Audit Committee as soon as practicable, but no later than its next meeting.

Any new potential conflicts involving UAB members or trustees' emeriti will be presented by the General Counsel to the President for review as they arise and any approval of such relationships by the President shall be recorded.

In addition, the Audit Committee will perform an annual review of all ongoing business or financial relationships involving trustees, trustees' emeriti and UAB members to determine whether such relationships should continue. The outcome of the review shall be documented in a written report of the Audit Committee agreed to by the Chairman and a majority of the Committee (inclusive of the Chairman) and made available to the Board of Trustees.

## **B. Other Covered Parties**

### **1. Advance Disclosure**

Any time a potential Conflict of Interest arises, non-Officer employees and representatives are required to disclose that conflict to the Compliance Services Office (CSO) using a Conflict-of-Interest Disclosure Form. If a non-Officer employee or representative is uncertain whether to disclose a particular Business or Financial Relationship, the Associate Vice President for Compliance Services should be consulted. For previously reported conflicts, an amended form must be filed promptly in the event of a material change in circumstances.

### **2. Annual Disclosure Process**

Selected Employees as well as any employees who have previously disclosed a potential Conflict of Interest are required to complete and return through the COI portal Conflict of Interest Disclosure Form that is distributed annually by the University to either confirm an ongoing Business or Financial Relationship conflict, Employment Relationship conflicts, or Organization Served or indicate the absence of such relationships or service.



### **3. Review and Approvals**

The Compliance Committee, generally acting through the Compliance Subcommittee, will determine whether a business or financial relationship involving a non-Officer employee or other representative should be entered into or continued. The Compliance Committee shall provide such reports as may be requested by the Audit Committee and may request advice or direction from the Audit Committee.

### **C. Reporting through Sourcing and Procurement**

#### **1. Reporting**

The Sourcing Conflict of Interest Process identifies potential or existing Business or Financial Relationships through disclosures by vendors in the vendor registration system as required under the Supplier Code of Ethical Conduct or when an office, department, or employee contacts Sourcing and Procurement or Compliance Services regarding a vendor conflict requiring review.

#### **2. Approvals**

Business or Financial Relationship conflicts identified through Sourcing and Procurement are reviewed by the Compliance Subcommittee. If the proposed vendor relationship is allowed to proceed, the Compliance Subcommittee may designate a conflict monitor to oversee any ongoing relationship between the University and the vendor.

### **VII. Responsible Parties**

#### **A. Board of Trustees**

The Board of Trustees, through its Audit Committee, has general oversight regarding compliance with this Policy and reviews and approves conflict disclosures involving trustees, Officers, UAB members, and trustees' emeriti.

#### **B. Compliance Committee**

A Compliance Committee oversees and approves activities as outlined in this Policy in connection with its administration of the Code of Ethical Conduct. The Committee consists of the University Provost; the Senior Vice President, General Counsel, and Secretary of the Board of Trustees; the Senior Vice President, CFO, and Treasurer; the Senior Vice President for Operations; the Associate Vice President for Internal Audit, the Associate Vice President for Compliance; and the Chief Human Resources Officer and such other members as may be appointed by the President. The Compliance Committee reports to and is subject to the oversight of the Audit Committee.

The Compliance Subcommittee, a subset of the Compliance Committee, consists of the Senior Vice President, General Counsel, and Secretary of the Board of Trustees; the Associate Vice President for Internal Audit; the Associate Vice President for Compliance; and the Chief Human Resources Officer. The Subcommittee is responsible for conducting review of conflicts involving non-Officer employees and representatives.

#### **C. Compliance Services Office**

The Compliance Services Office (CSO) is responsible for overseeing implementation of and ensuring compliance with this policy, including facilitating the annual Conflict of Interest disclosure process and the Sourcing Conflict of Interest process. The CSO is also responsible for maintaining the records pertaining to Conflict-of-Interest reporting, oversight, and management.

#### **D. Office of the General Counsel**

The Senior Vice President, General Counsel, and Secretary of the Board of Trustees receives information on conflicts involving trustees, Officers, UAB members, and trustees' emeriti to present to the President and/or Audit Committee for review and approval.

#### **VIII. Related Policies and References**

Employee relationships and interests that are outside the scope of this Policy, but that might conflict with the best interests of the University, including the appearance of a conflict, should be disclosed to the University either through one of the other conflict processes at the University as outlined below and described here or to a direct supervisor or to the Compliance Services Office in the absence of an applicable Policy or process:

#### **D. Academic Collaborations with Industry**

Note that Business or Financial Relationships and Investment Relationships arising from academic collaborations with industry should be reported through the Disclosure and Authorization Form, which specifies the approval required to move forward with the proposed transaction. University personnel who approve academic collaborations with industry should consult with the Compliance Subcommittee about any proposed transactions of concern and provide all approved DARFs to the CSO.

#### **Copyright Policy**

Cavalla International University respects the rights of authors and publishers under the Copyright Law. In 1991, the University established a policy intended to ensure that faculty members seeking to reproduce copyrighted material for their students did not infringe copyrights. As part of this policy, the University does not accept copyrighted course materials for reproduction or sale.

A faculty member who makes use of a copy service to reproduce, without permission, copyrighted materials for use in Cavalla International University courses does so in explicit violation of university policy and will be subject to both legal liabilities and appropriate disciplinary action. The University does not approve of faculty members using outside copy centers to reproduce copyrighted materials for use in Cavalla International University courses regardless of whether these centers offer their own copyright clearance services or accept the assurances of customers that appropriate clearances have been obtained. Faculty members who violate this provision of the University copyright policy will receive no legal assistance from the University in the event of a dispute with a publisher or author.

#### **Conflict to Commitment Policy Purpose**

Cavalla International faculty member's primary professional commitment of time and intellectual energy is to teach, research (including creative work), and service to the University. The specific responsibilities comprising this commitment may vary among schools and colleges and should be based on a shared understanding between the faculty member and the relevant unit head.

"External Professional Activity" means activities engaged in by faculty outside of Cavalla International University that utilize the expertise or knowledge the faculty member has developed or is developing in carrying out their university responsibilities in teaching, research or service. The University recognizes that External Professional Activity is beneficial if it furthers a faculty member's ongoing professional development and enhances their teaching and research capabilities as well as their reputation and that of the University. However, a conflict can arise when a faculty member's External Professional Activity conflicts with their commitment to the University as, for example, by compromising the amount or

quality of their participation in the instructional, scholarly, or administrative work of the University or otherwise affecting (or appearing to affect) their judgment in carrying out University responsibilities. The purpose of this policy is to assist faculty members in avoiding conflicts of commitment by clarifying the responsibilities of the faculty member and the expectations of the University with respect to External Professional Activity. While this policy applies to the entire University, individual schools or colleges may wish to develop more specific guidelines to take into account their particular circumstances.

### **Covered Parties**

Except as otherwise indicated, this policy applies to all salaried faculty members.

### **Permitted Time Commitment for External Professional Activity**

External Professional Activity is generally limited to 20% of the faculty member's total professional effort during their contract year. Faculty members must ensure that External Professional Activities do not prevent them from fulfilling their primary responsibilities. External Professional Activity that results in the neglect of contacts with students or that creates an undue burden for colleagues is by definition inappropriate.

The time limitations in this section do not apply during unpaid periods, such as the remaining three months for faculty on nine-month appointments or during unpaid leave.

In addition, certain types of External Professional Activities must be approved in advance as described in Section VI below, even if they fall within this time commitment.

### **Use of University Resources and Consulting**

Faculty may not use University resources (including but not limited to funds, facilities, and equipment), personnel (including students and University employees), confidential information, or indicators of university endorsement in connection with External Professional Activities except in a purely incidental way. This does not preclude faculty from identifying Boston University as their employer in reports, publications, or presentations.

When entering into consulting agreements, faculty should make clear to the outside entity that their primary duty is to Cavalla International University and their participation is subject to the University's policies on intellectual property. Agreements that impose restrictions on the freedom to publish University-based work are not permitted. Faculty consulting with external organizations must make clear that they are acting in their individual capacity and not on behalf of Cavalla International University.

### **Prohibited Activities**

Faculty members who have full-time appointments at Cavalla International University are prohibited from holding a full-time or part-time tenured or tenure-track position at another educational institution, or any position which would be considered a permanent or primary position or constitute more than 20% time at the other institution. Examples include, but are not limited to, a full-time faculty appointment, which includes teaching and/or research duties at the second institution or an administrative appointment as a dean at the second institution. This prohibition applies even if the faculty member is on leave status from the University, regardless of the type or status of the leave and whether paid or unpaid. Limited exceptions to this rule, e.g. service to the National Science Foundation, require prior approval by the Dean and the Provost and normally have a three-year term limit.

### **Activities that Must Be Approved in Advance**

Regardless of the faculty member's time commitment, the following activities require prior written approval.

#### **Prior Written Approval by the Dean or Dean's Designee:**

##### **1. External Teaching or Course Development**

Faculty members are not permitted to teach at other institutions without prior written approval. This policy applies equally to courses taught interactively, via the Internet LMS, or by some other method of electronic transmittal. This requirement for pre-approval does not apply to participation in single guest lectures, seminars, or workshops as an invited speaker. When there is any question as to whether an outside engagement falls within the range of allowable activities, a faculty member should first consult with their department chair or dean. A faculty member may not develop a course or substantial parts of a course, or develop courseware, for any entity other than Cavalla International University without prior written approval.

##### **2. Compensated Appointments at Other Educational Institutions**

For those appointments not prohibited by Section V above, a faculty member shall not hold any other type of compensated appointment at any other educational institution without prior written approval.

##### **3. Certain Activities with Outside Entities**

- Any work that includes managerial or executive responsibilities in a private or public entity or assumption of a board position in a for-profit company requires prior written approval.
- Activities that involve restricted University Information require prior written approval.

##### **4. External Professional Activities Involving CIU Students**

External Professional Activities which directly or indirectly involve CIU students in anything other than their normal academic pursuits require prior written approval.

#### **Approval Through Other University Processes:**

##### **1. Consulting for Research Sponsor**

Service as a consultant to a firm which in turn sponsors the faculty member's work or related work at the University must be approved through the University's Investigator Financial Conflict of Interest Policy for Research

##### **2. Commercial Activity Involving Non-CIU Parties**

Service to a firm founded by a faculty member or in which the faculty member has a significant financial interest must be approved through the Disclosure and Approval Request Form Process.

##### **3. Conflict of Interest**

Business, financial, or family relationships that might enable (or appear to enable) the faculty member to influence the University's dealings with an outside organizations or potential University hires in ways leading to personal gain or other conflicts of interest must be approved through the University's general Conflict of Interest Policy.

##### **4. Reporting**

Every faculty member must submit annually the External & International Activity Report (EIAR) to their dean which should include any pre-approved activities. After reviewing the report, the dean or dean's designee will seek to resolve with the faculty member any concerns about the

faculty member's activities or refer the concerns to the appropriate provost if a resolution cannot be achieved.

#### **Appeal of Decision by Dean or Associate Provost for Research**

In the event that permission to engage in a particular type of External Professional Activity is denied, the faculty member may appeal that decision to the University Provost or the Provost's designee.

#### **Digital Course at CIU**

The University recognizes that accelerating development and deployment of digital learning technologies makes possible new approaches to teaching our traditional residential students and opens opportunities to reach new cohorts of nontraditional students. These students may interact with the University exclusively and, in some cases, asynchronously, through digital means. The development and adoption of sophisticated digital learning materials requires the use of significant University resources as well as substantial time and effort by the faculty. In adopting this policy, the University seeks to promote the creation of digital learning materials for the public good and to affirm the traditional rights of faculty to their writings and other scholarly and creative works and the University's ownership and control of its digital educational offerings.

#### **Policy:**

1. **Ownership of Academic Content.** The University's digital learning materials will incorporate Faculty Content and, in many cases, also incorporate Third-Party Content. In keeping with the tradition in higher education that academic works such as articles, lectures, visual materials, and other teaching materials are owned by the faculty member authoring them, rather than the employing educational institution, the copyright to Faculty Content under this policy shall be owned by the faculty author. Third-party Content selected by faculty for inclusion in a University Course may be incorporated by license to the University from the content owner.
2. **Ownership of Digital Delivery Infrastructure.** University Digital Courses will be delivered through or otherwise incorporate Digital Delivery Infrastructure, at times in combination with third-party software or delivery platforms. Such Infrastructure shall be owned by the University or as needed, used by agreement with third-party owners.
3. **Ownership of University Digital Courses.** University Digital Courses will normally include University-owned Digital Delivery Infrastructure, as well as content owned by others, such as the Faculty Content, and in most cases Third-Party Content of various kinds. University Digital Courses will bear a Trustees of Boston University copyright and the University will own the University Digital Course itself, as a whole, subject to licenses from faculty and third-party content owners.
4. **Development or Teaching of Courses for Other Entities.** As is set forth in the University's External Professional Activity Policy, a faculty member may only design, develop or teach a course for another entity if it does not compete or conflict with current Boston University digital learning or online initiatives. In this context, the use of the faculty member's voice or video image shall be deemed to constitute the teaching of a course. In the event that no current conflict exists, Boston University has the right of first refusal. [Please refer the External Professional Activity Policy regarding the process for appropriate approval.]
5. **Future Delivery and Revision of University Digital Courses.** After a faculty member's first offering of a University Digital Course, the faculty member will be given an opportunity to review and revise the Course before it is offered again by the University. The University may continue to offer a course after a faculty member has left the University. The faculty member will

retain the right to select, edit, update or remove University Digital Course academic content for pedagogical reasons.

6. **Distribution of Revenue Generated by University Digital Courses.** The formula for distribution of potential revenue from the use of a University Digital Course will be negotiated between the faculty member and the University at the time the University contracts with the faculty member to develop the course.

### **Gift Policy**

Cavalla International University solicits and receives donations to further its mission of education, research, public service, and economic development. The President accepts all gifts on behalf of the Trustees of Cavalla International University and has delegated that authority and responsibility to the Office of Development and Alumni Relations. No gift may be accepted under terms which require prohibited discrimination or are in conflict with federal or state law or University policies.

### **Intellectual Property Policy**

#### **I. Purpose**

In the course of research, scholarship, education, and other activities, Cavalla International University faculty, staff, and students create patentable inventions, copyrightable works, and other forms of intellectual property that merit legal protection and have financial as well as scientific and scholarly value. The University seeks purposeful translation of such intellectual property to societal good whenever possible. The University is committed to timely assessment of legal protection and potential societal benefit of university intellectual property and to sharing equitably the rights and royalties resulting from intellectual property licensing.

The purpose of this policy is to define the rights and responsibilities of the University and its faculty, staff, and students with respect to ownership and administration of intellectual property.

#### **II. Covered parties**

This policy applies to all University faculty, staff, and students and relates to all forms of intellectual property subject to legal protection in the United States and/or internationally.

#### **IV. General Policy**

##### **A. Ownership**

1. Intellectual property created by faculty or staff, or by students working on university research or other University projects, is owned by the University if it is created either:

- (a) within the scope of university employment, including work under university grants and contracts with third parties; or
- (b) with significant use of Cavalla International University Resources.

2. If the intellectual property is created outside the scope of university employment and without any significant use of Cavalla International University Resources, the individual will own the intellectual property.

##### **B. Application of Policy to Specific Circumstances**

1. Ownership of an invention shall be determined by reference to the date of invention and to principles of inventorship which, in turn, shall be determined according to United States law.

2. The University recognizes and affirms the tradition in higher education that academic works such as books and articles, lectures, syllabi, visual materials, and other teaching materials are owned by the faculty member authoring them rather than the employing educational institution. In keeping with that tradition, the University waives its ownership rights in those academic copyrightable works, except under circumstances in which those academic copyrightable works were specifically assigned and funded by the University (as provided in Section B.6, below), developed with significant use of Boston University Resources (as provided in Section A.1(b)), or developed under an externally funded agreement with the University (as provided in Section B.7, below). Faculty ownership of such academic works may, however, be affected by the terms of agreements with third-party sponsors, or by agreements between faculty and the University with respect to special projects such as the creation of online courses or other digital education offerings as described below. Use of such academic works is otherwise subject to the University's Conflict of Interest of commitment Policy and Policy on Faculty Involvement in University Digital Courses.

3. Where faculty academic works covered in Section B.2 above are incorporated into educational resources designed for ongoing departmental classroom use in a particular school or college (such as syllabi maintained by the Graduate School), the University shall have a perpetual, nonexclusive, royalty-free license to use such academic works for such purposes.

4. If intellectual property is made by a student as part of student coursework at the University, the rights to that intellectual property are ordinarily owned by the student in accordance with Section A.2 above. The University will retain ownership when intellectual property arises from the student's participation in sponsored work under Section A.1 above. The University may also retain ownership under the terms of an agreement with the student, such as an agreement regarding financial assistance, a research fellowship, or other student employment agreement, or a special agreement as described in Section B.7 below.

5. Where there is disagreement between the individual and the University as to ownership rights (e.g., whether they are subject to Section A.1 or A.2), the Vice President and Associate Provost for Research shall conduct a review of the case and render a determination as to ownership. The burden of demonstrating that intellectual property was created outside the scope of university employment and without any significant use of Cavalla International University Resources is on the individual. Under Section V below, the decision of the Vice President and Associate Provost may be appealed to the University Provost and Chief Academic Officer.

6. The allocation of rights in intellectual property arising from research or creative work sponsored by government, industry, or other external organizations will typically be governed by the terms of a written agreement between the University and the sponsor. The University ordinarily will be required by the agreement or by law to grant the sponsor a license, maintain or disseminate data, or grant other rights relating to intellectual property arising from the research or work and accordingly will take ownership of such intellectual property in order to meet its contractual obligations. Ownership and other provisions of this policy are subject to such agreements.

7. The University and an individual faculty member, staff member, or student may negotiate specific written agreements for special projects such as University publications, digital courseware, or distance-learning curricula. Such agreements may reallocate rights or otherwise alter the application of this policy.

8. Members of the Cavalla International University Community who enter into consulting agreements or other private agreements with parties outside of the University must ensure that such agreements contain no requirement to assign or otherwise transfer rights in any intellectual property owned by Boston University under this policy. Arrangements with other research institutions that involve dual appointments, visiting scientist agreements, and other arrangements that may require exceptions to this policy require prior University written approval by the Vice President and Associate Provost for Research.

9. Royalties or other proceeds from intellectual property owned by the University will be shared with individuals as set forth in Section E. below.

10. The University recognizes that faculty should have a significant role in the determination of how intellectual property will be publicized, commercialized, developed, and disseminated. Accordingly, the University will, in the absence of compelling institutional interest to the contrary, permit faculty the freedom to make their University-owned inventions and copyrightable works readily accessible by placing them in the public domain, or allowing them to be distributed via open source, creative commons, or similar open distribution methods, provided that doing so does not violate the terms of any existing University agreements or government regulations.

11. Research at Cavalla International University should be widely and openly published and made available through broad dissemination or publication of research results. The final research data is generally considered to be classified as public data unless there are specific requirements to maintain the confidentiality of research data, such as when a researcher is bound to protect the confidential information of a collaborating company or when the data relates to human subjects.

### **C. Signing of Intellectual Property Agreement**

All members of the Cavalla International University Community who are employed in a research capacity are required to sign the Cavalla International University Intellectual Property Agreement upon hire. In addition, all members of the Community who conduct funded research or training at Cavalla International University are required to sign the Agreement. Individuals employed at other institutions who are given faculty appointments at Cavalla International University for the sole purpose of teaching and who are not conducting any research activities or developing any copyrightable works involving Cavalla International University Resources are not required to sign the Intellectual Property Agreement.

### **D. Disclosures, Legal Protection, and Licensing**

The University will provide a centralized administrative office that manages intellectual property disclosures, patent applications, copyright registrations, and patent licensing. This office, the Technology Development office (TD), will establish and maintain efficient processes for patentability assessment, license opportunity assessment, patent and copyright application filing, patent portfolio management, and licensing of patents, copyrights, and other intellectual property to third-party entities, including University spin-out companies.

Members of the Cavalla International University Community shall disclose any potentially patentable invention that they make to the Technology Development office promptly and in reasonable detail through a centralized online system. In the disclosure, the inventor must indicate whether the inventor believes that ownership falls into Section A.1 (University owned) or A.2 (Inventor owned) of the policy definition of ownership (Section IV.A). The Technology Development office will make decisions about whether to pursue patent protection for any invention in a timely manner, normally within ninety (90) days.



Members of the Cavalla International University Community shall similarly disclose intellectual property other than patentable inventions, including copyrightable software, in cases where the author/creator deems the intellectual property to have commercial potential or otherwise require licensing or transfer to public use other than by publication or placement in the public domain.

The Technology Development office will assess the ownership category proposed by the individual inventor/author. In cases where the proposed ownership category is disputed, the Technology Development office will forward a written summary of the basis for the disagreement to the individual and to the Vice President and Associate Provost for Research, who will render a determination as to ownership. As set forth in Section V below, the individual will have a right to appeal the decision of the Vice President and Associate Provost to the University Provost and Chief Academic Officer.

For patentable inventions deemed to fall into Section A.1 (University owned), the Technology Development office will make a decision regarding pursuit of patent protection on behalf of the University. The Technology Development office will consider whether the invention is likely to be awarded a patent if one is pursued, whether there is adequate prospective societal benefit to warrant patent protection (e.g., economic value, likely licensing opportunity), and whether there are any other circumstances (e.g., contractual obligations, governmental regulations, expert opinion) that might affect a decision to pursue patent protection.

In the event that the Technology Development office declines to pursue patent protection for an invention, it will notify the inventor promptly. Subsequently, upon written request of the inventor, the University will assign its ownership rights to the inventor, subject to the University's obligations to sponsors and applicable provisions of law.

The University will endeavor to license its intellectual property in ways that transfer technology for public use. If necessary, the University will vigorously defend and enforce its intellectual property rights through appropriate business and legal channels. In keeping with recommendations of the Association of American Universities, however, Cavalla International University will seek to avoid selling or licensing patents to patent assertion entities whose sole business strategy is to extract fees or licenses through threat of patent infringement rather than to foster active use of the technology or enable the development of new products and services.

### **E. Royalties**

The University and any faculty or student inventor or author will divide the net proceeds (gross proceeds less the University's costs for such activities as obtaining intellectual property protection/registration, production, marketing, distribution, litigation, etc.) from the sale or licensing of patents or copyrights as follows:

#### Division of net proceeds:

1. To the inventor/author: 1/3
2. To the University: 1/3
3. Equally to the academic units who supply the intellectual home and research support for the faculty member: 1/3. In many cases, this portion is divided between the academic school/college and an all-University laboratory/center. If the laboratory is totally embedded in a school/college, then the funding goes to the school/college.

The designation of which schools, colleges, and centers should be included in any royalty distribution will be determined primarily by their connection to the inventor or author through their provision of Cavalla International University Resources used in conceiving and developing the intellectual property. In case of disputes about appropriate designation of schools, colleges, and centers, the University Provost will

resolve the matter. If more than one inventor or author is involved, the individual share will be divided between them equally unless they agree to a different arrangement. If the invention or copyrightable work that is associated with revenue generation was developed with support from a sponsored research program and the sponsor regulates the distribution of income, such specific regulations will take precedence over university policy with respect to distribution of the net proceeds.

#### **V. Responsible parties**

The Vice President and Associate Provost for Research will be responsible for establishing and maintaining procedures and administrative support needed to implement this policy.

Conflicts or disagreements among members of the Cavalla International University Community with respect to this policy will be administered by the Vice President and Associate Provost for Research, who will establish and maintain procedures to resolve disagreements such as those related to intellectual property rights, patenting, copyright registration and licensing, and distribution of royalties. Decisions by the Vice President and Associate Provost for Research may be appealed to the University Provost.

#### **A. University Intellectual Property Committee**

The Vice President and Associate Provost for Research will establish an Intellectual Property Committee, with membership comprised of faculty and staff appointed by and reporting to the Vice President and Associate Provost. The Committee will be responsible for reviewing this policy and recommending new or revised operational procedures to improve, implement, and support the policy. To aid the Cavalla International University Community in complying with this policy or resolving issues arising under it, the Committee will provide guidance and consultation to the Vice President and Associate Provost for Research as needed.

### **Misconduct in Scholarship and Research**

#### **Policy Considerations:**

Cavalla International University is committed to the highest possible standards of integrity in scholarship and research. This commitment is fundamental to the University's mission in fostering the pursuit of truth and the expansion of knowledge. The administration, faculty, students, and staff of the University share the responsibility for preserving the integrity of scholarship and research. All members of the University community are responsible for promoting the highest ethical principles in each academic discipline and for holding members of the community accountable to these principles.

Scholarship and research are conducted within a system of academic peer review aimed at promoting truth and knowledge. Working within this system places considerable demands upon both young and established investigators to uphold rigorous principles and methods. A serious failure of discipline or rigor can lead to an incident of misconduct in scholarship or research.

Misconduct in scholarship or research includes such serious ethical violations as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. However, it is important that misconduct be distinguished from honest error or honest differences in the interpretation of data.

Creativity in the exploration of new and untried concepts and methods is encouraged in the scholarly community. The use of novel procedures and practices in the pursuit of truth raises no issues of concern simply because such procedures or practices are new or different. However, the manner in which a scholar discloses or fails to disclose the use of new methods or assumptions may be relevant in determining whether there has been any misconduct in the reporting of scholarship or research. The University's statement on Academic Freedom Provides:

*The rights of the faculty member and the student to academic freedom, however, carry with them duties and responsibilities. The faculty member is entitled to full freedom to engage in research, scholarship, and creative work and to publish or produce the results, subject to responsible performance of these and other academic duties. The faculty member is likewise entitled to freedom in teaching and discussing the subject matter. Yet, as in research, the concomitant of this freedom must be a commitment to accuracy and integrity.*

The consequences of serious misconduct in scholarship and research may include not only damage to individual careers but also the erosion of public confidence in the integrity of scholarship and research both at the University and in the academic community generally. Similarly, false or inaccurate allegations of misconduct in research may also unfairly injure the reputation of scholars, researchers, and the institution. It is important that there be appropriate University procedures by which allegations of misconduct in scholarship or research may be fairly and thoroughly aired, both to expose and correct misconduct and to protect the scholar and researcher against false charges.

rms of software, firmware, operating software, and application software, which are owned, leased, or arranged for by the University or which the University possesses, has custody over, or controls. To be clear, “computing facility” includes cloud or internet-based services arranged for by the University or generally available cloud or internet-based services that you use to conduct University business or store University data.

By using the University’s computing facilities, you agree and are on notice that the University has made no representation as to the privacy of any communication or data stored on or sent through these facilities; that the University has reserved the rights set forth below and in the Cavalla International University Information Security Policy and Policy on Computing Ethics; and that the use of these facilities is limited to University-authorized purposes.

The use of the University’s computing facilities in connection with university activities and de minimis personal use is a privilege extended to various members of the University community; it is not a right. Users of the University’s computing facilities are required to comply with, and by using such facilities agree that they are on notice of and agree to comply with, be subject to, and grant the University the right to implement, the Boston University Information Security Policy, the Policy on Computing Ethics and these Conditions of Use. Users also agree to comply with applicable federal, state, and local laws and to refrain from engaging in any activity that is inconsistent with the University’s tax-exempt status or that would subject the University to liability. The University reserves the right to amend these Conditions and Policies at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with applicable federal, state, and local laws.

To protect the integrity of the University’s computing facilities and its users against unauthorized or improper use of those facilities, and to investigate possible use of those facilities in violation of or in aid of violation of University rules and policies, Cavalla International University reserves the right, without notice, to limit or restrict any individual’s use, and to inspect, copy, remove or otherwise alter any data, file, or system resource which may undermine the authorized use of any computing facility or which is used in violation of University rules or policies. Cavalla International University also reserves the right periodically to examine any system and any other rights necessary to protect its computing facilities.

The University is not responsible for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities, system malfunction, or any other cause. The University reserves the right to amend these Conditions of Use at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with other published policies and with applicable federal, state, and local laws.

### **Policy on Computing Ethics**

Thousands of users share the computing facilities at Cavalla International University. These facilities must be used responsibly; misuse by even a few individuals has the potential to disrupt University business or the work of others. You are therefore required to exercise responsible, ethical behavior when using the University's computing facilities. This includes, but is not limited to, the following:

1. You must use only those computing facilities which the University has authorized you to use. The unauthorized use of computing facilities, whether by providing false or misleading information for the purpose of accessing computing facilities or otherwise, is prohibited. You must not use University computing facilities to gain unauthorized access to computing facilities of other institutions, organizations, or individuals.
2. You may not authorize anyone to use your university accounts for any reason. You are responsible for all use of your university accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not share your password with others, and you should change your password regularly. You are responsible for any and all actions taken using your password regardless of whether you were the one performing those actions.
3. You must use the University's computing facilities only for the University-related purposes for which they were authorized. As with all University equipment, use of the computing facilities, including the Campus Network, for private or commercial purposes is prohibited, except as expressly authorized. You must not use the University's computing facilities for any unlawful purpose, including but not limited to the collection, installation or distribution of fraudulently or illegally obtained media files or software. Use of external networks or services – including cloud services – must comply with the policies of acceptable use published both by the University and by the organizations providing those networks or services.
4. You must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data, and electronic mail) without prior authorization from the appropriate University data trustee, security officer, or other responsible party. You must not copy, distribute, display, or disclose third-party proprietary software without prior authorization from the licensor. Proprietary software must not be installed on systems not properly licensed for their use.
5. You must not use any computing facility irresponsibly or in a way that might needlessly interfere with the work of others. This includes transmitting or making accessible offensive, annoying, or harassing material, or materials such as chain letters, unauthorized mass mailings, or unsolicited advertising; intentionally, recklessly, or negligently damaging any system, material, or information not belonging to you; intentionally intercepting electronic communications or otherwise violating the privacy of others or accessing information not belonging to or intended for you; intentionally misusing system resources or making it possible for others to do so; or loading software or data from untrustworthy sources, such as freeware, onto administrative systems.
6. You are encouraged to report any violation of these guidelines by another individual and any information relating to a flaw in or bypass of computing facility security to CIU Information Security, the Information System & Technology Help Center, or the Office of Internal Audit.

The unauthorized or improper use of Cavalla International University's computing facilities, including the failure to comply with the above guidelines, constitutes a violation of university policy. Any questions about this policy or of the applicability of this policy to a particular situation should be referred to CIU Information Security, the Information System & Technology Help Center, or the Office of Internal Audit.

The University reserves the right to amend this Policy on Computing Ethics at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with other published policies and with applicable federal, state, and local laws.

### **Constitution of Cavalla International University**

#### **Article I - Name**

The name of the organization shall be the Cavalla International University Council.

#### **Article II - Purpose**

The Council is responsible for developing, reviewing, and recommending action on such academic matters of the University as may be referred to it by the President, the University Provost, or the Chair of the Faculty Council.

#### **Article III - Membership**

The membership of the Council shall consist of the officers of the Faculty Council; the immediate past Chair of the Faculty Council; Faculty Council representatives holding unmodified, clinical, research, or of the practice professorial titles, or master or senior lecturer rank; Chairs of the Faculty Council standing committees holding unmodified, clinical, research, or of the practice professorial titles, or master or senior lecturer rank; the President; the University Provost; the Deans of the Schools and Colleges; the University Librarian; the Dean of the Chapel; and those whose titles include Associate Provost and who engage with issues directly related to faculty or students.

#### **Article IV – Meetings of the Council**

Regular meetings of the Council shall be held at least twice each semester. Special meetings may be called by the President or the Executive Committee. A majority of the members shall constitute a quorum for the conduct of business.

The President shall preside at Council meetings. In the President's absence, the Chair of the Faculty Council and the University Provost shall alternate as presiding officers.

An agenda for each meeting of the Council shall be prepared jointly by the President and the Chair of the Faculty Council, or their designees.

The President may invite one or more members of the administration and/or the faculty to attend a meeting of the Council and to report to and/or advise the Council regarding a matter under its consideration.

#### **Article V – Executive Committee**

The Executive Committee shall act for the Council when it is not in session and engage in such additional functions on behalf of the Council as may be requested by the President and University Provost. The Committee shall report to the Council at each meeting on all actions taken by it since the last Council meeting. The actions of the Committee are subject to review and modification or rescission by the Council.

**Article VI – Membership on the Executive Committee**

The members of the Executive Committee shall be the President; the University Provost; the Chair of the Faculty Council, the Chair-Elect of the Faculty Council (or immediate past Chair, in alternating years), the Secretary-Treasurer of the Faculty Council; and the co-chairs of each of the committees of the University Council.

**Article VII – Meetings of the Executive Committee**

Meetings of the Executive Committee may be called at any time by the President. A majority of the members shall constitute a quorum for the conduct of business. The President shall preside at Committee meetings. In the President’s absence, the Chair of the Faculty Council and the University Provost shall alternate as presiding officers.

**Article VIII – Other Committee and Sub-Committees**

The University Council shall have the following standing committees:

Undergraduate Academic Programs and Policies

Graduate Academic Programs and Policies

Research and Scholarly Activity

Student Life and Policies

Faculty Policies

The Committee on Undergraduate Academic Programs and Policies shall include a standing sub-committee called the General Education Committee (GEC). The GEC shall have the responsibility for considering and approving program elements of the University-wide General Education Program. Each committee and sub-committee shall have a charter that is subject to the review and approval of the Council. The University Council may establish other committees and sub-committees and determine their charters, membership, and terms of existence. The University Provost and Chair of the Faculty Council shall jointly appoint one faculty member and one administrative officer from among the membership of the Council as co-chairs of each of the committees and sub-committees of the Council, and other committee and sub-committee members from the faculty and administrative officers of the University.

**Article IX - Procedures**

The President, University Provost, or Chair of the Faculty Council shall charge the appropriate committees and sub-committees with the development or review of policies relating to academic matters of the University under that committee’s or sub-committee’s purview. The co-chairs of the committee or sub-committee shall bring recommendations of the committee or sub-committee to the Faculty Council and the Council of Deans for review and comment prior to consideration by the full Council. Ordinarily, the Council will not act upon a proposal during the meeting at which it is first presented, provided, however, that the Council in its discretion may waive this requirement. Final recommendations of the University Council shall be transmitted to the President, who shall inform the University Council and Faculty Council of his/her decision on the matter.

**Article X – By laws**

The Council may establish by-laws consistent with the provisions of this Constitution. By-laws may be adopted, amended, or repealed at any meeting of the Council by a two-thirds vote of those present and voting, provided that the full text of the proposal has been submitted in writing to each member of the Council at least ten days before the meeting.

**Article XI - Amendments**

This Constitution may be amended at any meeting of the Council by a two-thirds vote of those present and voting, provided that the full text of the proposed amendment has been submitted in writing to each member of the Council at least one month before the meeting. The amendment shall take effect when approved by the Board of Trustees.





**Cavalla  
International  
University**

## **FACULTY PROFILE**



**CIU faculty are the best in providing academic excellence to our students. Our faculty are subject-matter experts in the field, and they provide a quality education to ensure students' learning outcome and success.**

***BELIEVE IT, ACHIEVE IT!***



**Barclay College of Law**

**TO BE ANNOUNCED**

**Department of Arts, Humanities & Social Sciences**

**TO BE ANNOUNCED**

**Department of Business Management & Administration**

**TO BE ANNOUNCED**

**Department of Education & Human Development**

**TO BE ANNOUNCED**

**Department of Health Sciences, Natural Sciences & Technology**

**TO BE ANNOUNCED**