



**Catholic
International
University**

Student Handbook

2026-2027



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WELCOME TO CATHOLIC INTERNATIONAL UNIVERSITY

Dear Students,

Thank you so much for enrolling at Catholic International University . Our programs integrate inspiring, Catholic content, always faithful to the Church's teachings, with state-of-the-art learning management technologies that enable you to access your education in the comfort of your home or wherever you choose.

Catholic International University has been a pioneer since 1983 using flexible, convenient [distance](#) technologies to bring high quality educational programs to each learner. You will explore the riches of Sacred Scripture, Church documents, Papal documents, and the wisdom of the Saints and Doctors of the Church.

You will never be alone at Catholic International University . Our outstanding faculty and friendly staff will guide you every step of the way. Every day our students from all over the world experience the communion of the Church by praying for one another in our online chapel, catching up in the online cafe, and sharing their family milestones through the online photo gallery. Our online campus, easy-to-navigate learning platform called Canvas, and our carefully chosen faculty encourage an engaging, dialogic approach to learning that is modeled on the conversational pedagogy of Jesus Christ in the Gospels. In each of our courses, we emphasize the importance of faculty-guided discussion and student interaction that research confirms is the best way for adults to learn.

We look forward to serving you throughout your educational journey.

INTRODUCTION TO ONLINE EDUCATION

The following information will help the student become an effective online learner and success- fully meet the requirements of each accredited online course.

Catholic International University has offered distance learning courses for 35 years. Our online education model is effective and challenging and offers students the flexibility needed to earn an accredited Master of Arts (Theology), Master of Arts in Educational Ministry, one of four graduate

certificates, a Bachelor of Arts in Theology (through our bachelor's program), an undergraduate Catechetical Coordinator Certificate, or an Associate of Arts in Catholic Studies, while continuing personal and work obligations.

Online education places the student in control of achieving education goals—whether these include earning a degree or gaining a life-changing knowledge of the faith and love for God through non-credit courses. Since online education requires accepting responsibility for the discipline required to complete the assignments, a student will have the satisfaction in knowing that individual hard work and self-discipline have been instrumental in academic success. A student will discover how best to study, when and where to study most effectively, how to make the most efficient use of time, and which subjects require extra review. Most importantly, students will find that making and maintaining a realistic schedule will facilitate success.

HARDWARE AND SOFTWARE REQUIREMENTS

To take courses, you need a fully functioning computer, tablet, or smartphone with an Internet connection and web browser. For courses with audio or video, Adobe flash or a media player may be needed. A printer is also strongly encouraged.

Final exams for academic courses are taken using Meazure®, an online proctoring service, which requires:

- ◇ Desktop computer or laptop (not a tablet or Chromebook)
- ◇ Webcam and microphone (built-in or external)
- ◇ Connection to network with sufficient internet speed: at least 2 Mbps download speed and 2 Mbps upload
- ◇ Operating systems: Windows XP or newer, Mac OS X 10.8 (Mountain Lion) or newer
- ◇ Browser with pop-up blocker disabled: Google Chrome v39 or later, Mozilla Firefox v34 or later, Internet

Help with Canvas LMS

The learning management system and Populi (the system in which the student registered) are separate systems, but the username will be the same for both systems. Catholic International University offers an outstanding Learning Management System (LMS), Canvas, which serves as a home for the many online classes, as well as for the Student Life Center. The direct link to Catholic International University's online campus is: <https://catholiciu.instructure.com/login/canvas>.

When logging on to Canvas for the first time, if you do not know your Password, use the Forgot Password link to reset your password. A link will be sent to your Catholic International University email account with instructions to assign/change your password. Canvas is known for being intuitive to use, but Canvas Guides and the Help Desk can further assist students in navigating the system. Students find the Canvas tool intuitive, but the student is encouraged to read and watch the helpful user guides and videos available at <https://community.canvaslms.com/community/answers/guides/>.

If the student continues to have problems logging into a course at any time, call the 24/7 Canvas Support Hotline at 844-702-5218. If help is needed while in the Catholic International University Campus or in a Catholic International University course, click the “Help” link at the lower, left sidebar. Online chat sessions are also available at the “Help” link.

Get the Mobile App: The Canvas guide for your mobile device is available at <https://community.canvaslms.com/docs/DOC-4048>. Once the mobile app is downloaded from the app store (no credit card information is needed — skip that screen if requested), select Catholic International University.

STUDENT SUPPORT

Catholic International University’s faculty and staff are fully dedicated to student online success and are committed to supporting students in achieving personal goals as quickly and efficiently as possible. The success of each and every student is important. The Canvas Dashboard serves as the entry point to the Catholic International University campus. In addition to academic courses, students have access to the Student Life Center which houses the Student Life Help Desk, Resource Center, and the Café for social conversation. Student Life staff members are available in the Student Life Center, via Canvas message, and at studentlife@catholiciu.edu to assist students in getting involved in the Catholic International University community.

To derive the greatest benefit from studies, it is strongly suggested that students begin and end each lesson with a prayer to the Holy Spirit. Catholic International University students are re-membered at Mass offered by the dedicated priests who serve on the staff. Faculty and staff are united with students by prayers and love for Jesus Christ, for whom this sacrifice to learn more about him and the Church will be repaid a hundredfold. “He offers us ‘his yoke’, the way of wisdom of the Gospel which is neither a doctrine to be learned nor an ethical system but rather a Person to follow.” (Benedict XVI, https://w2.vatican.va/content/benedict-xvi/en/audiences/2011/documents/hf_ben-xvi_aud_20111207.html)

The Importance of Communicating with Catholic International University

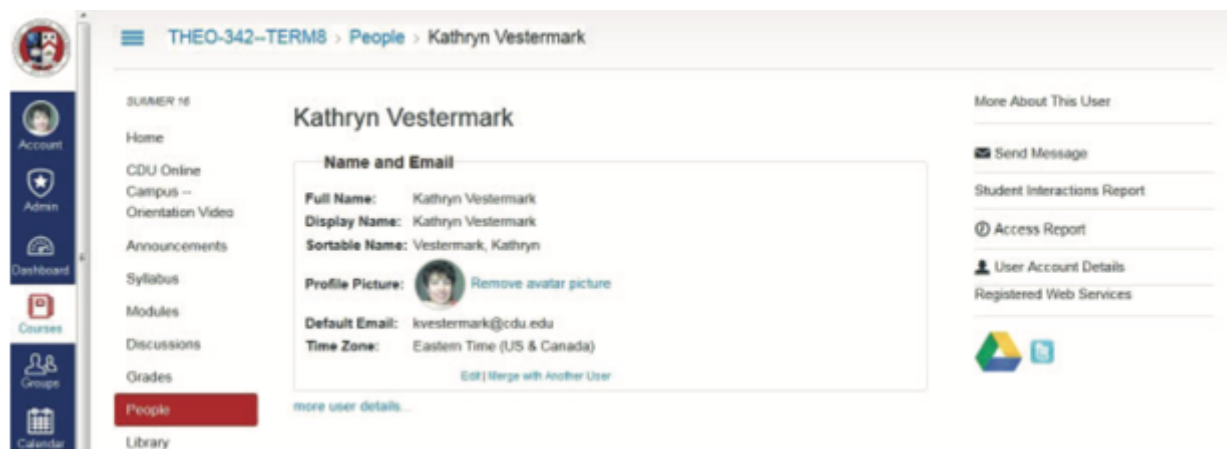
Personal contact is a very important way to ensure the students will earn their degrees in a timely fashion. We are here to assist in any way possible. Our office hours are Monday through Friday, 9 a.m. to 5 p.m., EST. Students may leave a message after office hours and on weekends. The office is closed on U.S. Federal holidays and on Holy Days of Obligation. Please refer to the University Calendar on the Catholic International University website for the current schedule of closures. If a student has any questions, please email the appropriate staff contact below or call (888) 254-4238:

- ◇ Admissions (admissions@catholiciu.edu) ext. 700
- ◇ Noncredit Registrar (continuingeducation@catholiciu.edu) ext. 713
- ◇ Finance (bursar@catholiciu.edu) ext. 708
- ◇ Financial Aid (FinancialAid@catholiciu.edu) ext. 733
- ◇ Registrar (registrar@catholiciu.edu) ext. 716
- ◇ Student Life (studentlife@catholiciu.edu) ext. 732

- ◇ Technology (itsupport@catholiciu.edu) ext. 705
- ◇ Office of the President (presidentoffice@catholiciu.edu) ext. 717
- ◇ Faculty Chair and Academic Advising (eshaw@catholiciu.edu) ext. 703
- ◇ Academic Leadership (provost@catholiciu.edu) ext. 701
- ◇ Marketing (marketing@catholiciu.edu) ext. 717
- ◇ Title IX Coordinator (TitleIX@catholiciu.edu) ext. 727

Contacting Faculty

In each course room, in the left side navigation tool, under “People,” is the personal information for the faculty member (as well as all the other registered students).



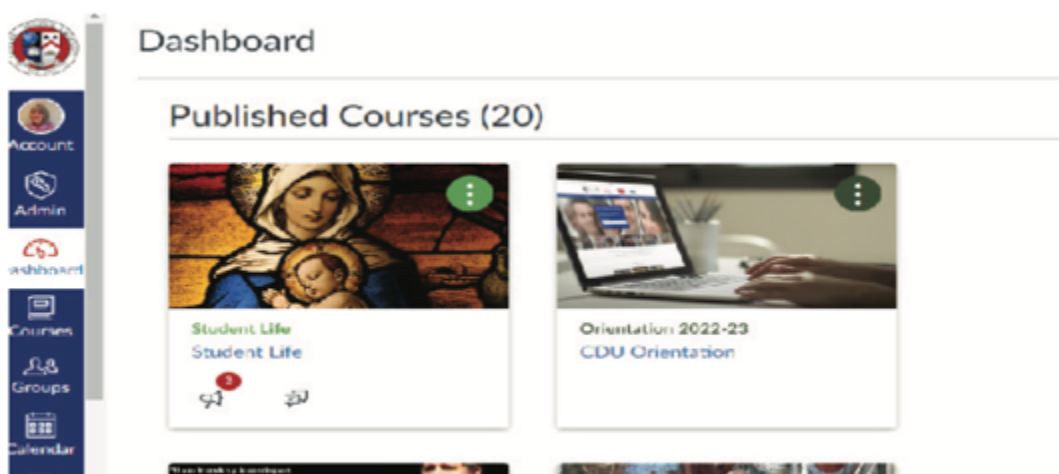
GETTING STARTED

Contact Admissions at 1.888.254.4238 ext. 700 or admissions@catholiciu.edu to answer questions about how to get started with a program. The director of admissions will discuss the various options available to best meet all academic and professional goals and will help a prospective student start the application process.

Orientation

Every new student at Catholic International University is expected to complete an Orientation course prior to starting class in a subsequent term. In Orientation, students have an opportunity to become familiar with Canvas, the Learning Management System (LMS) that is used for all academic courses. Topics covered include navigation, posting to discussions, submitting assignments, receiving instructor comments, and using the remote proctoring software used for proctored exams. Students also learn how to access the Student Life Center and Library for resources that will be important

throughout their Catholic International University career. It is recommended that students who enroll before the beginning of a term complete Orientation prior to the first day of academic classes to be well prepared. Orientation is free, will be found on the Canvas dashboard, and the time required is around two hours.



Other valuable videos and links to help the student successfully navigate and properly utilize a variety of resources in the online campus are available in the Resource Center of the Student Life area. These helpful tools provide a comprehensive orientation to Catholic International University's online campus and the resources available to successfully complete coursework and interact with professors and fellow students.

Student ID Cards

Student ID Cards are available upon request. Please contact the registrar's office (registrar@catholicu.edu) to obtain a student ID Card.

Student Identity Verification Policy

A multi-faceted student identity verification process for all students taking courses in Catholic International University's degree and certificate programs ensures that the student who earned the credit or completion document is the same individual who completed the course assignments and assessments.

Students wishing to enroll in a course must first set up a unique, password-protected account in Populi. Upon enrolling in a course for the first time, each student is assigned a unique student identification number, and name, address, social security number, email address, and phone numbers are collected. Course registration takes place through the password-protected account in Populi, and the student identification number is required for each course registration.

Prior to receiving a grade upon completion of a course, students must submit an official transcript of previous academic work completed at other institutions. The name and social security number, if available, are matched to the student application or enrollment form.

Once a student's registration has been authorized by the registrar, he or she must register for the online campus with a user ID and confidential password. This measure ensures that course rooms are also password protected and that within the online course room, students can securely submit assignments directly to faculty.

An online proctoring system for final exams is used in which a student needs to present a government-issued identification card during an authentication process when logging into the exam. The exam session is taped, and the video is reviewed by a reviewer for anomalies including failure to produce a government-issued identification card. Any anomalies are further reviewed by a member of the Catholic International University staff, including possibly a faculty member. In this way the proctoring service certifies the identity of the student and verifies that the student is the one officially enrolled in the course.

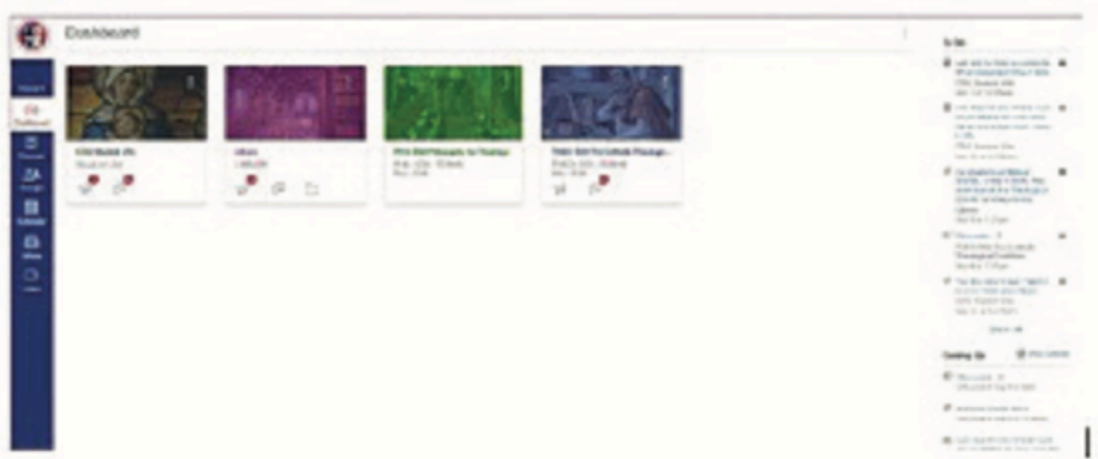
The final grade is issued to the student through Populi. Students access their transcripts using their student identification number and password. In all these ways, Catholic International University verifies that the student who receives the final grade for the course is the student who completed the assignments and assessments.

NAVIGATING A COURSE

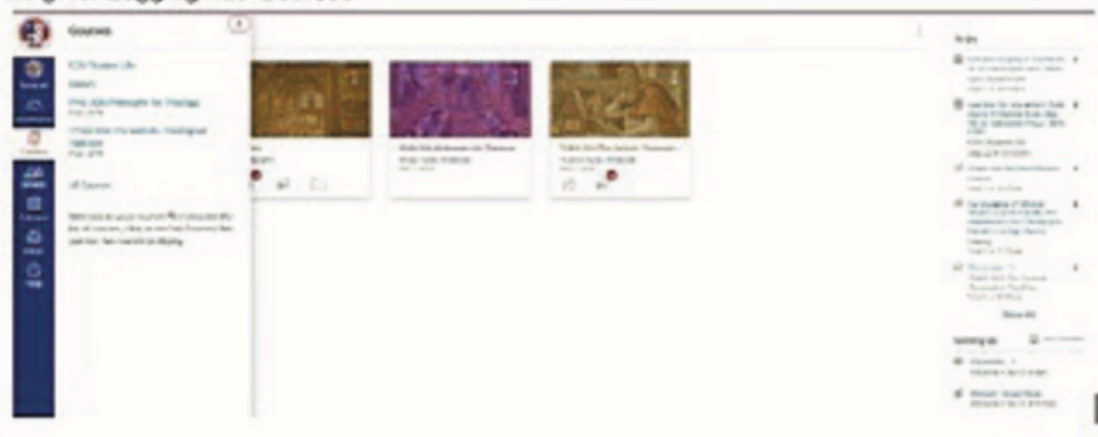
Each of the courses follows a special format designed for optimum learning at a distance. Some special features of this form of study and tips for success are discussed below and are also available in video format.

Logging into Canvas

When logging into Canvas, a student will arrive at the Dashboard. The Dashboard contains information regarding due dates, unread messages, and university-wide announcements.

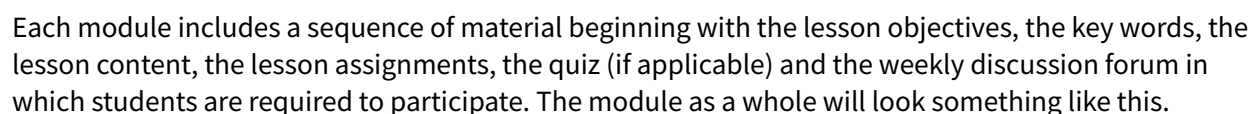
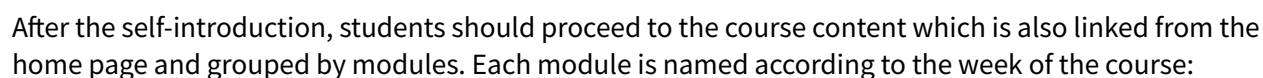


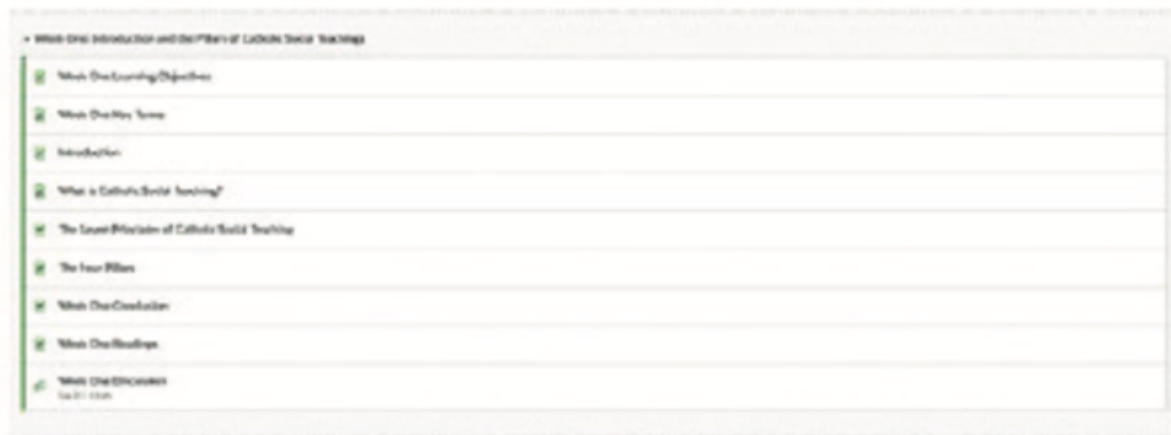
#Pg 10. Logging Into Courses



To access the course, students click on the Course Card, or they may access via the Courses link on the left sidebar.

In the landing page of the course room, students will first find the course syllabus. After the students review the syllabus, they should return to the landing page and sign into the course by clicking on the link to the student introductions:





At the navigation bar to the left, the student will find other items in the course room that include information about the Final Exam, a link to the library, the Catholic International University Student Life Center, the Catalog with Student Handbook, program planning tools, and other links. When an item is chosen, it will be highlighted in red as shown. Keep in mind that the exact appearance of the navigation bar will vary by course and with only those features that the faculty has made available.

Each module has a faculty facilitated discussion area where students exchange ideas related to the course materials. Students should frequently (daily is best) review the contents of the weekly lesson module.



Learning Objectives and Key Words

Each course module begins with listing the learning objectives and key words for that lesson. The learning objectives identify the most important concepts to be mastered so that students achieve program goals. The keywords are terms that need to be known. Even if a student is familiar with these terms, it is important to take note of how the faculty uses or defines them in the context of the course.

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Students begin by reading the lesson objectives. When this is completed, the student then clicks the “next” tab to move to review the key terms. When the student hits “next” again, the student moves directly into the lesson itself. By continuing to click on “next” at the conclusion of each page within the module, the student navigates through the lesson appropriately.



The Class Lecture and Content

The lesson itself is equivalent to a lecture in a traditional classroom and may be in either written or audio/video form, or a combination of text and media. In many courses, the lesson is divided into sequential units through which the student navigates. Sometimes faculty have added quizzes and assignments into the flow of the lesson itself, which in other cases would be available as a weekly assignment and/or quiz (if applicable) after the lesson. Remember that in some courses the faculty member has designed the content in such a way that the later material cannot be completed until the completion of earlier material.

With online education, however, a student can be certain that another student will not distract the faculty member and/or divert the lecture. Occasionally, lesson material has been hidden from the students' view by the faculty member. If it seems as though this material should be made visible, the student should inform the faculty member.



Reading Assignments

The next item in the weekly module is the list of reading assignments for that lesson. The reading assignments will be drawn from course textbooks, Church documents, related sources or the anthology of readings.



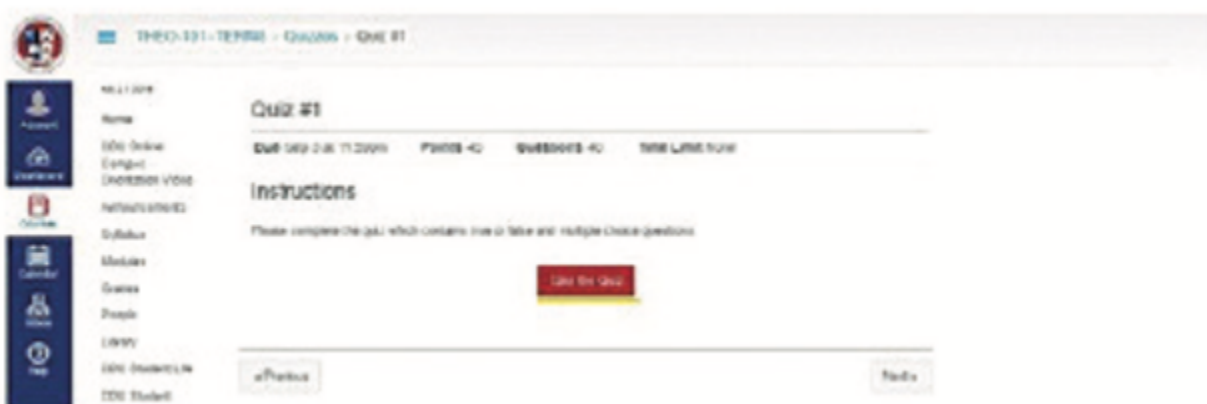
Textbooks

Each faculty member selects textbooks, Church documents, and/or an anthology of readings to supplement the course lessons. Through the Bookstore, students can purchase texts or rent them for the semester for a fee. Material rented from the Bookstore must be returned to the Bookstore.

Students may purchase required texts by accessing the bookstore through <https://catholiciu.ecampus.com> or from the Student Life Center's Resource Center.

Written Assignments and Quizzes

The weekly module also contains a link to any written assignment or quiz. Some quizzes are automated and will be taken online and submitted with the press of a button. All written assignments, including term papers, will be submitted online. This may be done in one of two ways: either through text entered directly into Canvas:



Or, through uploaded documents:



Term Paper

The course requirement may include a term paper. For graduate courses, the term paper typically must be ten to twelve typed, double-spaced pages. For undergraduate courses, the term paper typically is five to seven typed, double-spaced pages. The format should follow *A Manual for Writers of Term Papers, Theses and Dissertations* by Kate Turabian. All term paper topics must be approved by the

faculty member, and substantially similar term papers submitted for one course may not be used to fulfill a requirement for a subsequent course without the express authorization of the course instructor. The topic of a paper or project may be reworked for a subsequent course provided this is done with the instructor's prior approval. Unless instructed otherwise, students must submit a term paper topic proposal as directed by the course syllabus. Please visit the online library to access guidelines on completing the term paper and information on how to properly format footnotes, bibliographies, and citations. The online librarian is available to answer questions and offer assistance in accessing information for research for term papers.

Examinations and Proctoring

Courses normally include either a Final Examination or Final Project. Comprehensive Exams and Final exams in courses are proctored using an online proctoring service identified by Catholic International University. Students must complete all coursework and requirements before taking any exam. To safeguard the validity of the tests, Catholic International University does not return the graded final examinations to students.

A Comprehensive Exam is required to earn a Master's degree at Catholic International University. For the MA, one proctored Comprehensive Exam is required at the end of the coursework.

PRACTICAL STUDY SUGGESTIONS

Courses taken in the online term-based format are designed either to be completed in 8 or 12 weeks. Students enrolling in these courses should expect to spend 16–17 hours a week completing lessons, participating in online discussions, and posting assignments.

Before Beginning the Course/Course Orientation:

- ◇ Read and understand course syllabus and assignments, assignment weighting.
- ◇ Look over the Course Hour Worksheet to plan for course engagement and course preparation.
- ◇ Become familiar with Canvas Help section (See “?” on the left toolbar).
- ◇ Introduce yourself to your faculty member and your classmates and learn how to contact your instructor.

Each week of the course:

- ◇ Read and review the course lesson materials.
- ◇ Review the Lesson Objectives and be able to respond to them.
- ◇ Read all the comments posted in the course discussion room.
- ◇ Complete all weekly assignments by the required due date.

Study habits:

- ◇ Schedule time to study throughout the week — do not cram studies into one session.

- ◊ Take notes/write out answers to lesson objectives.
- ◊ Make note cards with lesson vocabulary.
- ◊ Ensure being in a place conducive to study — quiet, well lit, free of disturbances.

Final Exams:

- ◊ Set aside time to review each module's objectives.
- ◊ Review lesson vocabulary.
- ◊ Review discussion starter for each week of the course.
- ◊ Write practice essays on main topics of discussion.
- ◊ Contact other students in the course and set up an online study session.

ACADEMIC PROGRESS AND ACADEMIC DEFICIENCIES

At the end of the second week of the course, the faculty member must notify the registrar and the director of student life and retention if a student is not using the discussion room, is failing to submit assignments at all or is submitting unsatisfactory work. The registrar will review the status of the student and notify both the faculty member and Academic Leadership.

Before the midterm of the course, the faculty member is required to submit to the registrar a list of all students who are failing or seem in danger of failing. For purposes of academic deficiency, “failing” here is defined as scoring below a C in an undergraduate course or below a B in a graduate course.

LEARNING DIFFERENCES AND ACCOMMODATIONS

Catholic International recognizes that learning styles vary, and learning differences exist among students capable of doing college work. Any Catholic International student who feels he or she may need accommodation based on the impact of a disability should follow the process to request and obtain reasonable accommodations detailed [here](#).

Catholic International will review all requests for accommodation and will determine if the accommodations can be met reasonably and feasibly. Catholic International's ADA coordinator will discuss a plan for accommodations with the student if accommodations are possible. The student is then responsible for informing the instructor at the beginning of each course of any need for accommodation according to the plan. While Catholic International strives to assist all students, certain services are not feasible. For example, Catholic International is not able to provide personal tutors, coaches, or assistive technology, and cannot compromise its academic standards or course components. Students may appeal any ruling regarding accommodations by writing to the provost.

Documentation must include:

- ◊ The credentials of a qualified professional, such as a physician or licensed psychologist, who can attest to the need for accommodation based on a clinical diagnosis.

- ◊ A qualified professional's description of the following:
 - o the nature of the disability and the accommodation requested;
 - o the diagnostic method used to determine the nature of the disability;
 - o the applicant's current functional limitations; and
 - o the expected progression or stability of the disability.
- ◊ Recommendations for accommodations.

Catholic International University will review all requests for accommodation and will determine if the accommodations can be met reasonably and feasibly. Catholic International University Admissions will discuss a plan for accommodations with the student if accommodations are possible. The student is then responsible for informing the instructor at the beginning of each course of any need for accommodation according to the plan. While Catholic International University strives to assist all students, certain services are not feasible. For example, Catholic International University is not able to provide personal tutors, coaches, or assistive technology, and cannot compromise its academic standards or course components.

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ACADEMIC ADVISING

What is expected of the student?

1. Learn how to utilize the university website, catholiciu.edu, to search for policies and procedures, program requirements, and the academic calendar.
2. Thoroughly review and understand your program of study. One way to do this is by looking at the "Academics" tab on the catholiciu.edu website.
3. Learn how to self-register for classes, view your academic status, and track your progress towards graduation. This is done through Populi.
4. Notify your professor and/or the faculty adviser (Elizabeth Shaw, eshaw@catholiciu.edu) immediately if you are experiencing academic or personal difficulties that are impacting your coursework. She will provide academic advising or may assign another faculty adviser who can work closely with you.
5. Take ownership and be held accountable for your academic actions or inactions.

Ask questions if you are unsure how courses impact your future, if you are unclear about academic policies, or have concerns.

Before seeking an academic consultation

1. See if your question is answered in the Student Handbook.

2. Do you need clarification on various academic policies such as those dealing with academic accommodations, plagiarism, or the grading scale? See the Student Handbook.
3. Consult your personal program tracking sheet in Google docs to see what courses you still need for your program.
4. Do you need to know which courses will apply to your requirements, course offerings, or term dates? See the Catholic International University course planning page.
5. Are you unsure of how to take an exam? See how to take a final exam.
6. Need help using the Catholic International University Library? Watch the intro video to the Catholic International University Library or reach out to Librarian Stephanie Garrett (sgarrett@catholiciu.edu).

I still can't find the answer. Who should I talk to?

1. If you have questions regarding how to register, drop, add, or withdraw from a course and can't find the answer in the Student Handbook or the Student Life Center, then email the Student Life team or staff (studentlife@catholiciu.edu) or post on the Student Life Help Desk so that others can benefit from seeing the answer. You can also reach out directly to Student Support staff with questions related to their areas of expertise:
 - ◊ Finance (bursar@catholiciu.edu)
 - ◊ Financial Aid (FinancialAid@catholiciu.edu)
 - ◊ Registrar (registrar@catholiciu.edu)
 - ◊ Librarian (sgarrett@catholiciu.edu)

Questions regarding the courses needed to progress through your program should be directed to the Catholic International University registrar, registrar@catholiciu.edu.

3. If you have academic questions about course content, choosing elective courses, how courses or academic programs relate to your personal or career goals, how to prepare for comprehensive exams, whether to choose the thesis option, preparing for work or further study after Catholic International University, or simply wish to receive academic advice, contact Elizabeth Shaw, eshaw@catholiciu.edu. She can help answer all academic inquiries. If you wish to ask your question publicly so that others might benefit from the answer, post it in the Student Advisement Forum.
4. Questions relating to final exams can be directed to registar@catholiciu.edu or jwelsh@catholiciu.edu.
5. For questions that require a private response, post them to Private Questions for Faculty Advisor.
6. If you have questions about the Bookstore, contact bookstore@catholiciu.edu.

ACADEMIC INTEGRITY POLICY

Catholic International University expects all students to conduct themselves in accord with the Christian principles of justice and charity. Likewise, the university strives to treat students with the same principles of justice and charity based on the Gospel of Jesus Christ, from which it derives its mission and to which it bears witness.

Catholic International defines academic misconduct to include the following actions:

- ◊ Any violation of the academic regulations.
- ◊ Cheating: the use of books, notes, the internet, an artificial intelligence tool, or assistance from other students or the giving of such assistance to fulfill course requirements—tests, exams, essays, papers, or other course related work—unless specifically authorized by the professor.
- ◊ Plagiarism: According to the *MLA Handbook*, “Plagiarism is the act of using another person’s ideas or expressions in your writing without acknowledging the source.... In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else...The most blatant form of plagiarism is to repeat as your own someone else’s sentences, more or less verbatim...Other forms of plagiarism include repeating someone else’s particularly apt phrase without appropriate acknowledgment, paraphrasing another person’s argument as your own, and presenting another’s line of thinking in the development of an idea as though it were your own.” (Joseph Gibaldi and Walter S. Achtert, *MLA Handbook for Writers of Research Papers*, New York: Modern Language Association of America, 1984).
- ◊ Obstruction: engagement in activities that interfere with the educational mission and programs of Catholic International.
- ◊ Falsification: the modification of academic records, information, or documents without proper authorization.

Procedures for Reporting and Processing Violations of Academic Integrity

1. The student or member of the faculty or staff identifying the violation must report the issue in writing to the appropriate authority:

- ◊ Graduate Students and Undergraduate Students: Department Chair with copy to the Registrar
- ◊ Continuing Education Students: Director of Continuing Education

2. If the violation occurred within the context of coursework, the faculty member, at his or her discretion, will impose a penalty, such as failure of the assignment or failure of the course. The registrar will inform the student in writing of the violation and clearly explain any penalty imposed, and this information will be noted in the student’s record.

3. The student will have one week from the date of the registrar’s notification to appeal in writing to the department chair (or a proxy from senior faculty if the department chair originally reported the violation), who will have one week to consider the appeal and render a decision in writing.

4. The student will have one week from the department chair’s decision to appeal in writing to the provost (or a proxy from senior faculty if the provost originally reported the violation), who will have one week to render a decision. That decision will be final.

5. Multiple offenses. Two violations of academic integrity will count as multiple offenses as long as counseling has occurred prior to the subsequent violation. If a second violation occurs after the student has received notification of a first violation, he or she may be placed on suspension pending review of the case. The following penalties for multiple violations may be imposed:

- ◊ Disciplinary probation, whereby a severe warning is issued to the student indicating that any further violations of academic integrity will warrant suspension or dismissal. Normally, this penalty is rendered for a student's first major violation of the academic integrity policy. These penalties are noted in the student's permanent record.
- ◊ Suspension, whereby the student is asked to leave the university for a specified period of time, ordinarily not less than six months. After this period of suspension, the student may reapply for admission to the university.
- ◊ Dismissal, whereby the student's enrollment is immediately and permanently terminated.

6. Students who commit one-time flagrant violations such as cheating on an examination or extensive plagiarism/AI usage in a written assignment may be immediately dismissed from the university.

Addendum: Use of AI Tools*

Catholic International University is committed to scholarly rigor, intellectual integrity, and educational excellence. The university acknowledges that the implementation of generative AI poses unique challenges to academic integrity, while also offering possibilities that may enhance teaching and student engagement. To ensure responsible use of generative AI in courses, the university has established the following guidelines:

- ◊ *Responsible Use of AI Tools:* Within their own courses, faculty may choose to allow students to use AI tools for assistance with coursework in defined and limited ways. However, even when their use is permitted, these tools should never replace the student's own understanding and learning. Students are expected to review, validate, and understand the output from these tools. Any use of AI-generated content should be clearly cited in students' work.
- ◊ *AI and Academic Integrity:* Even in courses where the use of AI tools is permitted for assistance with coursework in defined and limited ways, the use of AI to complete assignments, write papers, answer quiz questions, or generate contributions to class discussions on behalf of the student is strictly prohibited. Such acts constitute a breach of the university's Academic Conduct Policy, similar to plagiarism or cheating, and will be subject to the same penalties.
- ◊ *Data Privacy:* Using AI tools often involves sharing data with third-party entities. Students and faculty should be mindful of what information is being shared through AI tools and always prioritize protecting personal and academic data.

[* Policy adapted from language in use at Claflin University, Orangeburg, SC.11/5/24]

Program Students:

Undergraduate students are required to maintain a minimum cumulative GPA of 2.0 to continue in good standing in the program and to be awarded an undergraduate degree or certificate.

Graduate students are required to maintain a minimum cumulative GPA of 3.0 to continue in good standing in the program and to be awarded a graduate degree or certificate.

Any students whose cumulative GPA drops below the required minimum will be placed on academic probation and referred to the department chair. Moreover, any student, graduate or undergraduate, who earns less than a 1.0 GPA in a given term may be subject to dismissal. Students placed on academic probation will receive a Notice of Academic Probation that must be signed and returned to the registrar. If the notice is not signed and returned within one week, the student will be prevented from registering for future courses.

Any student on academic probation will have one academic term to raise his or her cumulative GPA to the minimum or better. Catholic International reserves the right to limit the number of courses in which a student who is provisionally accepted or on academic probation can enroll. At the conclusion of one academic term on probation, should the student's cumulative GPA be at or above the required minimum, he or she will be removed from academic probation. The student will remain on academic probation until he or she restores the GPA to at least the minimum, or until the department chair determines that he or she is making the necessary progress to achieve the minimum GPA by graduation. Should the cumulative GPA and the term GPA not be at the minimum at the conclusion of one academic term, the student may be subject to suspension.

Students may appeal the academic probation by submitting a letter to the department chair requesting further consideration.

Any student who has been suspended must wait two academic terms before reapplying to the university. He or she must submit a letter of appeal for readmission to the department chair. If reinstated, the student will be immediately placed on academic probation. If the student fails to meet the minimum term GPA in his or her first term upon return to the university, he or she will be subject to dismissal at the end of the term. Any student who has been dismissed may not apply for readmission.

Non-Program Students:

Any non-program student, graduate or undergraduate, who earns less than a 1.0 in a term will be placed on probation and may be subject to a term suspension. Multiple suspensions may result in dismissal from the university.

ACADEMIC REFUND POLICY

For any student who discontinues studies during the enrollment period, Catholic International University has established the following cancellation and refund policy. To request a refund, please

contact Student Accounts at studentaccounts@catholicu.edu or by phone at (304) 825-7538. Refunds will be processed within 30 days of request.

Enrollment Termination: A student may terminate an enrollment at any time during the enrollment period by notifying Catholic International, preferably in writing.

Cooling-off Period: An applicant requesting cancellation in whatever manner within five calendar days (a minimum of three business days), after midnight of the day on which the enrollment agreement is accepted will be given a refund of all money paid to Catholic International. Please note: The application fee is nonrefundable.

Refundable tuition: Refundable tuition is the total course cost including tuition and associated course fees (technology, proctoring, and shipping).

Nonrefundable Fees: The following fees are nonrefundable after the cooling-off period.

- ◇ Payment plan fees
- ◇ All non-course related fees

If a student is registered for a course for more than 6 months, he or she is not eligible for a tuition refund.

Once the course begins, the following schedules will be used to calculate refunds:

I. Online for credit, Practicum, or any fixed-length academic degree course of 16 weeks or less:

Length of Course	Portion of the Refundable Tuition to the Student
1-6 weeks	1 st week = 70% 2 nd week = 40% 3 rd week = 20% 4 th week = 0%
7-10 weeks	1 st week = 80% 2 nd week = 60% 3 rd week = 40% 4 th week = 20% 5 th week = 0%
11- 16 weeks	1 st week = 80% 2 nd week = 70% 3 rd week = 60% 4 th week = 50% 5 th week = 40% 6 th week = 30%

	7 th week = 20% 8 th week = 10% 9 th week = 0%
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**** Note:** Week 1 starts on the first day of class and continues 7 days. If classes start on a Monday, week 1 starts Monday and ends the following Sunday. Week 2 starts next Monday.

Sample Refund Calculation:

Student registered for a 3-credit undergraduate course in a 12-week term with a final exam and drops the course in week 3 of the term. The refund calculation is as follows:

Course Charges:

Description	Cost
Tuition (3 credits undergraduate)	\$960.00
Technology Fee (3 credits)	\$150.00
Total Course Cost	\$1110.00

Per the table above, dropping during week 3, for a 12-week course the student is entitled to a 60% refund after registration fee.

Description	Cost
Refundable Tuition	\$1110.00
Tuition refunded to student (60% of \$1100)	\$666.00

II. Paper courses and courses longer than 16 weeks

When a student cancels after completing at least one graded assignment but less than 50% of the graded assignments, the institution may retain a percentage of all costs paid by the student in accordance with the following schedule:

Percentage Completed by the Student	Percentage of the Refundable Tuition Returned to the Student
Up to 10%	90%
>10% - 25%	75%

>25%	50%
>50% - 100%	0%

Sample Refund Calculation: Student registered for a 3-credit undergraduate paper course. The student drops the course after completing 3 of the 12 lessons. The refund calculation is as follows:

Course Charges:

Description	Cost
Tuition (3 credits undergraduate)	\$960.00
Technology Fee (3 credits)	\$100.00
Total Course Cost	\$1060.00

Per the table above, dropping after completing 3 of 12 assignments, the course is 25% complete and the student is entitled to a 75% refund after registration fee.

Description	Cost
Refundable Tuition	\$1060.00
Tuition refunded to student (60% of \$1100)	\$795.00

Continuing Education Refunds

Catholic International will issue a full refund, less the cost of any completed coursework, to any student who cancels his or her continuing education registration within 72 hours of receiving access to a program, course, or seminar. After 72 hours, Catholic International will not issue refunds. Students receive automatic access to independent study courses at the time of registration and payment. Students receive access to seminars on the first day of the seminar. To obtain a refund for a dropped course, the student must email the Continuing Education support team at continuingeducation@catholicicu.edu within three days of receiving access to the course. Refunds will be processed within 30 days of request.

ATTENDANCE POLICY

Asynchronous Courses

Catholic International requires students to actively and substantively participate each week in the courses in which they are enrolled. That participation may take the form of posting to discussion forums, submitting written assignments, or completing quizzes or exams. Merely viewing course pages does not qualify as participation. Any student who cannot participate weekly should contact his or her faculty member immediately.

Synchronous Courses

For any course with synchronous sessions at which students' presence is required, meeting times will be clearly indicated in the syllabus. Students are advised to review all syllabi when they register for courses. Attendance will be taken, and synchronous sessions will be recorded. Any student who is unable to attend a synchronous session should view the recording and contact his or her instructor as soon as possible.

Administrative Drops

Catholic International may administratively drop students seven calendar days after the start of the course if they fail to meet the active participation requirement during the first week of the term and fail to contact the faculty member during the first week of class regarding their inability to meet the participation requirement.

Federal Financial Aid Attendance

Although Catholic International does not formally take attendance, the federal financial aid officer must verify participation at specific points each semester:

1. Within the first two weeks of class.
2. Before any additional aid disbursements.
3. At the halfway point of each semester.
4. At the end of the semester.

COMPLAINT & GRIEVANCE POLICY

In Christian charity, any student who has concerns about interactions with a member of the faculty or staff should attempt to resolve the problem privately and in an informal manner by conferring first with the individual to discuss the issue.

If the student still does not think his or her concern has been resolved, graduate and undergraduate students should contact the **registrar**. Continuing education students should contact the **Continuing education support person**.

If these initiatives are unsuccessful, then the student should contact, in writing, the **president**, who will investigate the complaint and render a decision about a final course of action.

The West Virginia Higher Education Policy Commission encourages students first to seek informal resolution of any concern or issue. If the issue cannot be resolved informally, the student should follow the institution's formal complaint or grievance procedure. If, after exhausting the institution's internal grievance procedures, the institution has not responded to the student's satisfaction or a satisfactory remedy has not been found, the student may contact the Commission for further investigation into the issue. Upon receipt of a complaint, the Commission may conduct an investigation or refer the issue to another agency that is authorized to address the issue. The Commission may contact institution officials to discuss a possible resolution. Instructions for filing a complaint with the West Virginia Higher Education Policy Commission can be found at [Student Complaint Process](#).

Students will not be subject to adverse actions by the university as a result of filing a complaint. Students may also choose to file a complaint with Catholic International's accrediting body, the [Higher Learning Commission](#), or by following the [SARA complaint process](#).

COMPREHENSIVE EXAM POLICY AND PROCEDURES

All degree-seeking students in theology programs will take one comprehensive exam after all coursework is complete and prior to graduation. Comprehensive exam questions are based on the eight required courses in the MA in Theology program or the eleven required courses in the MA in Theology and Educational Ministry program, as well as knowledge and comprehension gained from elective coursework. Students are able to begin formal preparation for the comprehensive exam once they have enrolled in their final graduate course.

Preparation

Comprehensive exam questions require students to synthesize and apply general concepts learned in multiple courses within the programs. In preparing for the comprehensive exam, students should review the provided study guides, which will remind them of key Church documents, Church Fathers and doctors, theological concepts, events in Church history, scripture passages, and sections of the Catechism. Students may also wish to review course materials, papers, and other written assignments, quizzes, and textbooks from their coursework. They should think ahead and gauge the amount of time they will need to prepare for the exam.

Students can register for the comprehensive exam only in the Fall I, Winter I, or Summer terms. They register and pay the exam fee through the student portal in Populi. Upon registration, each student will have access to the student guide and question pool for his or her particular degree and will have sixteen weeks to study and complete the exam.

Scheduling and Taking the Exam

When the student has decided on an exam date, he or she must schedule the exam with the online proctoring service, Meazure. Details regarding Meazure can be found in the Catalog and Student Handbook, and the registrar (registrar@catholicu.edu) can provide additional assistance.

The exam will be closed book and will consist of three questions chosen at random from the question pool. The student will have four hours to complete the exam.

Exams will be graded for content rather than length, but successful essay answers should each be at least 750-1,000 words in length or approximately 2.5-3 pages.

Grading and Results

After the exam is graded by the Catholic International University faculty, the student will be able to see the results of the exam in Canvas. For each of the three questions, the student will receive a grade of Pass or Fail. Faculty will provide feedback for any answers deemed unsatisfactory.

Any student who fails one or more questions will have the opportunity to retake the exam up to two additional times. The retake will consist of only the question(s) the student did not pass. There will be an additional fee to retake the exam, and the registrar must be contacted to make the necessary arrangements.

ONLINE PROCTORED EXAM POLICY & EXAM EXTENSIONS

While taking online proctored exams, students are responsible for meeting this policy's requirements. Failure to meet the requirements outlined in this policy could result in penalties as severe as no credit for the exam or suspension from the program. All university faculty and staff involved with online testing with proctoring services are responsible for enforcing this policy.

New students are encouraged to review [Steps for Taking a Proctored Exam](#). These helpful steps/reminders will guide you through what is necessary to do in order to fulfill the requirements in this policy.

Requirements:

- ◇ Download and set up your Guardian browser prior to taking the exam. It is recommended that students create a ProctorU/Meazure Learning account before the exam window opens. Returning users: ensure any updates to the Guardian browser are done each term.
- ◇ You are required to show your official ID each and every time you take an exam, i.e. if you have two exams, you need to show your official ID at the beginning of each exam. Official ID must be a driver's license or passport.
- ◇ Additional electronic devices and external materials must be removed from the testing area.
- ◇ Your camera must remain on during the entire exam.
- ◇ Your audio must remain on during the entire exam.
- ◇ A quiet, secluded space is required. There should be zero interruptions during your exam.
- ◇ Final exams must be completed in the exam window. This window opens at 12:00 AM ET on Friday of the last week of classes and closes the following Wednesday at 11:45 PM ET. *Please note that the latest you can start a final on Wednesday is **9:15 PM ET** as a window of 2+ hours is required to start the exam.*
- ◇ If you are unable to complete the exam in this window due to an unavoidable emergency or natural disaster, follow the exam extension procedure below.

Exam Extensions

Requests to complete exams outside the exam period window must be submitted **no later than noon ET on the final day of the exam period**. Exam extensions will not be granted in cases of improper

planning or time management and will be considered only under the following exceptional circumstances:

- ◇ Unavoidable emergencies (considered case-by-case)
- ◇ Natural Disaster

It is the responsibility of the student and the instructor to agree on a deadline for a short-term exam extension. The registrar must then be contacted, again no later than noon ET on the final day of the exam period, to confirm and document the extension.

COPYRIGHT & INTELLECTUAL PROPERTY

Copyright

Original “works of expression,” such as writings, graphics, photographs, and music, may be protected from unauthorized use by the federal copyright laws. Copyright laws govern whether – and to what extent – students are permitted to copy, upload, download, transmit, or distribute such works, or to create new works derived from them without first receiving permission from the holder of the copyright (often the author or publisher of the original). The copyright laws are complex. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority may constitute infringement. In the academic context, copying or paraphrasing parts of a copyrighted work as one’s own constitutes infringement. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, unauthorized downloading and unattributed copying, is expressly forbidden, and may subject violators to civil and criminal liabilities.

Under some circumstances, copying information from websites, downloading music or video from or uploading it to a peer-to-peer application, or even mere photocopying, faxing, or cutting and pasting substantial portions of copyrighted materials may constitute infringement. Catholic International students are expressly prohibited from using the Catholic International online campus or LMS to access peer-to-peer sites that permit unauthorized copying of copyrighted music, photographs, video, or other legally protected materials. Such activities will be treated as violations of the Student Electronic Information Policy.

Certain limited copying of published materials without permission may be allowed under the “Fair Use” doctrine. Catholic International students and associates are required to comply with the copyright laws. Failure to do so may be grounds for disciplinary action, up to and including dismissal, and may subject the infringer to significant legal consequences. As summarized by the United States Department of Education, penalties for copyright infringement may include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17 United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at copyright.gov especially their FAQ section.

Intellectual Property

While Catholic International uses a learning platform as an open-source licensee, the content of the courses and classroom pedagogy are proprietary. Each faculty contract requires an agreement to respect and maintain the terms of the licensed software as well as the confidentiality of classroom design, and pedagogy specific to Catholic International. Faculty agree not to share or copy such proprietary knowledge for use with other persons or entities outside of Catholic International. Catholic International's copyright includes all its courses and programs as well as their design. Faculty may use their own content for other scholarly purposes in other venues, such as publishing a book, but may not present their content in Catholic International's format or design. Staff members are required to sign an Intellectual Property and Confidentiality Agreement at the time of employment. Board members and outside contractors who work for Catholic International are also required to sign a similar document.

COURSE AUDIT POLICY

Auditing students gain access to a course, but do not earn academic credit. Audit registrations for any course are limited and subject to availability at the discretion of the department chair.

Four types of students are eligible to audit courses, when available:

1. Current Catholic International undergraduate students may audit undergraduate courses.
2. Current Catholic International graduate students may audit undergraduate or graduate courses.
3. Alumni of Catholic International may audit undergraduate or graduate courses.
4. Others who are not alumni of Catholic International but have earned a bachelor's degree elsewhere may apply to audit graduate courses only. Certain select undergraduate courses may also be made open for this option; if so, it will be stated in the course description on Populi and the website.

To request to audit a course:

- Current students must contact the Office of the Registrar at registrar@catholiciu.edu. Online self-registration for audits is not available.
- Alumni and others who are not current students should complete an audit application, available on the website (Contact Admissions at admissions@catholiciu.edu with questions). Once Admissions has notified them of acceptance, they should email the Registrar requesting to be enrolled as an auditor.

Please note:

- Audit students must notify the course instructor of their audit status and abide by the instructor's policies for auditing. Some instructors may not permit audit students to participate in class discussions, for example.
- Audit students do not receive grades for assignments or exams.
- Within the add/drop period at the beginning of the term, audit students may elect to change to for-credit status, which requires payment of full tuition and fees.

- Degree-seeking Catholic International students who complete audited courses receive the notation AUD on their transcripts, which does not affect class or program standing and does not enter into overall GPA calculations.
- We encourage current students to discuss the audit option with their academic advisor or department chair to ensure it is a good fit before requesting.

TRANSFER CREDIT & CREDIT BY EXAM POLICY

Credits earned at educational institutions accredited by an agency recognized by the U.S. Department of Education may be substituted for credits earned at Catholic International University in the programs below. Acceptance of transfer credit is at the discretion of the department chair. Credits for transfer must be from courses at the 100 level or higher. Certain requirements must be met, and the number of credits that may be considered for transfer vary by program.

Catholic International University does not guarantee acceptance of transfer credit at another institution. Students should check with the receiving institution prior to registering for courses to ensure that credits earned at Catholic International University will be accepted.

Students who have completed a master's program at Catholic International may be eligible to transfer up to 9 credits into a second master's program at Catholic International, at the discretion of the receiving (second) department chair, who will review transcripts for this purpose on a case-by-case basis to ensure alignment with the curriculum of the second program.

Program-Specific Transfer Credit Limits

- ◊ Associate of Arts in Theology and Associate of Arts in Liberal Arts:
Up to 30 transfer credits
- ◊ Bachelor of Arts in Theology and Bachelor of Arts in Liberal Arts:
Up to 60 transfer credits
- ◊ Master of Arts in Ecclesial Administration and Management:
All courses must be taken at Catholic International; exceptions may be considered by the department chair.
- ◊ Master of Arts in Theology and Master of Arts in Theology and Educational Ministry:
Up to 6 transfer credits; credits must be graduate-level theology, earned within the past 5 years with a minimum GPA of 3.0; exceptions may be considered by the department chair.
- ◊ Master of Arts in Liberal Arts Education:
Up to 12 credits may be accepted from an accredited institution or from the Institute for Liberal Arts Education Catholic Educator Formation and Credential Program; subject to the department chair's review for alignment with the curriculum.

Credit by Exam

College Level Examination Program (CLEP)

Following the recommendation of the American Council on Education (ACE), credit will be awarded for

College Level Examination Program (CLEP) scores of 50 or above on any CLEP exam that aligns with program requirements. A score of 50 or above on any of the exams constitutes 3 academic credits to fulfill program requirements. CLEP score recipient code: 8086

Advanced Placement (AP)

Following the recommendation of the American Council on Education (ACE), credit will be awarded for Advanced Placement (AP) scores of 3 or above on any Advanced Placement Exam that aligns with program requirements. A score of 3 or above on any AP exam constitutes 3 academic credits to fulfill program requirements. College Board number: 9188

Students may partially fulfill the undergraduate language requirement by obtaining either a score of 62 or above in the Level II CLEP exam or an AP exam score of 4 or above in any foreign language. Each exam will count as one 3-credit course.

DANTES Subject Standardized Tests (DSST)

Following the recommendation of the American Council on Education (ACE), credit will be awarded for DANTES Subject Standardized Test (DSST) scores of 400 or above on any DSST Exam that aligns with program requirements. A score of 400 or above on any DSST exam constitutes 3 academic credits to fulfill program requirements.

A maximum combination of 30 credits from CLEP, Advanced Placement, DANTES and/or International Baccalaureate exams will be accepted toward the BA degree; 15 credits will be accepted toward the AA degree. These credits by examination count toward the maximum total number of allowable transfer credits a student brings from other institutions.

The registrar and department chair will review transfer credits to determine their alignment with the program requirements.

DISCIPLINARY CONDUCT POLICY

- ◇ Any member of the student body or the faculty and staff may bring an allegation of serious or continued abusive behavior to the attention of the disciplinary committee. Such allegations must be made in writing.
- ◇ The disciplinary committee will determine whether the alleged conduct is appropriate for investigation. If the committee members consider it to be serious enough to warrant examination, they will gather evidence and take testimony from both the person reporting the misconduct and the student accused of misconduct.
- ◇ Both sides will have two weeks in which to present evidence about the case. The disciplinary committee will render a decision within one week of having received all evidence and will send written notification of its decision to all concerned parties. It will also determine appropriate penalties, which may range from a period of probation to expulsion from the university.
- ◇ A final appeal may be made to the university president within one week of the disciplinary committee's decision. The determination of the president will be final and binding.
- ◇ The West Virginia Higher Education Policy Commission encourages students to seek first informal resolution of any concern or issue. If the issue cannot be resolved informally, the

student should follow the institution's formal complaint or grievance procedure. If, after exhausting the institution's internal grievance procedures, the institution has not responded to the student's satisfaction or a satisfactory remedy has not been found, the student may contact the Commission for further investigation into the issue. Upon receipt of a complaint, the Commission may conduct an investigation or refer the issue to another agency that is authorized to address the issue. The Commission may contact institution officials to discuss a possible resolution. Instructions for filing a complaint with the West Virginia Higher Education Policy Commission can be found at <http://www.wvhepc.edu/wp-content/uploads/2015/10/Student-Complaint-Process-revised-3.pdf>. Students will not be subject to adverse actions by the university as a result of filing a complaint. Students may also choose to file a complaint with Catholic International University's accrediting body, the [Higher Learning Commission](#).

DRUG AND ALCOHOL POLICY

In accordance with the spirit and vision of Catholic International University as well as the Drug-Free Schools and Communities Act (34 CFR Part 85), Catholic International University administrative buildings are considered a drug-free and alcohol-free university and workplace. Catholic International University is a completely online institution, and there is no physical campus. Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on the property belonging to the University including but not limited to grounds, parking areas, or anywhere within the building. Students or employees who violate this policy will be subject to disciplinary action including termination of enrollment and/or employment. For more information visit The U.S. Department of Education's Higher Education Center for Alcohol and Other Drug Prevention website at www.edc.org. Catholic International University will impose sanctions on students or employees consistent with federal and state law and the guidelines in this policy. Details of federal sanctions can be found at the [U.S. Department of Justice](#). Details of the state of West Virginia sanctions can be found at the [Legis State for West Virginia](#). Students and employees must abide by the terms of this policy or Catholic International University will take one or more of the following actions within 30 days of violation of this policy by:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against the student or employee including termination of enrollment and/or employment.
3. Requiring the student to participate in an approved substance abuse rehabilitation program.

Catholic International University will make its best effort to maintain a drug and alcohol-free university through implementation of the policy and will establish and maintain a drug-free and alcohol awareness program.

This policy is readily available to students and employees at all times through the catalog located on the website, the student handbook available on the online campus and in the employee handbook. New students/employees will receive a copy of the Catholic International University Drug Free Schools and Workplace policy as part of acceptance/orientation process.

Because Catholic International is a completely online institution, it is unable to provide onsite counseling or treatment. The following information is provided as a resource for those who need assistance with avoiding or recovering from alcohol or drug abuse.

We encourage any student, staff, or faculty member who needs information related to alcohol or drug abuse to use directory information, online searches, the telephone book, or referrals from friends and/or professionals.

The following is a list of national organizations dedicated to providing information and suggestions:

- ◇ Substance Abuse and Mental Health Services Administration (SAMHSA)– An agency of the US Department of Health & Human Services providing information online regarding alcohol, drugs, and treatment programs.
General Address: www.samhsa.gov
Specific Address for Treatment Programs: findtreatment.samhsa.gov
1-800-729-6686
- ◇ The National Clearinghouse for Alcohol and Drug Information – Part of US Department of Health and Human Services & SAMSHA's Clearinghouse <https://www.samhsa.gov/>
1-800-729-6686
- ◇ About.com Substance Abuse – Explore the complicated disease of addiction. Information on basic questions concerning drugs and addiction.
- ◇ National Institute on Drug Abuse – General Link/Address: www.nida.nih.gov
Specific Link/Address on Club Drugs: www.clubdrugs.org
1-310-443-1124

Drug Violations and Federal Financial Aid

The Higher Education Act states that students convicted for a drug offense that occurred during a period of enrollment while they were receiving federal financial aid may lose eligibility for federal aid. Federal Financial Aid at Catholic International University includes Federal Pell, Federal Direct Loans, Federal PLUS Loans, and Graduate PLUS Loans. Students could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security.

Drugs and alcohol are highly addictive and can cause harmful effects to virtually every aspect of a person's life, e.g., relationships, family, job, school, physical, and emotional health. More details on these harmful effects can be found at [National Institute on drug abuse](http://www.nida.nih.gov).

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

- ◇ inability to get along with family or friends
- ◇ uncharacteristic temper flare-ups
- ◇ increased “secret” type behavior
- ◇ abrupt changes in mood or attitude
- ◇ resistance to discipline at home or school
- ◇ getting into a “slump” at work or school
- ◇ increased borrowing of money
- ◇ a complete set of new friends

We recommend that any person observing any of the above changes utilize the resources listed above and notify the Director of Student Life.

FERPA

Catholic International follows the letter and spirit of pertinent federal and state laws and adheres to guidelines published by the Accrediting Commission of the Higher Learning Commission. From time-to-time issues of disclosure of personal information about students arise. Catholic International faculty are required to be aware of and follow the guidelines of the Family Educational Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- ◇ The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Academic Leadership, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- ◇ The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Students may ask the University to amend a record that they believe is inaccurate. They should write the Catholic International official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- ◇ The right to provide written consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is:

- ◇ A person employed by the University in an administrative, supervisory, academic or research, or support staff position.
- ◇ A person elected to the Board of Trustees.
- ◇ A person or entity employed by or under contract to the University to perform a special task, such as an attorney or auditor or an outside vendor.

A legitimate educational interest is defined as:

- ◇ Performing a task that is specified in his or her position description or contract agreement.

- ◊ Performing a task related to a student's education.
- ◊ Performing a task related to the discipline of a student.
- ◊ Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- ◊ Maintaining the safety and security of the online campus or physical administration of Catholic International.

FERPA permits the disclosure of personally identifiable information (PII) from students' education records without consent of the student if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials as described above, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information (see below), and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student in the following situations (please note further limits on disclosures listed below are contained in 34 CFR § 99.1, et seq.):

- ◊ To officials of another school in which a student seeks or intends to enroll or is already enrolled if the disclosure relates to purposes of enrollment or transfer.
- ◊ To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities. Disclosures under this provision may be made in connection with an audit or evaluation of federal- or state-supported education programs or for the enforcement of or compliance with federal legal requirements related to those programs.
- ◊ In connection with financial aid for which the student has applied or received if the information is necessary to determine aid eligibility, amount, or conditions, or to enforce the terms and conditions of such aid.
- ◊ To organizations conducting studies for or on behalf of the school to: develop, validate, or administer predictive testing; administer student aid programs; or improve instruction.
- ◊ To accrediting organizations to carry out accrediting functions.
- ◊ To parents of an eligible student if the student is a dependent for IRS tax purposes.
- ◊ To comply with a judicial order or lawfully issued subpoena.
- ◊ To appropriate officials in connection with a health or safety emergency.
- ◊ To a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense.
- ◊ To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and has committed a violation of the school's rules or policies with respect to the allegation.
- ◊ To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines that the student committed a disciplinary violation and is under the age of 21.
- ◊ If the disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.

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

Students may withhold directory information by emailing their request to the registrar at registrar@catholiciu.edu.

Students may complete a FERPA [release form](#) to allow staff to discuss their account or academic records with other individuals. The form should be submitted to the registrar at registrar@catholiciu.edu.

GRADING POLICIES

Minimum Grades for Academic Credit and Graduation

To receive academic credit at the undergraduate level, students must earn a 2.0 (C) or better in each course. Students in undergraduate programs must have a cumulative GPA of 2.0 or better in order to graduate.

To receive academic credit at the graduate level, students must earn a 2.0 (C) or better in each course. Students in graduate programs must have a cumulative GPA of 3.0 or better in order to graduate.

Any student who receives a C- or below in any course may re-enroll in the course in a later term. If he or she subsequently receives a higher grade, the lower grade will be expunged, and only the higher grade will appear on the transcript and be factored into the GPA calculation. Once a student earns a grade sufficient for graduation, he or she is no longer permitted to re-enroll in the course.

Grading Disputes

Occasionally disputes may arise regarding assignment and course grades. In any such case, the student must attempt to resolve the dispute with the faculty member. If a resolution is impossible, the student may appeal the issue to the department chair. If the involvement of the chair fails to resolve the issue, the student may request a review of the grade by the provost. The provost's decision is final.

Grading

Catholic International University uses a numerical system of grading. Course grades are determined as follows:

Numerical Grade	Letter Grade	Quality Points
96 – 100	A	4.0

90 – 95	A-	3.75
87 – 89	B+	3.5
83 – 86	B	3.0
80 – 82	B-	2.75
77 – 79	C+	2.5
73 – 76	C	2.0
70 – 72	C-	1.75
65 – 69	D	1.0
Below 65	F	0

The following notations are also used on official transcripts:

Term	Description
W	Withdrawn after the 5 day period initiated by student: some assignments turned in
P	Pass
NP	Not Pass

Au	Audit
FS	Failure due to stopped attending

Some courses may be graded Pass/Fail. Assignments for these courses are graded according to the above numerical grade scale.

Policy on Late Assignments

All course assignments are due on the dates specified by the instructor unless the instructor grants an extension in advance of the original due date. It is the student's responsibility to approach the instructor to request an extension and explain the reason why it is justified. The instructor may impose penalties for late submission of work.

Policy on Failed Courses

Students who re-enroll in a course they previously failed and receive a passing grade will have the failure forgiven and only the passing grade will appear on the transcript.

Policy on Incomplete Coursework and Student Course Extension Requests

Catholic International University respects the unique circumstances of our students' lives. Military deployments, emergency public safety and law enforcement missions, hospitalizations, professional demands, and inability to access the Internet from remote locations are commonplace in the community of students Catholic International University serves.

Students who foresee difficulty in completing their coursework on time are encouraged to approach faculty first, and as early as possible, to discuss the situation. Faculty are encouraged to be sensitive and attentive to the needs of their students while maintaining academic integrity. When possible, students and faculty should work together informally to arrange an alternative plan for the student that does not require a formal extension.

A formal course extension should be sought when a student has reasonable justification for being unable to complete one or more assignments or exams before the last day when all coursework and exams are to be completed for the term, as stated in the university calendar for that term. (Please Note: Not all late assignments require extensions: only those that must be submitted after this date.)

Deciding on a Course Extension: If circumstances prevent a student from completing all required coursework before the end of the course, the student should consider all options before deciding to request an extension in a course. Although extending a course is preferable to withdrawing, there are consequences associated with an extension. In some situations, a student may need extra time to complete one assignment or to submit an assignment late. Late assignments are not equivalent to

extensions. In the event a student requests of a faculty member that they submit an assignment late; faculty are encouraged to work with the student to determine the justification of this request in lieu of a course extension. Where it is evident that a course extension is the optimal solution to support the student in achieving the learning outcomes for the course given the dynamics and demands of the request for more time, the student is to be advised to seek an extension. Guidelines for extension requests are provided below.

How Extensions Affect Final Grade Records: When grades are posted for a term and before the student has completed the work for which he or she has been granted an extension, the student will receive an initial course grade calculated on the assumption of a zero grade for any missing work that will be completed during the extension period. NOTE: In general (except for active duty military called into service), Catholic International does not give “I” (incomplete) grades for students with extensions.

An extension enables the university registrar, when notified by the faculty member, to update the official record of a student’s course grade after those grades are locked on the day when final grades are posted for the term. This allows the student’s grade to reflect the work submitted after the last day of the term during the extension period. Without a documented extension, all posted grades are final.

Student Eligibility for Extensions: To be eligible for an extension, the student must have successfully completed at least 50% of the already-assigned course work. The student must have an overall passing grade for work completed at the time of the request in the course for which an extension is being requested. The first extension will be for 15 days. A second extension of 15 days may be granted if the student has completed a substantial amount of coursework as determined by the faculty member. All course extensions are based on days from the original course end date and not when the extension is approved.

Guidelines and Process for Requesting an Extension: Each 15-day extension request must be submitted by the student using the online “Request Course Extension” form. Requests submitted after the last day of the course will not be considered. A separate form must be submitted for each course for which the student wishes to request extension. If the student does not currently have online access, the student must contact the Registrar’s Office for assistance. An informal discussion or e-mail communication with a faculty member or other staff member will not place a student on an approved extension. Alternatively, a faculty member may, if he or she wishes, enact an extension by emailing the registrar directly with the necessary information. However, it remains the student’s responsibility to complete the Course Extension Request Form. Each request must include:

1. A plan for completion of the course requirements and assignments,
2. An expected completion date
3. Justification for the extension (student’s reasons).

The “plan of completion” submitted with the request must include dates the student will be submitting the remaining assignments. If the faculty member approves, these dates will become the due dates for the assignments, and they must be submitted by the dates given. An extension cannot be requested until the start of the second week of the course, and only if the student has already attended the course. Decisions are e-mailed to the student’s e-mail address on record, so students must

remember to verify on the extension form that his or her e-mail address is current prior to submitting the form. It is the student's responsibility to verify that an extension request was approved if a decision is not received within 48 hours of submitting the request form.

A student who has been granted an extension must notify the faculty member when coursework has been submitted for grading. The faculty member has up to five days following the extension deadline to review and grade coursework and seven days to send a revised final grade to the registrar or course development manager, who will update the final grade in Populi. If the faculty member does not contact these staff within seven days of the end of the extension, the initial grade recorded at the end of the term will be considered final.

Implications of Extensions:

- **Registration limitations.** A student with two or more courses on extension may have the ability to register for future courses blocked or limited until the extensions are resolved.
- **Possible impact on graduation date.** A student extending a course beyond the end of the semester (e.g. beyond the end of Fall II term in the fall, or Spring II term in the spring) may have his or her graduation eligibility and degree conferral date delayed until the next semester, due to processing timelines. Extensions must officially end prior to the degree conferral date.
- **Students using Military Tuition Assistance** (does not apply to Go Army Ed students). Any student using TA is responsible for informing his or her Education Office when the initial grade changes to the final grade posted by the faculty member by printing an official Grade Report from their record and sending it to their ESO. A student using TA is also encouraged to contact his or her military TA official to make sure the grade was received. Students having difficulty with the submission of their final grades to the military should contact goarmyEd@apus.edu.
- **Students using Federal Student Aid.** An extension that overlaps with an academic semester and/or blocks further registration may have an impact on a student's financial aid. Also, during the extension period, the course no longer counts as a current enrollment, which may impact the student's enrollment status for both financial aid awards and for loan deferments.
- **Withdrawal.** A student who extends a course no longer has the option to withdraw from that course once the extension has started. He or she must either complete the work agreed to in the extension request form or receive the initial recorded grade (calculated on the assumption of a zero grade for any missing work).

Deadline for Submitting an Extension Request: In general, requests for extensions must be submitted before the posted course end date or before the current course extension ends.

Faculty Decision Authority Regarding Extensions: Except in the case of those students with specific disability accommodations regarding extensions, a faculty member is not required to approve an extension. Therefore, students should not count on always being able to get an extension when time management is an issue. In some cases, students seek an extension when it is one assignment that is at risk of being submitted on time. Faculty are encouraged to work with students to support their completion of assignments versus taking an extension for the course. Successful course completions

are to be encouraged and supported by faculty as a means of ensuring student learning and student success.

Faculty Approval. The faculty member has 48 hours to make a decision regarding an extension request. If the student has not received a decision by email within 48 hours, it is the student's responsibility to contact the Registrar's office for the status of the request. Except for extreme cases, a faculty member should use the eligibility guidelines set forth above for approving extensions.

Length of Extensions. Courses may be extended in two 15-day intervals for a maximum of 30 days. No student will ever be allowed an extension beyond 30 days from the original course end date. The professor assigns an initial course grade calculated on the assumption that the student receives a zero for any missing work that will be completed during the extension period. All course extensions are based on days from the original course end date and not when the extension is approved.

Submitting Coursework during an Extension. Students must follow the "Plan of Completion" submission dates they posted on the Extension Request Form. Students on extension must notify the professor via e-mail each time they upload any assignment in the classroom. It is up to the student to follow up to ensure that the coursework was received. The professor has five days to review and grade coursework after being alerted by the student that work has been submitted and seven days to post a final grade after the end date of the extension. (As long as the course is not a final program requirement, the professor may post the final grade when coursework is completed, but the professor is not required to post the grade until after the end date of the extension.) The professor assigns a final course grade based upon coursework completed by the student. If the student does not complete the coursework within the approved extension period, the professor posts a grade commensurate with the work the student completed, which may be an "F" if the student did not complete sufficient coursework to successfully pass the course. Note for students using Military Tuition Assistance (does not apply to Go Army Ed students): Students using TA are responsible for informing their Education Office when the initial grade changes to the final grade posted by the professor by printing an official Grade Report from their record and sending it to their ESO. Students are encouraged to contact their military TA official to make sure the grade was received. Students having difficulty with the submission of their final grades to the military should contact goarmyEd@apus.edu.

Impact of Extension on Student Record. A student on extension will receive an initial course grade calculated on the assumption of a zero grade for any missing work that will be completed during the extension period. If unresolved through the extension period, that grade may affect a student's future registrations, grade point average, and eligibility for Federal Student Aid.

If students have 2 or more courses on extension, they will be blocked from further registration until their open extensions are reduced to one. Also, if they are deemed to have requested an excessive number of extensions in the program or have had to make use of a special circumstance or post course extension due to overextending themselves with other commitments, they may be restricted to part-time registrations.

Regardless of when a student on extension finishes his or her coursework, the faculty member has until seven days after the approved extension ends to submit a final grade. If you have two or more concurrent extensions approved and have future registrations that will begin prior to the end of your extensions, you may be dropped from these future courses if the basis of your extension request was due to being overextended in the demands on your time.

Possible Impact on Graduation Date. Extending a course may affect a student's anticipated graduation date; all courses, including course extensions, must officially end prior to the planned degree conferral date. Students are not allowed to change to an earlier conferral by completing a course extension early, and they are warned of this on the Course Extension form, in the course extension approval email, on the Graduation Application, and in the Student Handbook.

Extensions and FSA. If extending your course overlaps an academic semester, and/or blocks you from further registration, this could have an impact on your financial aid. Also, once a course enters the extension period, it NO LONGER counts as a current enrollment, so this would impact your enrollment status for both financial aid awards and for loan deferments.

Withdrawing. If student extends a course, a student no longer has the option to withdraw online from that course once the extension has started.

Final Grades. Any extensions that are still not completed by 30 days after the course end date will revert to a failed grade.

Failure to Honor Extension Commitment. Students who do not honor their commitment to complete their course requirements by the expiration date of their last approved extension will be graded by the faculty member based on the work they completed (including a failing grade if appropriate) and on the grade and percentage of coursework submitted in relation to the overall requirements of the course.

If you have more than one incident of special course extensions on your record, you may be restricted to part-time status to reduce your course load.

If you are approved for two or more concurrent extensions and have future registrations that start prior to the end of your extensions, your future registrations may be dropped to reduce your course load.

LEAVE OF ABSENCE

Leaves of Absence (LOAs) have two effects.

1. They extend the anticipated date of completion.
2. They extend the Lapse Withdrawal Policy timeline: the inactivation of a student's matriculated status after 1 year without registering for courses will be delayed proportionately to any LOA they have taken during that year.

LOAs are granted on a **term** basis, rather than a number of days basis.

1. The start date of a LOA is:
 - a. The date a student requests the LOA and stops participating, if the request is for a term that has started, or
 - b. The first day of the term, if the term has not yet started.
2. LOAs can be approved for up to 2 consecutive terms. To ensure that the leave does not exceed the 180-day maximum required by federal aid regulations, LOAs will not be granted for more than two consecutive terms. If a student requests to begin an LOA during a term that has already started, that term is counted as one of two terms.

3. The end date of the LOA will always be the last day of the last approved term (the “all coursework completed” date of that term).

To request a Leave of Absence, a student must fill out [this form](#) on Populi. Leaves of Absence are subject to the approval of the department chair.

ACADEMIC CREDIT HOURS

Each academic credit comprises 45 contact/engagement hours — 15 hours of engagement and 30 hours of preparation/study.

- ◇ A contact hour is defined using the Carnegie unit of measurement and measures student activities such as participating in discussions, taking quizzes and examinations, looking at PowerPoint slides or videos, reading information from linked websites, reviewing instructor lectures, or any other items that engage students with the coursework according to the course modality.
- ◇ Course hour worksheets that document the distribution of these hours in 8- and 12-week courses are reviewed by instructors each term and shared with students in each course.

CATHOLIC INTERNATIONAL UNIVERSITY ONLINE LIBRARY POLICY

As a 100% online university, Catholic International University maintains a 100% online library with the same library resources and services students find in a physical library, all in electronic format. With over 65,000 eBooks and electronic journals available for student and faculty research, the library’s resources are more than sufficient for aiding students in their course work. The library does not provide students with textbooks. For help with textbooks, students should contact bookstore@catholiciu.edu.

The library’s collection and acquisition policies are focused on providing books and journals in electronic format so that resources can be available to students 24 hours a day, 7 days a week, no matter where a student is located. However, not every book is available in an electronic format or an electronic format with licensing for educational distribution. Therefore, the library maintains a small collection of print books that are not available electronically or in an electronic format supported by the library. When a student requires a book that is not available electronically, the librarian will provide the student with a pdf scan of a single chapter from the book, according to the terms of Fair Use in Education. Providing scans of an entire book is in violation of United States copyright laws. Students who prefer to use print books for research, rather than eBooks, can use the Worldcat search box in the Catholic International University Library to locate books at a library near them.

Along with eBooks and electronic journals, the library provides Catholic International University students with research and writing support. Students can contact the librarian through Pronto, Canvas mail, Email, or use the librarian’s [online calendar](#) to schedule a virtual meeting. The library contains a wide selection of help guides and tutorials to assist students when the librarian is not available.

Visit the Catholic International University Online Library at <https://library.catholicu.edu> or contact the librarian at library@catholicu.edu for more information.

PRONTO ETIQUETTE

"If I speak in the tongues of men and of angels, but have not love, I am a noisy gong or a clanging cymbal. And if I have prophetic powers, and understand all mysteries and all knowledge, and if I have all faith, so as to remove mountains, but have not love, I am nothing." (1 Corinthians 13:1-2)

Speaking all things in charity is a fundamental principle of Christianity. This principle extends to interactions on social media.

Here are some additional principles to keep in mind:

1. Post under your own name with an avatar on your account.
2. Students are encouraged to form online Pronto groups dedicated to particular topics or themes. However, groups must be registered with Student Life and must include a student life coordinator as group "co-owner" with remote access passwords stored in a public place in the Student Life Center.
3. Pronto is a closed social network that exists for the Catholic International community. However, all are advised to think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect on the poster and the university. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online.
4. Strive for accuracy: Get the facts straight before posting them on social media. Review content for grammatical and spelling errors.
5. Practice respectful disagreement rather than personal attacks: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Remember at all times to observe CCC 2478 regarding the treatment of others who post ideas that differ from yours. Assume that others are acting in good faith and deserve the benefit of the doubt.
6. Provide substantive feedback and not blanket or vague accusations.
7. Be brief and stay on topic.
8. Don't write in ALL CAPS.
9. Please familiarize yourself with the entire discussion before participating to avoid duplicating questions.
10. Respect the Church, her hierarchy, and her teachings. Disagreement should be articulated thoughtfully, respectfully, and with due consideration for the sacred office that our shepherds hold and only after reasonable attempts to learn all relevant facts. Be wary of "facts" presented in headlines or writings on internet sources of dubious reliability. Disagreement should be issue-based and not personal. Catholics should strive to take the best interpretation possible of the thoughts, deeds, and words of others, all the more the Pope and the bishops who are the successors of the Apostles. (CCC 2478)

11. Respecting the privacy and safety of all, do not publicly post any personal information about others they have not previously offered, including contact information, including personal addresses, phone numbers, or email, location, age, or family information including your own.
12. Photography: Photographs posted on social media sites easily can be appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800×600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing.
13. Spamming, cyberbullying, flaming, sexual, racial or ethnic harassment and posting of obscene or pornographic content will not be tolerated. Catholic International staff actively monitors the chats and reserves at its discretion the right to remove posts and comments, to dissolve groups and to admonish, suspend, or even ban given users from interacting on Pronto. for violations of the above etiquette policies. [1][2][3]
14. Obey the terms of service for Pronto.
15. Address all concerns to the Student Life staff coordinators.

STUDENT ELECTRONIC INFORMATION POLICY

General standards for the acceptable use of Catholic International systems require responsible behavior with respect to the electronic information environment at all times.

All users will maintain compliance with all applicable local, state, federal, and international laws and regulations.

All users will maintain truthfulness and honesty in personal and computer identification.

All users shall respect the rights and property of others, including intellectual property rights and copyright laws.

All Catholic International usernames are the property of Catholic International and as such Catholic International retains exclusive rights to the creation, assignment, revocation, usage, and content management of all Catholic International usernames.

The following activities and behaviors are prohibited. Violations are grounds for disciplinary action up to and including dismissal from the university:

- ◊ Interference with or disruption of the computer or network accounts, services, or equipment of others, including but not limited to, the creation, installation, transmission, or propagation of computer “worms” and “viruses,” or activities that would result in a denial of service
- ◊ Revealing passwords (either one’s own or someone else’s) or otherwise permitting the use by others of one’s accounts for computer and/or network access
- ◊ Altering or attempting to alter files or systems without authorization
- ◊ Unauthorized scanning of the Catholic International websites, Learning Management System, or Online Campus network for security vulnerabilities
- ◊ Unauthorized network monitoring of other users’ activities
- ◊ Intentionally damaging or destroying the integrity of electronic information
- ◊ Intentionally disrupting the use of electronic networks or information systems
- ◊ Collecting usernames and contact information and/or sending unsolicited commercial communications (spam)

- ◊ Attempting to decompile, decipher or reverse engineer any of the software used by Catholic International as part of the online services or interactive features
- ◊ Posting or transmitting any advertising or promotional materials or soliciting users to use particular goods or services, except as otherwise expressly permitted by Catholic International
- ◊ Posting any classified or sensitive information, which means that users, to the extent applicable, should also be mindful of Operational Security (OPSEC) when posting about units, organizations, and/or operations
- ◊ It is a violation to use an official Catholic International email address to impersonate a university office, faculty/staff member, or student.

STUDENT EMAIL POLICY

All academic students currently enrolled at Catholic International University (Catholic International) are assigned an @catholiciu.edu email address, which is the official means of email communication between the university and the student. Students are expected to check this email account regularly for announcements and email communication from the University, much of which may be time critical. Faculty should assume that students' official email and Canvas messages are being monitored regularly and use the official email, Canvas chats, and discussion boards to communicate with their classes accordingly.

Failure to check for messages and to receive messages due to full mailboxes or auto-forwarded email are not acceptable excuses for missing official University communications. Students may auto-forward email to an outside email client at their own risk. The university IT staff and Help Desk do not support auto-forwarding of email and are unable to assist in troubleshooting problems with outside email clients or forwarded email.

PERSONAL CONDUCT POLICY

Students

Catholic International students may be expelled for repeated offenses or for one-time flagrant violations of university policy such as cheating on an examination, falsifying application records, falsifying medical or other documentation submitted for appeals or accommodations, or using harassing and/or abusive language when interacting with other students, faculty, or Catholic International staff. Other instances of student misconduct may include but are not limited to the following:

- ◊ The use of obscenities in any online setting, including but not limited to class discussions or video conferences, Pronto or Student Life, or in any contact with university faculty or staff.
- ◊ The use of any racial, gender or ethnic attacks in any online setting, including but not limited to class discussions or video conferences, Pronto or Student Life, or in contact with university faculty or staff.

- ◇ Harassment of fellow students, faculty, or staff either through personal attacks or repeated attempts to get a response prior to the published acceptable response time or after an appeal has been formally rejected by the university.
- ◇ Student misconduct of a possible sexual nature, which may include, but is not limited to, sexual discrimination, sexual harassment, or sexual violence, that denies or limits on the basis of sex an employee's ability to provide aid, benefits, or services to students, or a student's ability to participate in or benefit from Catholic International's programs and activities.
- ◇ Any yelling or other personally threatening behavior with faculty or staff.
- ◇ Intentional disruption of, or interference with, University academic or administrative activities.
- ◇ Continued disruption of online classroom learning or group discussions in Pronto or any other setting.
- ◇ Any act of cheating in a course or aiding another student in cheating.
- ◇ Knowingly publishing or circulating damaging or false information (slander or libel).
- ◇ Any deliberate attack on or vandalism of University website, networks, or physical property.
- ◇ Unauthorized access to another student record or classroom.
- ◇ Submission of any falsified Catholic International student information to any third party, including diplomas, transcripts, and registration information.
- ◇ Submission of fraudulent information on a student or loan application.
- ◇ Submission of any fraudulent information including information provided in the application.
- ◇ Submission of any falsified medical documentation, death certificates, or other third-party documentation for disability accommodations, appeals, or appeals of academic dismissal.
- ◇ Failure to supply upon request appropriate or sufficient documentation to verify information submitted to Catholic International as part of the application process or otherwise.
- ◇ Failure to return material loaned by Catholic International staff or faculty.

Any student who commits a personal conduct offense that is deemed not to merit expulsion on its own may be sent a letter of student misconduct from the provost. This letter will be placed in the student's record and may be included in any future background investigation request. .

Two instances of student misconduct will count as multiple offenses as long as counseling has occurred prior to the subsequent incident. If a second instance of student misconduct occurs after a student has received a letter of student misconduct, he or she may be placed on suspension pending review of the case for possible expulsion.

Any student who disagrees with the decision of the provost may appeal in writing to the president.

All Members of the University Community

Any member of the student body, faculty, or staff may bring an allegation of serious or continued abusive behavior to the attention of the disciplinary committee. Such allegations must be made in writing.

The disciplinary committee will determine whether the alleged conduct is appropriate for investigation. If the committee considers the allegation to be sufficiently serious to warrant examination, they will gather evidence and take testimony from both the person reporting the misconduct and the individual accused of misconduct.

Both sides will have two weeks in which to present evidence regarding the case. The disciplinary committee will render a decision within one week of having received all evidence and will send written notification of its decision to all concerned parties. It will also determine appropriate penalties, which may range from a period of probation to expulsion from the university.

A final appeal may be made to the university president within one week of the disciplinary committee's decision. The determination of the president will be final and binding.

STUDENTS' RIGHTS AND PRIVACY

Catholic International University follows the letter and spirit of pertinent federal and state laws. Catholic International University adheres to guidelines published by the Accrediting Commission of the HLC and takes seriously the responsibility to provide high-quality education. In turn, students are expected to demonstrate personal and intellectual honesty and to conform to all university rules and regulations.

Catholic International University complies with the Family Educational Rights and Privacy Act of 1974. No one outside the university shall have access to, nor will the university disclose any information from student records without the written consent of the student except to appropriate personnel within the university, to officials of other institutions at the student's request, to accrediting agencies carrying out accrediting functions, or to persons in an emergency in order to protect the health or safety of students or others. Only members of the university staff acting in the student's educational interest are allowed access to student records.

At its discretion the university may provide directory information in accordance with the provisions of the Act to include student name, address, telephone, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent educational institutions attended by the student, and participation in officially recognized activities. Students may withhold directory

information by emailing their request to the registrar (registrar@catholiciu.edu). Visit www.catholiciu.edu to download the Consent for Release of Information form.

TITLE IX COMPLIANCE POLICY

I. Introduction

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, CATHOLIC INTERNATIONAL UNIVERSITY has adopted this Title IX Non-Discrimination & Grievance Process Policy (the “Policy”). As set forth in detail herein, CATHOLIC INTERNATIONAL UNIVERSITY:

- ◊ Does not discriminate on the basis of sex, including in admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation;
- ◊ Prohibits discrimination on the basis of sex in its educational programs and activities, as required by law;
- ◊ Is committed to promoting fairness and equity in all aspects its operations; and
- ◊ Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect the rights of all parties involved.

This Policy is adopted to prevent discrimination prohibited under Title IX and provide a prompt, fair, and impartial process to address complaints of alleged discrimination based on sex.

Inquiries about this Policy or the application of Title IX may be referred to CATHOLIC INTERNATIONAL UNIVERSITY’s Title IX Coordinator, the Assistant Secretary of the Department of Education’s Office for Civil Rights, or both.

II. Overview of Title IX Policy and Grievance Process: General Provisions

Responsibilities of the Title IX Coordinator

The Title IX Coordinator oversees implementation and enforcement of this Policy, which includes primary responsibility for coordinating the school’s efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The School’s Title IX Coordinator is identified below and may be contacted with questions about this Policy, to file a report or formal complaint, or to otherwise assist individuals in ensuring equal access to the school’s educational programs or activities in compliance with Title IX.

Title IX Coordinator: Judy Welsh

Office of Institutional Advancement

Address: 300 S. George Street, Charles Town, WV 25414 Tel.: (888) 254-4238 X727

Email: titleix@catholiciu.edu

Web: www.catholiciu.edu

Individuals may also contact the U.S. Department of Education's Office for Civil Rights with Title IX questions. *(Please note that inquiries to OCR alone are not sufficient to allow appropriate responsive action by the school. To ensure your concern is appropriately addressed under this Policy, please file a report with the School's Title IX Coordinator).*

Office for Civil Rights (OCR) U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-1100

Customer Service Hotline #: (800) 421-3481 Facsimile: (202) 453-6012

TDD#: (877) 521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

How to Make a Report or Formal Complaint of an Alleged Title IX Violation

Any person may report alleged sex discrimination, sexual harassment, or retaliation to the Title IX Coordinator, irrespective of whether the reporting person is the alleged victim of such conduct. A report is differentiated from a Formal Complaint ("Complaint"), which is a document filed/ signed by the Complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the school investigate the allegation(s) and implement the School's Grievance Process. A report or complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail at any time (including during non-business hours), using the contact information in the section immediately above or as described below:

1. Report directly to the Title IX Coordinator: Judy Welsh
Address: 300 S. George Street, Charles Town, WV 25414 Tel.: (888) 254-4238 X727
Email: titleix@catholiciu.edu
2. Report online via the reporting form posted here.
3. Report by telephone to the Title IX coordinator at (888)254-3248 X727
4. Report to staff, faculty or any Catholic International University employee. The incident will be forwarded to the Title IX coordinator and acted on in accordance with our stated policy and processes.

After Making a Report or Formal Complaint

Upon receipt of a report or Complaint, the Title IX Coordinator shall undertake an initial assessment to determine appropriate next steps as required under this Policy, including making an initial threat assessment to ensure there is no immediate danger to Complainant or the campus community and, if there is, to take appropriate action, which may include emergency removal of Respondent as described below.

The Coordinator shall contact Complainant to discuss the availability of appropriate supportive measures that may be implemented with input from the Complainant irrespective of, and in addition

to, any resolution process including the formal Grievance Process, and will notify Complainant about the right to have an advisor.

If the report has been made without filing a Complaint, the Title IX Coordinator will review the allegations and discuss options with the Complainant, including the option of proceeding with a Complaint. If the Complainant does not want to proceed with a Complaint, the Coordinator may initiate a Complaint if the Coordinator determines that a Complaint is warranted.

If the Complainant files a Complaint, or the Title IX Coordinator initiates a Complaint, the matter will proceed as described under the Grievance Process.

After submission of a Complaint and after notifying the Respondent of the Complaint's allegations, the parties will be notified of the availability of informal resolution, as applicable. All parties must voluntarily consent in writing to any informal resolution process. The parties may withdraw such consent at any time and resume the formal Grievance Process.

At all stages of the process, irrespective of any resolution or grievance process which may be implemented, responsive and reasonable supportive measures will be implemented to ensure continued access to the school's educational program or activities.

Emergency Removal of Respondent

The school reserves the right to remove a Respondent from its education program or activities on an emergency basis when the Respondent poses an immediate threat to the health or safety of any student or campus community member. The school will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. If an emergency removal is imposed, the Respondent will be given notice of the removal and the option to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the removal should not be implemented. Emergency removal decisions are not subject to appeal.

Administrative Leave of Employee Respondent

Respondents that are School employees may be placed on administrative leave during the pendency of a grievance process as determined by the School and the Title IX Coordinator.

Complainant's Decision to Pursue a Complaint

If a Complainant does not wish to be identified, does not wish for an investigation to take place, or does not want a Complaint to be pursued, the Complainant may make such a request to the Title IX Coordinator, who will evaluate the request in light of the duty to ensure campus safety and compliance with state and federal law. The school will comply with Complainant's wishes unless the Coordinator determines that initiating a Complaint is warranted under the circumstances.

If the Coordinator independently initiates a Complaint, the Complainant may have as much or as little involvement in the process as the Complainant desires. The Complainant retains all rights of a Complainant under this Policy irrespective of participation level. Irrespective of whether a Complaint is filed, the school shall offer supportive measures to ensure Complainant's continued access to the

school's educational program and activities. If the Complainant elects not to file a Complaint, the Complaint shall retain the right to file a Complaint later.

Complaint Dismissal

Mandatory Dismissal

The School *must* dismiss a Complaint if, at any time during the investigation or hearing, it is determined that:

1. The conduct alleged in the Complaint does not constitute sexual harassment as defined in under Title IX; and/or
2. The conduct did not occur in an educational program or activity controlled by the school (including buildings or property controlled by recognized student organizations); and/or
3. The school does not have jurisdiction over the Respondent; and/or
4. The conduct did not occur against a person in the United States; and/or
5. At the time of filing a Complaint, the Complainant is not participating in or attempting to participate in the education program or activity of the school.

Discretionary Dismissal

The school may dismiss a formal complaint or any allegations therein if at any time during the investigation or hearing:

1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Complaint or any allegation therein; or
2. The Respondent is no longer enrolled in or employed by the school; or
3. Circumstances prevent the school from gathering evidence sufficient to reach a determination as to the Complaint or allegations therein.

Upon any dismissal, the school shall promptly send written notice of the dismissal and its rationale simultaneously to the parties. This dismissal decision is appealable by any party under the procedures for appeal below.

Title IX dismissed complaints may include conduct that could be considered a potential violation of another school policy included in the student, employee or faculty handbooks, and may be addressed through other applicable, non-Title IX conduct policies and procedures accordingly.

Consolidated Complaints

If a Complaint involves one or more Complaint, Complainant and/or Respondent and allegations arising out of the same set of circumstances, the school may elect to consolidate complaints.

Time Limits on Reporting

There is no time limitation on making a report or Complaint. However, acting on reports or Complaints is significantly impacted by the passage of time and occurrence of other events (including, but not limited to, the rescission or any revision of this Policy), and is at the discretion of the Title IX Coordinator, who may, among other things, document allegations for future reference, offer supportive measures and/or Remedies, and/or engage in informal or formal action, as appropriate. Additionally, if the Respondent is no longer subject to the school's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide Remedies may be more limited or impossible.

Anonymous Report or Complaint

If a Complainant makes a report anonymously, it will be investigated by the school to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or Remedies can be provided. Anonymous reports typically limit the school's ability to investigate and respond, depending on what information is shared. In some situations, the Title IX Coordinator may proceed with the issuance of a Formal Complaint even when the Complainant's report has been made anonymously.

Confidentiality

The school shall undertake reasonable efforts to preserve the confidentiality of reports and Complaints. The school shall not disclose any report or Complaint except as provided herein and as necessary to effectuate this Policy, or as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99, or as required under applicable law.

Certain professionals have a legal and/or ethical responsibility to maintain communications made in the scope of their professional roles in strict confidence.³ Some of these roles include licensed professional counselors/mental health providers, licensed medical and health care providers, victim advocates, ordained/licensed clergy, licensed attorneys and rape crisis or domestic violence resources. Complainants or Respondents wishing to speak to someone confidentially are encouraged to seek out such resources. Communications with such professionals are considered legally privileged and cannot be revealed without a party's express written consent.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the school's education program or activity, including measures designed to protect the safety of all parties or the school's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available upon receipt of a report or a complaint alleging possible sexual harassment. At the time that supportive measures are offered, the school will inform the Complainant, in writing, that they may file a formal complaint with the school either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The school shall maintain the confidentiality of the supportive measures to the greatest extent reasonably practicable, provided that confidentiality does not impair the school's ability to provide

supportive measures or otherwise fulfill its obligations under this Policy. The school will implement measures in a way that does not unreasonably burden the other party.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, referral to medical or

healthcare services, referral to community-based services, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Amnesty for Complainants and Witnesses as required by applicable state law.

The school encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the school community that Complainants choose to report misconduct to School officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, the school may offer parties and witnesses amnesty from minor violations of other School policies – such as underage alcohol consumption or personal use of illicit drugs – that may be associated with the incident.

Amnesty is not applicable to more serious allegations, such as physical abuse of another or illicit drug distribution.

Right to an Advisor

The parties have the right to select an advisor of their choice to accompany them to any or all meetings and interviews during the resolution process. There are no limits on who can serve as an advisor; it may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. Under Title IX, cross-examination is required during the hearing and must be conducted by the parties' advisors. If a party selects an advisor of their choice, this advisor must perform cross-examination on their behalf during the hearing, as the parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an advisor, or the advisor does not appear for a hearing, the school will provide one for the limited purpose of conducting cross-examination on behalf of the party.

An advisor who is also a witness to the allegations in the complaint creates potential for bias and conflict-of-interest. A party who chooses an advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s) and may, but will not necessarily, impact the Final Determination.

The school cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not select or retain an attorney or cannot afford an attorney, the School is not obligated to provide the other party with an attorney.

Conflict-of-Interest & Bias

Title IX Personnel are trained to ensure they have no conflict of interest and are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally. To raise any concern involving bias, conflict of interest or other misconduct by any Title IX Personnel contact the School's Director of Operations to report your concern.

Amy Shouse

Director of Operations, Catholic International University 300 South George Street, Charles Town WV 25414

(888) 254-4238 (702)

ashouse@catholiciu.edu

www.catholiciu.edu

Resolution Timeline

The school will make a good faith effort to complete the resolution process fairly and promptly. Duration of a matter that proceeds through the Formal Grievance Process is determined by many factors including, but not limited to, the cooperation and availability of the parties and witnesses, potential concurrent criminal investigations, and the school closures, among others. The school will avoid all undue delays within its control and will grant reasonable extensions of time, upon written request and showing of good cause, by a party. The school shall provide the parties written notice of delays and/or extensions, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

Notifications to Parties

All notifications to the parties noted herein will be made by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official School records, or emailed to the parties' School-issued email or otherwise approved account. Once mailed, e-mailed and/or received in-person, notice will be presumptively delivered

Clery Act Reporting

Effective learning requires a safe environment. Catholic International University complies with the Higher Education Opportunity Act of 1965 and the Safe and Drug Free Colleges and Communities Act and Amendments of 1989. As an educational institution offering 100% of our programs online, Catholic International University is exempt from the Clery Act compliance obligations, including the annual ASR.

Retaliation

The school prohibits retaliation under this Policy. Retaliation may include intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation,

proceeding, or hearing under this Policy and procedure. Alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The school will take appropriate action to protect individuals who fear that they may be subjected to retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this Policy and procedure does not constitute retaliation. Relatedly, a determination of responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

The School's Mandatory Response Obligations

CATHOLIC INTERNATIONAL UNIVERSITY's mandatory response obligations under this Policy arise when CATHOLIC INTERNATIONAL UNIVERSITY has Actual Knowledge of conduct that may constitute sexual discrimination, harassment, or retaliation, as defined herein. Actual Knowledge occurs when the Title IX Coordinator or a School official with authority to implement corrective measures ("OWA")⁴ becomes aware of the potential occurrence of such conduct. Actual notice received by any of these OWAs constitutes Actual Knowledge upon which the school's mandatory response obligations arise under this Policy. Additionally, the School has Mandated Reporters⁵ who are required under the school's policy to report known or suspected discrimination to the Title IX Coordinator. In these cases, the school must act to stop, remedy and prevent future recurrence of prohibited conduct through application of this Policy.

Notice, Dissemination and Publication of Policy

Title IX requires CATHOLIC INTERNATIONAL UNIVERSITY to notify applicants for admission or employment as well as students, employees, and, if applicable, unions or professional organizations holding collective bargaining of collective agreements with the School, of this Policy. CATHOLIC INTERNATIONAL UNIVERSITY complies with Title IX's notice requirements, including prominently publishing its Non-Discrimination & Grievance Process Policy and contact information for the Title IX Coordinator on its website and in other publications.

III. Sexual Harassment Defined, Jurisdiction & Scope of Policy Sexual Harassment Defined

For purposes of this Policy and the grievance process, Sexual Harassment has the meaning set forth below. Sexual Harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, gender and/or gender identity of those involved.

Sexual Harassment means:

Conduct on the basis of sex that satisfies one or more of the following:

- 1) Quid Pro Quo:
 - a) A School employee,
 - b) conditions the provision of an aid, benefit, or service of the school,
 - c) on an individual's participation in unwelcome sexual conduct; and/or
- 2) Sexual Harassment:
 - a) unwelcome conduct,
 - b) determined by a reasonable person,
 - c) to be so severe, and

- d) pervasive, and,
 - e) objectively offensive,
 - f) that it effectively denies a person equal access to the school's education program or activity.
- 3) Sexual assault, defined as:
- a) Sex Offenses, Forcible:
 - i) Any sexual act directed against another person,
 - ii) without the consent of the Complainant,
 - iii) including instances in which the Complainant is incapable of giving consent.
 - b) Forcible Rape:
 - i) Penetration,
 - ii) no matter how slight,
 - iii) of the vagina or anus with any body part or object, or
 - iv) oral penetration by a sex organ of another person,
 - v) without the consent of the Complainant.
 - c) Forcible Sodomy:
 - i) Oral or anal sexual intercourse with another person,
 - ii) forcibly,
 - iii) and/or against that person's will (non-consensually), or
 - iv) not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - d) Sexual Assault with an Object:
 - i) The use of an object or instrument to penetrate,
 - ii) however slightly,
 - iii) the genital or anal opening of the body of another person,
 - iv) forcibly,
 - v) and/or against that person's will (non-consensually),
 - vi) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or temporary or permanent mental or physical incapacity.
 - e) Forcible Fondling:
 - i) The touching of the private body parts of another person (buttocks, groin, breasts),
 - ii) for the purpose of sexual gratification,
 - iii) forcibly,
 - iv) and/or against that person's will (non-consensually),
 - v) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or temporary or permanent mental or physical incapacity.
 - f) Sex Offenses, Non-Forcible:
 - i) Incest:
 - (1) non-forcible sexual intercourse,
 - (2) between persons who are related to each other,
 - (3) within the degrees wherein marriage is prohibited by West Virginia Law.
 - ii) Statutory Rape:

- (1) non-forcible sexual intercourse,
 - (2) with a person who is under the statutory age of consent of 16.
- 4) Dating Violence, defined as:
 - a) Violence,
 - b) On the basis of sex,
 - c) Committed by a person,
 - d) Who is in or has been in a social relationship or a romantic or intimate nature with the Complainant.
 - i) The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - ii) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - iii) Dating violence does not include acts covered under the definition of domestic violence.
- 5) Domestic Violence, as defined by:
 - a) Violence,
 - b) on the basis of sex,
 - c) committed by a current or former spouse or intimate partner of the Complainant
 - d) by a person with whom the Complainant shares a child in common, or
 - e) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
 - f) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of West Virginia.
 - g) By any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of West Virginia.
- 6) Stalking, defined as:
 - a) Engaging in a course of conduct,
 - b) On the basis of sex,
 - c) Directed at a specific person, that would cause a reasonable person to fear for the person's safety, or
 - i) The safety of others; or
 - ii) Suffer from substantial emotional distress.
 - d) For the purposes of this definition—
 - i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or inter-feres with a person's property.
 - ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or professional treatment or counseling.

Force, Coercion, Consent, and Incapacitation

As used in the offenses above, the following definitions and meanings apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent.

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is **unreasonable** pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent: Consent is knowing permission to engage in sexual activity that is voluntarily given through clear verbal communication or by unambiguous behavior.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on CATHOLIC INTERNATIONAL UNIVERSITY to determine whether this Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Re-

until and unless demonstrated otherwise by the evidence and after a Final Determination as been rendered. Disciplinary sanctions or punitive measures will not be imposed against a Respondent unless and until there has been a finding of responsibility after application of the process. If at any stage of the investigation it is determined that conditions exist warranting dismissal, the complaint will be dismissed. Complainant will continue to be entitled to appropriate supportive measures in such cases.

The school requires impartiality in the process by ensuring there are no actual or apparent conflicts of interest or disqualifying biases of any Title IX Personnel. The parties may, at any time during the resolution process, raise a concern regarding bias, conflict of interest, or any irregularity which may taint the impartiality of the process. Such concerns should be reported in writing to the Title IX Coordinator, Director of Operations, or University President, who will evaluate the concern and take appropriate corrective action to ensure integrity of the process.

Notice of Allegations

The Title IX Coordinator will provide written notice of the allegations to the Respondent and Complainant upon receipt of a Formal Complaint. The notice will be provided prior to any initial meeting or interview with the Respondent and their advisor, if applicable, allowing sufficient advanced notice to prepare.

The notice will include:

- ◇ A meaningful summary of all allegations,
- ◇ The identity of the parties (if known),
- ◇ The precise misconduct being alleged,
- ◇ The date and location of the alleged incident(s) (if known),
- ◇ The specific policies alleged to have been violated,
- ◇ A description of the applicable procedures,
- ◇ A statement of the potential sanctions/responsive actions that could result,
- ◇ A statement that Respondent is presumed not responsible for the reported misconduct unless and until a Final Determination has been rendered at the conclusion of the process,
- ◇ Notice that the parties will be given an opportunity to inspect and review all directly related and relevant evidence obtained during the investigation,
- ◇ The school's policy on retaliation,
- ◇ Information about the privacy of the process,
- ◇ The right to have an advisor of their choice, who may be, but is not required to be, an attorney,

- ◊ [If applicable: A statement informing the parties that the school's policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,]
- ◊ Detail on how the party may request disability accommodations during the interview process,
- ◊ An instruction to preserve any evidence that is directly related to the allegations.

Investigation

Trained Investigators will be assigned to investigate allegations contained in a Formal Complaint and will do so objectively. The burden to collect all evidence related to the allegations, including both inculpatory and exculpatory, rests on the school, and not on the parties. Investigators must be free from bias and conflicts of interest. Depending on the complexity of the case, more than one Investigator may be assigned.

Investigation Timeline

The school will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation. The school may undertake a reasonable delay in its investigation under appropriate circumstances. Such circumstances include, but are not limited to, a concurrent law enforcement investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions. The school will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates as warranted. The school will promptly resume its investigation and resolution process as soon as feasible. During such a delay, the school will implement supportive measures as deemed appropriate.

Concurrent Law Enforcement Investigation or Criminal Proceedings

The school's grievance process is an administrative procedure required under Title IX to address sexual discrimination and therefore is separate and independent of any law enforcement investigation or criminal proceedings. While a law enforcement investigation may necessitate a temporary delay in the school's grievance process, such law enforcement investigation does not replace the school's grievance process, as the School is legally obligated to address and remedy potential sexual harassment in its educational programs and activities as set forth in this Policy.

The Investigation Process

Investigators serve free from conflict of interest, objectively and without bias. All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses and obtaining available, relevant evidence. The school, not the parties, bears the burden of gathering evidence and the burden of proof. Parties have equal opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The investigation will be conducted within a reasonably prompt timeframe, allowing for thorough collection and evaluation of all evidence related to the allegations. The investigator will keep the parties informed as to estimated timelines, and any delays.

Prior to the conclusion of the investigation, the parties will be provided with an electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the allegations in the Formal Complaint, (whether or not it will be used in reaching a determination. The parties will have a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence.

The Investigator will incorporate any relevant feedback provided by the parties during the review process, and the final report is then shared with all parties and their advisors through electronic transmission or hard copy at least ten (10) business days prior to a hearing.

Role and Participation of Witnesses in the Investigation

Witnesses who are School employees are expected to cooperate with and participate in the school's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a Policy violation and may warrant discipline.

Interviews may occur in-person or remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used. The school will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Recording of Interviews

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If the investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of and consent to audio and/or video recording.

Evidentiary Considerations in the Investigation

The investigation includes collection of all evidence directly related to the allegations, which is not otherwise privileged. Only evidence which is also deemed relevant is summarized in the investigative report which is considered by the Decision-Maker(s), in rendering a determination of responsibility. All parties are provided the opportunity to review all non-privileged evidence gathered during the investigation which is directly related to the allegations in the complaint, whether or not it is also included in the investigative report. All parties are also provided with a copy of the investigative report summarizing relevant evidence only.

Relevant evidence does not include evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such evidence is offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the evidence concerns specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Privileged evidence is likewise excluded from both the investigation, investigative report and hearing unless a party expressly waives this privilege in writing and consents to the release of this information during the grievance process.

Investigative Report

Upon conclusion of the investigation, the Investigator will create an investigative report that 18 fairly summarizes relevant evidence and, at least ten (10) days prior to a hearing, will send the report

to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.

The Hearing

Upon conclusion of the investigation and distribution of the investigative report to the parties, the matter will proceed to the hearing stage of the grievance process. The hearing will be offered live, in real-time and will include cross-examination. A Decision-maker(s) will be appointed to preside over the hearing, evaluate the evidence and make a determination as to each allegation in the complaint. The Decision-maker will be independent and neutral and will not have had any previous involvement with the investigation. Investigators, Title IX Coordinator (or designee) or advisors are prohibited from serving as Decision-makers.

The school reserves the right to adopt any hearing protocols, which will be applied and be made available equally to both parties, to ensure the efficiency, order and decorum of the hearing process. Any such protocols will be provided in writing to the parties, witnesses and participating individuals at least ten (10) days prior to the scheduled hearing date.

The school may designate an administrative facilitator of the hearing, which may include the Title IX Coordinator, as long as they do not have a conflict of interest.

The school may conduct the hearing virtually at their discretion or upon request of a party. Request for remote participation by any party or witness should be directed to the Title IX Coordinator and made at least five (5) business days prior to the hearing.

The Decision-maker may question the parties and any witness at the hearing.

Only relevant questions, testimony and evidence may be proffered at the hearing, and the Decision-maker will make determinations as to relevancy of every question posed by an advisor during cross-examination before it is answered, and of any evidence offered.

Privileged evidence or testimony, likewise, may not be proffered during the hearing, without a party's waiver and written consent allowing its consideration at the hearing.

Parties may not conduct cross-examination. Advisors only will conduct cross-exam on a party's behalf. Only relevant questions will be allowed.

Parties, advisors, witnesses, and all participating individuals are expected to behave respectfully during the hearing. Harassing, intimidating or disruptive behavior will not be tolerated, and the school reserves the right to exclude anyone from participation in the process that fails to comport themselves accordingly.

An audio or audiovisual recording, or transcript will be made of the hearing, and will be made available to the parties for inspection and review. No other recording of the hearing will be allowed.

Evidentiary Considerations in the Hearing

Only Relevant Evidence Allowed

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered. Only evidence, which is directly related to the allegations, not subject to an enforceable legal privilege and not otherwise excludable as described here is considered relevant.

The hearing does not consider the following which are deemed not relevant: 1) incidents not directly related to the possible violation, unless they evidence a pattern; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Privileged Evidence Must be Excluded

Evidence subject to any recognized legal privilege will not be allowed in the hearing without the prior written waiver of the privilege and consent for its consideration during the grievance process.

When a Party/Witness Refuses to Submit to Cross-Examination

The Decision-maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

Final Determination as to Responsibility and Standard of Proof

Upon completion of the hearing, the Decision-maker will deliberate privately and will render a finding as to each allegation in the complaint by applying the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged. OR clear and convincing evidence; whether there is a high probability that the Respondent violated the Policy as alleged. The decision will be provided simultaneously to the parties through the issuance of a written determination letter, delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official the school records, or emailed to the parties' the school-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The determination letter will include:

1. Identification of the allegations potentially constituting sexual harassment as defined under the Policy;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits methods used to gather evidence, and hearing held;
3. Findings of fact supporting the determination;
4. Conclusions regarding application of the school's code of conduct to the facts;
5. A statement, and rationale for, the results as to each allegation, including a determination regarding responsibility, and disciplinary sanctions the school imposes on the Respondent,

and whether remedies designed to restore or preserve equal access to the Schools' education program or activity will be provided by the School to the Complainant; and

6. The school's permissible bases for the Complainant and Respondent to appeal.

The determination regarding responsibility becomes final after expiration or exhaustion of any appeal rights.

Sanctions, Disciplinary Action & Remedies

The school may consider a number of factors when determining a sanction and/or remedy and will focus primarily on actions aimed at ending, and preventing the recurrence of, discrimination, harassment, and/or retaliation and the need to remedy the effects its effects on the Complainant and campus community. Sanctions will be imposed upon either expiration of the appeal window, or after Final Determination on any appeal filed.

Sanctions or actions may include, but are not limited to, those listed below. These may be applied individually or in combination and the school may assign sanctions not listed, as deemed appropriate.

List applicable Student Sanctions:

Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any School policy, procedure, or directive will result in more severe sanctions/responsive actions.

Required Counseling: A mandate to meet with and engage in either School-sponsored or external counseling to better comprehend the misconduct and its effects.

Probation: A written reprimand for violation of School policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any School policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.

Suspension: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at the school.

Expulsion: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend School-sponsored events.

Withholding Diploma: The school may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.

Other Actions:

List Applicable Employee Actions:

Warning – Verbal or Written

Performance Improvement/Management Process

Required Counseling

Required Training or Education

Probation

Loss of Annual Pay Increase

Loss of Oversight or Supervisory Responsibility

Demotion

Suspension with pay

Suspension without pay

Termination

Other Actions: In addition to or in place of the above sanctions, the School may impose any other sanction as deemed appropriate.

False Allegations and Evidence

Making deliberately false and/or malicious accusations, knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation are policy violations subject to discipline.

Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions imposed, the Title IX Coordinator may implement additional long-term Remedies or actions with respect to the parties and/ or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These Remedies/actions may include, but are not limited to:

- ◊ Referral to counseling and health services
- ◊ Referral to the Employee Assistance Program
- ◊ Education to the individual and/or the community
- ◊ Alteration of work arrangements for employees
- ◊ Provision of campus safety escorts
- ◊ Climate surveys
- ◊ Policy modification
- ◊ Training or awareness campaigns
- ◊ Provision of transportation accommodations
- ◊ Implementation of long-term contact limitations between the parties
- ◊ Adjustments to academic deadlines, course schedules, etc.
- ◊ Modified campus security measures

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no Policy violation is found.

The school will maintain the privacy of any long-term Remedies, provided privacy does not impair the school's ability to provide these services.

Failure to Comply with Disciplinary Sanctions or other Remedies

Respondents are expected to comply with any disciplinary sanction or remedy as set forth in the Final Determination or in response to a final outcome. Failure to abide by the sanction(s)/action(s) whether by refusal, neglect, or any other reason, may result in additional disciplinary action, including suspension, expulsion, and/or.

Appeals

Any party may file an Appeal on the following grounds. Appeals must be submitted in writing to the Title IX Coordinator within 5 business days of the delivery of the Notice of Outcome. After expiration of the appeal window, the determination will be considered final, and any applicable sanctions will be imposed.

Grounds for Appeal

Appeals may be made on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

Any sanctions imposed as a result of the Final Determination are stayed during the appeal process.

Title IX personnel with prior involvement in the matter will not be permitted to serve as a Decision-maker in the appeal. Appeals will not include a hearing. A decision on the merits will be based on information provided in the appeal document. If an appeal is based on the availability of new evidence, this evidence must be described with specificity and must be available for review within a reasonably prompt timeframe for consideration.

The appeal outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, and the rationale supporting the findings. Appeal decisions will be made within seven (7) business days, barring exigent circumstances, including the review of new evidence not immediately available for submission with the appeal request. Decisions on appeal will be made by applying the preponderance of evidence OR clear and convincing and convincing standard.

Notification of the appeal outcome will be made in writing and will be delivered simultaneously to the parties by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official School records, or emailed to the parties' School-issued email or otherwise approved account. Once mailed, e-mailed and/or received in-person, notice will be presumptively delivered. Decisions on appeal are considered final.

Record Retention

The school shall maintain the following records related to the implementation of this Policy for at least seven years:

1. Reports or Formal Complaints alleging sexual discrimination, including harassment.
2. Records of any dismissal of a Formal Complaint.
3. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
4. Any disciplinary sanctions imposed on the Respondent;
5. Any Remedies implemented by the school designed to restore or preserve equal access to the school's education program or activity;
6. Any appeal and the result therefrom;
7. Any Informal Resolution and the result therefrom;
8. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. The school will make these training materials publicly available on the school's website. (Note: If the School does not maintain a website, the school must make these materials available upon request for inspection by members of the public.); and
9. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - a. The basis for all conclusions that the response was not deliberately indifferent;
 - b. Any measures designed to restore or preserve equal access to the school's education program or activity; and
 - c. If no supportive measures were provided, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Revision of this Policy

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, discrimination, and/or retaliation under Title IX and will be reviewed and updated subject to any relevant change in law or School policy, and on a recurring periodic basis, by the Title IX Coordinator. The school reserves the right to make changes to this Policy as necessary, which become effective when published.

This Policy will not restrict any rights guaranteed against government action by the U.S. Constitution and should be interpreted accordingly and should also be construed to comply with the most recent government regulations or applicable judicial decisions.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.
This Policy and procedures are effective March 23, 2022.

V. Appendix A: Definitions

Actual Notice. Notice of sexual harassment or allegations of sexual harassment to the School's Title IX Coordinator or any official of the school who has the authority to institute corrective measures on behalf of the school. The school receives notice when an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

Complainant. An individual who is alleged to be the victim of conduct that could constitute harassment, discrimination or retaliation under Title IX.

Consolidated Complaint. A formal complaint with more than one Complainant or Respondent arising when multiple parties submit formal complaints arising out of the same facts and circumstances and as deemed appropriate for consolidation by the Title IX Coordinator.

Education Program or Activity. Locations, events, or circumstances where the school exercises substantial control over both the Respondent and the context in which the alleged sexual harassment or discrimination occurs and also includes any building owned or controlled by the school or by a student organization that is officially recognized by the school.

Final Determination: A decision rendered and provided in writing to the parties of a Formal Complaint after application of the School's Grievance Process concluding whether or not Respondent is responsible for conduct alleged within a Formal Complaint in violation of this Policy.

Finding: A conclusion within the Final Determination as evaluated under the burden of proof that a specific allegation within a Formal Complaint did or did not occur.

Formal Complaint. A document filed and signed by the Complainant or signed by the Title IX Coordinator alleging a Policy violation by a Respondent and requesting that the school investigate the allegation(s).

Formal Grievance Process. The method of formal resolution designated by the school to address conduct that falls within the scope of this Policy, and which complies with the requirements of 34 CFR Part 106.45.

Decision-maker(s). A trained individual with responsibility for making a Final Determination as set forth in the school's Grievance Process. A Decision-maker must maintain neutrality and cannot perform the function of either the Title IX Coordinator or Investigator.

Informal Resolution Process. An alternative resolution process which may be available to the parties to seek Resolution of a Formal Complaint in lieu of the Formal Grievance Process. Informal resolution is facilitated by appropriately trained individuals, is made available at the discretion of the school and as deemed appropriate by the Title IX Coordinator, and offered only if informed, voluntary and written consent is made by all parties to a complaint. Any party may opt-out of the informal process at any time, and the matter will proceed through the Formal Grievance Process. Examples of informal resolution include, but are not limited to, mediation and restorative justice.

Investigator. A trained individual responsible for fulfilling the school's burden of gathering and evaluating all evidence related to allegations within a Formal Complaint as required under the school's Grievance Process.

Mandated Reporter. An employee of the school who is obligated by Policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator.

Official with Authority. An employee of the school explicitly vested with the responsibility to implement corrective measures for Title IX harassment, discrimination, and/or retaliation on behalf of the school.

Parties. The Complainant(s) and Respondent(s), collectively.

Remedies. Post-Finding actions directed to the Complainant and/or the community implemented to address safety, prevent the recurrence of harassment, and ensure continued access to the school's educational program. **Respondent.** An individual who has been reported to be the perpetrator of conduct that could constitute harassment, discrimination or retaliation under Title IX.

Sanction. A disciplinary consequence imposed by the School on a Respondent who is found to have violated this Policy. **Sexual Harassment.** Behavior or conduct as defined under Title IX and its implementing regulations at 34 CFR 106,

and as more fully articulated in this Policy.

Title IX Coordinator. The school's employee responsible for ensuring compliance with Title IX.

Title IX Personnel. Those individuals collectively tasked with implementation of this Policy and Grievance Process including specifically, the Title IX Coordinator (including any designees as applicable), any Investigator or any Decision-maker.

WITHDRAWAL FROM COURSE OR PROGRAM

Courses

Students will be permitted to add courses through 11:59 pm Eastern Time on Friday of the first week of each term, and they will be permitted to drop courses (with no W on transcript) through 11:59 pm Eastern time on Friday of the second week of each term.

Students should refer to the university calendar posted on the Catholic International website and in the Student Life area of the online campus. It is ultimately each student's responsibility to request an official drop or withdrawal of a course. Students who do not request a drop or withdrawal by the appropriate deadline will receive an "F" for the course. Students who stop participating in a course without officially dropping or withdrawing may receive an "F" for the course.

Official Withdrawal from the University

Official withdrawal from the university ends a student's matriculated status and terminates access to course registration. Students who have been officially withdrawn from the university must reapply through admissions to resume their studies.

Official withdrawals can occur by **request** or by **lapse**.

Requested Withdrawals

To request official withdrawal from the university, the student must provide official notification of the intent to withdraw from Catholic International University. A student may terminate enrollment in an individual course or withdraw from a program at any time by notifying the university. Withdrawal requests should be emailed to the registrar at registrar@catholiciu.edu.

The withdrawal date for a requested withdrawal is defined as the date the student begins the official withdrawal process or provides written notice of their intent to withdraw.

One-Year Lapse Withdrawals

Students who do not request their withdrawal are officially withdrawn from the university when their active student status has lapsed. The university considers students' active status to have "lapsed" when they have when they have not responded to any attempts by university staff to confirm whether they intend to continue their studies, after they have not been enrolled in any course at the drop/add period of a term (i.e. no courses shown on transcript) for a year or more.

We encourage students who have been withdrawn due to lapse to resume their studies, even after a long break! To do so, these students should contact Admissions at admissions@catholiciu.edu to request readmission and receive the Readmission Application, a shortened and simplified application that does not ask them to resubmit information we already have on file.

Entrance Term Lapse Withdrawals

New students are expected to enroll in a class in the term for which they are admitted. New students who were admitted for a given entrance term, but did not enroll, or dropped all of their courses before the end of the drop/add period of that entrance term (i.e. have no courses shown on their transcript), and have not responded to the university's attempts to determine if they wish to defer their entrance to a future term, are considered effectively lapsed, and will be officially withdrawn.

Furthermore, as participation in a course is the essential act of engagement in an online university, the university considers these students to have not fully manifested their intent to attend the university, and does not consider them in retrospect to have fully matriculated.

Unofficial Withdrawals (for Federal Financial Aid)

A student who has not been officially withdrawn and has enrolled in a course for a given term or semester may still be determined to be unofficially withdrawn from that term for the purposes of financial aid. Unofficial withdrawal is determined in order to calculate the amount of any disbursed federal financial aid that must be returned under Title IV of the Higher Education Act of 1965.

A student has **unofficially withdrawn** for Title IV purposes when, without notifying the University of their intent to officially withdraw, they:

- Stop attending all scheduled classes
- Receive no passing grades for the period (e.g., all "F")

- Do not meet a withdrawal exemption

For students who unofficially withdraw, the withdrawal date is determined based on available information and may be:

- the student's last documented date of participation in an academically related activity;
- the date the University determines is related to circumstances beyond the student's control, if applicable; or
- if no such information is available, the midpoint of the payment period.

For students who do not return from an approved leave of absence, the withdrawal date is the last date the student participated in an academically related activity.

The *date of determination* (the date when the University determines that the student has withdrawn) is the date the University determines the withdrawal date for a student who has unofficially withdrawn, which will be no later than 30 days after the end of the term.

Students who officially or unofficially withdraw may be required to return a portion of the federal financial aid received, in accordance with federal regulations.

GRADUATION AND RECOGNITION OF HONORS

Graduation Requirements

Undergraduate students are required to maintain a minimum overall cumulative GPA of 2.0 to continue in the undergraduate programs and to be awarded a degree, or certificate. Graduate students are required to maintain a minimum overall cumulative GPA of 3.0 to continue in the graduate program and to be awarded a degree or certificate. Academic credentials and transcripts will not be issued if there is a financial balance on a student's account.

Degree Conferral Timeline

Degrees are conferred three times a year at the end of each semester: Fall, Spring, Summer.

- Students completing their final degree requirements in any Fall term (Fall I 8-week, Fall I 12-week, or Fall II) will have their degree conferred in January after the Christmas break.
- Students completing their final degree requirements in any Spring term (Spring I 8-week, Spring I 12-week, Spring II) will have their degree conferred in May.
- Students completing their final requirements in Summer will have their degree conferred in August.

Eligibility for Graduation

Application

To be eligible for graduation, you must complete the [Graduation Application Form](#). Students are encouraged to fill this form out during the semester before they wish to graduate. The deadline for submission is four weeks before the last day of the semester in which they wish to graduate, the **last**

day being defined as *the date when all coursework and exams must be completed* for the last term of the semester (Fall II for Fall, Spring II for Spring, and Summer for Summer). This date is posted on the university calendar.

Degree Requirements

It is the student's responsibility to ensure that all their degree requirements are satisfied prior to graduation. This includes all course group requirements listed in their degree audit in Populi, as well as the comprehensive exam in the case of MA students. Please reach out to your academic advisor and work with them to confirm that you are on track to complete all of your outstanding requirements by the end of the semester. If you still have questions after contacting your advisor, the registrar's office is happy to assist you.

Student Account

To be eligible for degree conferral and not have a hold placed on your account that would prevent the timely processing of your diploma or certificate, students must also ensure that their **account balance is paid in full** by the last day of the semester, as defined above. If you have questions about your student account, reach out to studentaccounts@catholiciu.edu.

Students who have received federal financial aid or loans through Catholic International must also complete the **financial aid exit counseling** sent to them from our financial aid office by the last day of the semester, as defined above. If you have questions about your financial aid exit counseling, reach out to financialaid@catholiciu.edu.

Exit Survey

All graduating students are asked to complete the [Graduating Student Exit Survey](#) to reflect on their experience with us in the last week of their final course. Taking the survey is **required** for graduation processing; however, none of the questions is required, so a student is free to provide only what feedback they choose. We are grateful for your feedback and strive to use it to improve our academic programs!

Key Steps of the Graduation Timeline

Here's how your degree or certificate is conferred once you've met the requirements above, and when you can expect it.

- When grades are posted for the final term of the semester, the registrar will perform a final check of the requirements for all graduation candidates. If you haven't ended up completing all of your requirements (for example, you failed your last class), the registrar will defer you to the next semester's graduation timeline, and continue to monitor your progress.

- The official date of degree conferral is the day that final grades are posted for the last term of the semester, as posted in the university calendar. Your diploma will show this date as the date on which you were awarded your degree/certificate.
- Degrees conferrals are actually processed in Populi within two weeks of the official date of conferral, and are backdated to the official date. When your degree conferral is processed, you will receive an official email from the registrar's office to your university email account confirming the completion of your degree.
- Within one week of this confirmation email, you will receive a certified electronic copy of your diploma or certificate, via our diploma servicer, Parchment.
- Within 2 weeks of receiving the electronic diploma, you will receive a print copy of your diploma or certificate to the address you specified in the Graduation Application Form. (Please allow extra time for international mail.)

In-Person Graduation Ceremony

If your degree is conferred at any point in this academic year, you'll be eligible to attend the in-person baccalaureate mass and graduation ceremony held in June/July. This includes both Fall and Spring semester graduates, and candidates who are enrolled in their final one or two required courses during the summer and are expected to graduate as of the conclusion of the Summer semester.

Please note that the Academic Senate must approve all graduation candidates. Therefore, if you're planning to finish in the Summer term and would like to "walk" at the graduation ceremony in June instead of waiting until next year, be sure that you are registered for your final courses by March 31, as the Senate will approve only those candidates who are actually registered for their final requirements.

The baccalaureate mass and reception is held by Catholic International University in the greater Washington, D.C. metro area. Formal invitations confirming the exact date and location of the event will be sent in the spring. Please direct questions related to the logistics of the graduation ceremony (regalia, travel arrangements, etc.) to the Director of Student Life at studentlife@catholicu.edu.

Graduation with Honors

Students whose overall GPA at the completion of the BA or MA program is a 3.4–3.6 will be bestowed the honor of Cum Laude, those with a 3.61–3.8 will be bestowed the honor of Magna cum Laude and those with a 3.81–4.0 will be bestowed a Summa cum Laude. Delta Epsilon Tau Honor Society is for all BA and MA grads who obtain a Summa cum Laude.

President's List

The President's List is compiled each term and posted in the Student Life Center. Undergraduate students in good academic standing who complete six or more credit hours with a 3.70 GPA are

eligible, and graduate students in good academic standing who complete three or more credit hours with a GPA of 4.00 are eligible.

ALUMNI SERVICES

Graduates are automatically welcomed into the alumni association at no charge upon graduation. The life- time membership in the association allows alumni to obtain a significant discount on continuing education courses, receive a quarterly e-newsletter, and have access to Catholic International University 's digital library and Student Life Center.

CAREER SERVICES

Whenever the Student Life Office is notified of a job opportunity that requires a degree in Theology, the job announcement is listed in the Resources Center of the online campus under Student Career Center.

Updating Contact Information

Students are expected to keep their contact information, including name, addresses, email, and phone numbers. Students can update their personal information by logging into Populi and selecting "My Profile" and then "Info." Alternatively, students may forward any updates to the registrar at registrar@catholicu.edu.

STUDENT RECORDS, RECORD RETENTION

Student Records can be accessed by logging into Populi at <https://catholicu.populiweb.com/>.