



CATHOLIC DISTANCE UNIVERSITY

Faculty Handbook

2022-23 Edition

Catholic Distance University

300 South George Street, Charles Town, WV 25414

Phone: 304-724-5000 or 888-254-4238

Fax: 304-724-5017 * cdu.edu * cdu@cdu.edu

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To Our Faculty:

Catholic Distance University (CDU) is grateful for the service offered by you, our faculty, who serve as course developers, instructors, or both. All members of the staff and faculty serve the Church's mission of evangelization and catechesis, by promoting the academic study of Sacred Theology and Scripture. We acknowledge God's loving Providence in providing so many outstanding teachers, many of whom are renowned in their field and who are willing to work generously and faithfully to support the mission of Catholic Distance University.

Thank you and God bless you!

Introduction

CDU is a fully accredited online university offering instruction available worldwide in theology and in the ancillary disciplines.

History of the Institution

CDU began as the Catholic Home Study Institute, a project started in 1983 by Marianne Evans Mount, Bishop Thomas J. Welsh, and Father John Hardon, SJ. This correspondence institute was designed to fill a need to train adult Catholics in Church teachings found in the documents of the Second Vatican Council. CDU offers adults education in the faith, as well as advanced theological study to prepare them to live and actively share in the Church's mission of evangelization.

As Bishop Thomas J. Welsh stated, "CDU was established by the Church in 1983 to offer adults the unique option of learning more about the Catholic Faith in the convenience and privacy of the home. Distance education is a proven method of learning and is now used widely with great success."

From these humble beginnings, CDU has progressed to become an online university. In 1999, CDU partnered with a web-based learning company to begin piloting online interactive seminars. In 2004, CDU added graduate online courses in theology, and by 2006 the MA program was available totally online. The BA program was also added in 2004, and the AA degree program was added in January 2012. In 2015, CDU added the MA in Theology and Educational Ministry and an associated certificate program for Catholic educators. Since the beginning, the online campus has been regularly updated to sustain a vibrant global learning community.

Students taking AA-, BA-, and MA-level courses receive academic credit. Our non-credit continuing education courses may provide an impetus for those thinking of entering or reentering the academic environment in a formal manner. The primary purpose of all of these courses is to provide quality academic study, faithful to the teaching of the Catholic Church.

Mission Statement

The mission of Catholic Distance University is to communicate the mind and heart of the Church in a digital world. Using distance education, the University educates teachers and learners worldwide in Catholic theology, the liberal arts, and faith development, for the growth of faith, ecclesial service, and leadership for the New Evangelization.

Academic Philosophy

Five primary principles guide CDU:

1. Guided by the Apostolic Constitution *Ex corde ecclesiae*, CDU's curriculum faithfully transmits the teachings of the Catholic Church, promotes the authentic renewal of the Second Vatican Council, and illuminates recent papal documents in support of the New Evangelization.

2. CDU provides accredited education that reflects a commitment to academic excellence. This includes qualified faculty, a sound curriculum, and systematic academic programs, including graduate, undergraduate, degree and certificate programs that enhance professional careers and foster lifelong learning.

3. CDU uses distance education to provide universal access to its educational programs and services through the Internet. Digital communication enables CDU to accommodate learners in their various unique circumstances, including Catholics who serve in the military and their families.

4. CDU serves the Catholic Church's mission of the New Evangelization through partnerships with dioceses and organizations, and uses current research to inform program development and support the educational goals and needs of the faithful, especially the underserved.

5. CDU fosters a vibrant learning community among students, faculty, alumni, and staff through its interactive online campus and academic programs that deepen the encounter with the living God in communion with the Church.

CDU is the premier online Catholic institution of higher education using the latest technology to create a global community of faculty and students dedicated to the search for truth and a love of knowledge for the glory of God.

Institutional Outcomes

CDU is guided by the Apostolic Constitution of Pope St. John Paul II, *Ex Corde Ecclesiae*, "Born from the Heart of the Church." In addition to the University's motto, vision, and institutional principles, our institutional outcomes also reflect the "Mission of Service of a Catholic University" as described in the Apostolic Constitution (*Ex Corde Ecclesiae*, 30).

In the words of the Holy Father, “The basic mission of a University is a continuous quest for truth through its research, and the preservation and communication of knowledge for the good of society. A Catholic University participates in this mission with its own specific characteristics and purposes” (Ex Corde Ecclesiae, 30).

CDU’s Institutional Outcomes are valued traits cultivated within the learning community that serve as desired outcomes across all degree and non-degree programs:

- Lifelong Formation
- Faith Development
- Theological Understanding for Life and Ministry
- Communication for Community
- Collaboration for the Common Good

More information about these outcomes and a statement on Accountability for Mission are available [on the CDU website](#).

Who’s Who

Administration and Staff

Associate Dean for Accreditation	Elizabeth Shaw	x709	eshaw@cdu.edu
Bookkeeper	Cheryl Wolfe	x730	wolfe@cdu.edu ; accounting@cdu.edu
Bursar	Patrick Lewis	x708	plewis@cdu.edu ; bursar@cdu.edu
Catechetical Subject Specialist	Cindy Stalcup	x704	stalcup12278@cdu.edu
Consultant for Research, Analysis, and External Reporting	Carol Daley		cdaley@cdu.edu
Continuing Education Support	Kathleen Wooddell	x713	kwooddell@cdu.edu
Course Development Manager	Judy Welsh	x711	jwelsh@cdu.edu
Diocesan Partnerships/Student Services Support Coordinator	Megan Davis	x719	mdavis@cdu.edu
Director of Admissions	Todd Nolan	x700	tnolan@cdu.edu ; admissions@cdu.edu
Director of Communications	Mary Kate White	x717	mwhite@cdu.edu
Director of Information Technology	Daniel Soares	x705	dsoares@cdu.edu ; it@cdu.edu
Director of Institutional Advancement	Annie Hager	x727	ahager@cdu.edu
Director of Operations	Amy Shouse	x702	ashouse@cdu.edu
Financial Aid/ Human Resources	Mary McKay	x732	mmckay@cdu.edu
Director of Student Life	Marie Nuar	x703	mnuar@cdu.edu
Faculty Chair and Assessment Director	Stephanie Garrett		sgarrett@cdu.edu
Librarian	Marianne Evans	x707	mmount@cdu.edu
President	Mount		
Prison Ministry Support	Sr. Dolores Keyser	x724	SrKeyser@cdu.edu

Prison Ministry Support	Becky Trainor	x719	btrainor@cdu.edu
PT Communications Assistant	Katie Faley		kfaley@cdu.edu
Registrar	Theresa Snider	x716	tsnider@cdu.edu ; registrar@cdu.edu
Student Life Coordinator	Mary Kate Payne		mpayne@cdu.edu

* N.b. Staff may have changed since the latest update of this Handbook.

Meet the Faculty

Check the [website](#) for information about other CDU faculty members. While you are there, confirm that your information is updated. Please forward any necessary updates or other changes to jwelsh@cdu.edu.

Academic Organization

Academic Governance Structure

The Academic Committee of the Board

The Academic Committee meets annually in a consultative capacity under the leadership of a designated board member. This committee is composed of the Chief Academic Officer (CAO), faculty representatives, and other leaders in the fields of philosophy and theology (and with no other affiliation with CDU), and is chartered with ensuring that the university maintains the highest academic standards. The Committee's suggestions are presented to the Faculty Governance Council and Academic Operations Committee for consideration and implementation as appropriate.

Faculty Governance Council

The Faculty Governance Council meets frequently to address all aspects of the academic programs. The [FGC Bylaws](#) are available in the Faculty Zone. The Faculty Governance Council consists of the administrative academic leadership and 3-4 members of the Faculty drawn from both the MA and BA programs.

Academic Operations

The Academic Operations Committee, comprised of the Faculty Chair, the CAO, the Course Development Manager, the Registrar, and the Admissions Director, is responsible for implementing academic policy and procedural decisions. Representatives from finance, marketing, and information systems participate as needed.

CAO's Role

The CAO is responsible for faculty issues related to the content and instruction of all courses. This includes:

- Selection of faculty for each course.
- Approval in conjunction with the Faculty Governance Council of any significant changes in course content by faculty.
- Oversight of the teaching of the course, with the Faculty Chair.
- Support constructive feedback to the faculty including the annual faculty evaluation.
- Facilitation in training of faculty in latest technology in online teaching either through workshops or through 3rd party training.

Faculty Chair

The Faculty Chair participates in faculty governance, faculty recruitment, and interviewing of prospective faculty. Due to administrative duties, the Faculty Chair may teach less than a full-time load of six courses.

Faculty Advisement

If students have academic questions about course content, choosing elective courses, how courses or academic programs relate to their personal or career goals, how to prepare for comprehensive exams, whether to choose the thesis option, preparing for work or further study after CDU, or simply wish to receive academic advice, they are to contact the Academic Adviser, Dr. Marie Nuar, mnuar@cdu.edu. The Student Life Center also offers an [Academic Advising](#) module with relevant course information. One faculty member, distinct from the Academic Advisor, serves as the Faculty Advisor to Student Life, hosting weekly open Office Hours available to the whole student body.

Faculty Role

Excellence in instruction is crucial to the success of any university. CDU provides an orientation and training for all new faculty in the techniques of distance learning and teaching, and faculty are encouraged to learn as much as possible about the Canvas learning management system through tutorials and guides.

Faculty agree to:

- Be accountable to the Academic Leadership Team and the Faculty Governance Council.
- Follow the prescriptions of the signed contracts.
- Teach, maintain, and update assigned online courses, including evaluating and grading assignments, facilitating online discussion, evaluating how well students are mastering the learning outcomes for the course, submitting a final grade according to the contract and making adjustments, enhancements, and improvements to the course based on student feedback, best practices in

instructional design, and the availability of new learning technologies in consultation with Academic Leadership.

- Keep courses up-to-date, by revising errors or outdated facts (e.g., name of current pope).
- Notify the appropriate staff member when changes are made to reading assignments, especially when new books need to be available to students.
- Update course syllabi and contract hours worksheet for each term the course is offered.
- Facilitate online courses while being responsive to students in a timely and respectful manner.
- Submit an official transcript of their highest degree, along with a brief biography and suitable headshot for use in the courseroom, Populi and for publicity on the website and social media.

Types of Faculty

Members of the faculty have either full-time or part-time status. At such time as when CDU makes benefits available to certain full-time faculty members, those faculty members will constitute a third category of “full-time faculty with benefits.” Full-time faculty members are directly involved in curriculum and course development, student advising, scholarship, and/or administrative tasks associated with their programs of study, including additional duties assigned by Academic Leadership.

Full-Time Faculty

A full-time faculty member carries a course load of six courses per year. Most of these members also participate in administrative meetings and have various administrative duties. When CDU designates a member to be “full-time faculty with benefits,” such members are to consider CDU their primary employer.

In addition, full-time benefits eligible faculty will be expected not to hold other jobs that interfere or conflict with the duties at CDU. These faculty members will be required to report all outside employment at the time of signing their contracts and obtain approval from Academic Leadership for any outside employment .

Full-time salaried faculty (even non-benefits eligible) may not be full-time employees of any university, school, college, or institution of higher education outside of CDU; this includes administrative, staff, and teaching positions.

Full-time faculty support student research and marketing efforts. Full-time faculty are also usually involved in committees (such as the Faculty Governance Council) or in approved outreach efforts, both for the advancement of the University and to provide development opportunities for full-time faculty.

Part-Time Faculty

Part-time faculty may teach up to but not exceed five courses per academic year. No minimum number of registrations, classes, sections, or unique courses is promised to part-time faculty. Part-time faculty members may be recruited and elected to serve on the Faculty Governance Council and to assist in other areas including course design and development and faculty development.

International Academic Consultants

International Academic Consultants (individuals who are not U.S. citizens and who do not have a U.S. Social Security number and/or who are permanently domiciled outside the United States) operate on the terms of their teaching or course development contracts.

Staff members who teach do so with the approval of their immediate supervisor and/or Academic Leadership.

Academic Programs

Graduate Programs

MA in Theology

MA in Theology and Educational Ministry

Graduate Certificates

Graduate Certificates are offered in the following areas:

- Sacred Scripture
- Church History
- Certificate for Catholic Educators

Undergraduate Programs

BA in Theology

AA in Liberal Arts with a Concentration in Catholic Studies

Undergraduate Certificates

Catechetical Diploma

Catechetical Coordinator Certificate

Faculty Responsibilities and Resources

Faculty members are partners and leaders in the teaching/learning world of CDU. They are the front line in achieving the goal of academic excellence in Catholic online education. The primary responsibilities of faculty are teaching and supporting students to achieve their educational objectives.

Onboarding

New faculty members are able to join Canvas (the LMS) and are given access to the Faculty Zone, where they can learn more about the LMS and course development. The CAO and Faculty Chair will go over the basics of Canvas, including setting up the account, account notifications, overall course structure and editing course content, setting the course card image, managing the navigation bar, tools and expectations for student management, contacting students, accessing the library, contacting the Librarian. They will also explain the frequency and types of faculty meetings, ongoing development opportunities, etc.

Course Design

All newly designed courses are subject to review by designated faculty peers and quality assurance staff.

Course Responsibilities

[Pre-Course Checklist](#) - can be found in the Faculty Zone

Credit Hour Worksheets and Course Materials

As stipulated in faculty contracts, prior to the beginning of every course, faculty are required to validate course materials in Canvas by identifying and repairing bad links and reviewing exams, quizzes and other features. In addition, faculty are required to

review and confirm, or create if missing, the Credit Hour Worksheet (CHW). The CHW indicates how the course includes 15 hours of engagement and 30 hours of preparation per credit hour.

Student Engagement

Faculty are required to regularly engage with students through the course discussion board, ideally at least once daily. Faculty are encouraged to host live video conference sessions with students during the term. They are also responsible for ensuring that students are participating in the course. Any student who hasn't signed in at the beginning of the course or hasn't participated in a given week should be emailed promptly at the beginning of the following week, and the student retention director should also be alerted.

Post-Course Checklist - can be found in the Faculty Zone

Faculty Course Assignments and Schedules

Academic Leadership manages all faculty teaching workloads, including his own, to ensure maximum teaching effectiveness. First priority for scheduling is normally given to full-time faculty, provided they have the proper credentials to teach a given course. Academic Leadership considers the type of courses scheduled, the number of courses a faculty member is teaching, the number of simultaneous sections, and scheduled time-off as needed to balance faculty workload. Some classes are more labor intensive than others, and attention to workload is an important component of effective faculty scheduling.

Each faculty member will have courses to which he or she is assigned as the primary faculty. It is expected that the primary faculty of a course will teach that course whenever it is offered. Courses are generally scheduled a year in advance. However, it is recognized that personal and professional schedules (especially for part-time faculty) may warrant scheduling adjustments at various times throughout a faculty member's association with CDU, and individual schedules will be accommodated to the maximum extent possible. Any faculty member who is not able to teach his or her assigned course in the term offered should notify Academic Leadership as soon as possible. Faculty members who exhibit a pattern of inability to teach may forfeit course assignments and may even be dismissed from CDU.

CDU retains the right to withdraw a course assignment from a faculty member at any time.

Technological Requirements

To teach a course, faculty **must** have:

- Access to a desktop computer, laptop, or other network-ready device with a modern web browser, high speed Internet access, and the tools necessary to participate in video conferencing.

- A CDU email address (first initial plus last name @cdu.edu), which will be provided by the university. This should be the primary means of contact with staff and students enrolled in courses. Faculty are permitted to list other email addresses in Canvas but must list the cdu.edu account as primary. When they are not teaching, faculty must regularly check their cdu.edu account or forward messages from their cdu.edu account to one they do check regularly.
- The entire Google suite, which comes as part of the cdu.edu account. This includes accounts with Youtube, Google Meet, and unlimited file storage in the applications in the Google drive such as docs, sheets, forms and Meet. CDU also uses the Pronto app as a form of communication and video conferencing.

It is **highly recommended** that faculty have the Canvas app on a portable device.

Faculty Meetings

Faculty meetings are held within the first three weeks of each major academic term (Fall, Winter, Summer). These meetings convey important information on University policies, teaching and learning initiatives, course delivery updates, improvements, and other notices. They are also opportunities for soliciting faculty input for improvements, updates, and any ongoing issues. Faculty meetings may also be occasions for training or other professional development. Academic Leadership organizes these meetings, which are generally conducted via video conference. Per contracts, faculty members are required to participate in these meetings or watch recordings at their earliest convenience if they are not able to be present.

Assessment

All aspects of the CDU experience are regularly assessed with the goal of continuous improvement. The assessment process is led by the Faculty Chair, who works closely with the Associate Dean for Accreditation to use rubrics, other assessment tools including juried assessments and targeted assignments, along with a variety of academic reports and survey results to gather data. The data is submitted to the Faculty Governance Council for analysis and program recommendations. The administration and faculty review these proposals that lead to program and institutional improvements and the publication of the Educational Effectiveness Statement. Further, CDU uses retention, persistence, and completion data, Federal Financial Aid (FFA) data, and complaint logs to inform the development and revision of institutional policies and practices.

Periodically, the assessment plan is subject to external review by accrediting agencies or another external reviewer. The Board of Trustees engages in the assessment of its effectiveness in guiding the University to fulfill its mission.

Faculty members are at the very center of this “culture of assessment” through their gathering, interpreting, and acting on assessment data, thereby “closing the loop” to ensure CDU is tireless in improvement. In every course, in all academic programs and levels, one to three assignments have been aligned to program outcomes. If an

assignment has been aligned, there is a corresponding rubric attached to the assignment. Faculty are asked to contact the Assessment Director if these alignments seem unsuitable or if the course or aligned assignment will change in some way.

Assessment is not the same as grading. Grading evaluates individual students' performance, while assessment asks, "Does my course teach what it claims to teach?"

Assessments are done in Canvas as each aligned assignment has attached "outcome rubrics" that feature a "bullseye" icon to distinguish outcome rubrics from other types of assignment rubrics that are used in grading. To find the aligned assignments in a course, simply click on the "outcomes" button on the left course level navigation bar. Then click on the outcome and click through to the outcome link, and the aligned assignment will appear at the top of the box. For questions about aligned assignments please consult the Assessment Director.

Annually, some faculty perform a juried assessment of culminating program artifacts, such as the comprehensive exam and the MATHem integration papers, to measure achievement of program outcomes. Additionally, the Faculty Governance Council reviews the full breadth of program assessment data in order to make data-driven decisions that focus on academic program improvements.

Professional Development

All faculty have professional development responsibilities, including participation in faculty meetings, online colloquia, and developmental workshops that CDU offers. Often training in new learning technologies occurs during faculty meetings, and resources are also available in the [Faculty Zone](#). CDU requires that all faculty be trained in the University's assessment program as well as FERPA compliance.

Faculty who are able are asked to attend in-person retreats from time to time. Faculty are strongly encouraged to maintain memberships in learned societies and other professional organizations. They are also urged to attend relevant academic conferences and workshops in their fields of expertise. If a faculty member is interested in attending a professional conference or workshop or would like assistance with professional organizational membership fees, he or she is asked to submit a request to Academic Leadership to determine if funds are available.

CDU provides faculty with opportunities to build community, friendship, and collaboration. Faculty members support one another through online interaction, build relationships through video conferences, and collaborate in sharing best practices. All faculty are welcome and encouraged to attend the annual Gala and graduation as an opportunity to connect with both their peers and students.

Typical sabbatical arrangements are not provided by CDU at this time, but time off to pursue scholarship or other professional activities can usually be arranged in consultation with Academic Leadership.

Faculty Publishing

CDU highly encourages faculty to share any recent publications of books, articles, trainings or other materials that can be publicized within the university community.

Evaluations

Online presence is of paramount importance. CDU employs the Community of Inquiry Model whereby the social presence, cognitive presence, and teaching presence are combined and overlapped to deliver the optimum educational experience.

Teaching presence is evident through faculty presence in their courses, as they lead daily discussions, answer questions, and grade where indicated. Faculty must also post weekly office hours (at least one hour per course each week) and are strongly encouraged to make themselves available by phone, video conference or live chats in Canvas.

Cognitive presence is evident through course lectures, video content, discussion participation, and other means of instruction.

Social presence is evident through course discussions as well as in introductory videos, video conferencing, Pronto, Twitter and other social media.

The social presence, cognitive presence, and teaching presence of faculty are assessed through student evaluations, faculty self-evaluations, and the CAO's evaluations. The institutional conviction is that these three forms of "presence" combine to deliver the optimal educational experience and to achieve academic and university goals. A detailed description and further reflection on the Community of Inquiry Model are found in the Faculty Zone.

Self-Evaluation

Faculty who teach a load of more than two courses per year will also complete an annual self-evaluation, which Academic Leadership reviews. The self-evaluation will include updated curriculum vitae information, teaching and research interests, as well as specific plans for improvement of courses in the coming year. The CAO's evaluation of faculty includes comments on areas of teaching growth and goals for course development and improvement for the coming year. Faculty who teach only one course a year will receive an abridged evaluation. The CAO issues evaluations in the second quarter of the calendar year for teaching in the prior academic year.

CAO's Evaluation

The CAO evaluates faculty:

- on the basis of timeliness in grading and in responding to student inquiries, course evaluations from students (which the Academic Leadership and other staff review), and any other feedback received from students;

- on course reviews conducted by the CAO and CDU staff. The CAO communicates with faculty regarding their performance on an as-needed basis throughout the course as well as after its completion.

Faculty Zone

Faculty members are encouraged to familiarize themselves with the [Faculty Zone](#) in Canvas, which is a central location for information, including the following items:.

- recordings and minutes of all faculty meetings and Faculty Governance Council meetings
- the Faculty Handbook and key policies concerning faculty
- resources for course development and maintenance guides for relevant technology
- faculty development resources, including information on pedagogy, assessment, and the community of inquiry model
- recordings of online colloquia and webinars

Faculty Support/Communication and Feedback

At the beginning of each term, faculty will receive a formal communication from the course manager listing important dates for the upcoming term and other important administrative information, including the Pre-Course Checklist. At the end of each term, the CAO communicates formally with faculty through email or in the Faculty Zone in Canvas. The CAO will also provide faculty with feedback at the end of each course based on student course evaluations and/or staff observation.

CDU regularly solicits feedback from faculty regarding courses and programs during faculty meetings and in the course of correspondence with the CAO regarding student evaluations and teaching effectiveness.

Grading Policies

Numeric Grading System

CDU uses a numerical grading system. The grading scale is shown below:

Numerical Grade	Letter Grade	Quality Point
98 - 100	A+	4.25
93 - 97	A	4.0
90 - 92	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

Other Grading Terms	
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

To receive college credit at the graduate or undergraduate level for a theology core course, a grade of a C (2.0) or higher must be achieved.

To receive college credit at the undergraduate level for a general education course, a grade of a D (1.0) or higher must be achieved.

Grading

All faculty are encouraged to offer students who score below 65 on a written assignment the opportunity to redo the assignment. Only one such opportunity should be granted per student per course. It is good practice to consider suggesting that students review specific sections of the lesson, to provide directives for study, and to offer an example of how the work should be done. If needed, additional resources or study aides may be communicated to the student. Students should be encouraged to seek writing help from the Librarian who can work with them individually by appointment. For any revised and resubmitted work, faculty have the discretion to grade the assignment and assign credit, up to and including full credit, as they see fit.

Faculty are required to keep Canvas gradebooks up to date throughout the term. Students need to understand where their grades stand, particularly before the end of the drop period (no "W" on transcript) the withdrawal period (drop with "W" on transcript).

Faculty are encouraged to attach rubrics to all assignments. Rubrics offer specific details on the requirements and distribution of points for each assignment and give students a robust understanding of how they will be assessed.

Faculty are encouraged to give students formative assessment through their assignments in the course. Formative assessment means that students receive helpful feedback on areas for improvement or guidance on course content so that they can better understand and integrate the information that they are learning in the course.

At the end of the term, faculty must finalize grades in the Student Information System, Populi. After course grades are finalized, the Registrar will receive notice that they are ready to be authorized. New faculty members will receive Populi access instructions and user guides from the course manager.

Grade Disputes

Students who dispute any grade within a course, including the final grade, must attempt to resolve the dispute with the faculty member who taught the course. The faculty member should be prepared to justify any grade through reference to grading rubrics or other standards that are clearly stated in the course. If the faculty member determines that a grade change is warranted, the Registrar should be informed in order to execute the change. If the student and faculty member are unable to resolve the grading dispute, the matter will be referred to Academic Leadership for adjudication. If the matter is not resolved at this level, the Faculty Governance Council will arbitrate the grievance and render a final judgment.

Extensions

CDU 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 CDU serves. Faculty are encouraged to be sensitive and attentive to the needs of students while maintaining high standards of academic integrity. Faculty are encouraged to work with students individually when they need special help or have trouble completing assignments on time.

In some situations a student may need extra time to complete an assignment. Faculty are encouraged to work with students to accommodate reasonable needs and facilitate timely completion of all course requirements. Accepting late assignments before the deadline for submission of final grades does not constitute or require a formal course extension.

Eligibility

A formal extension should be sought when a student has reasonable justification for being unable to complete an assignment or exam within the parameters of the course period and is unable to complete all course work before final grades are due.

To be eligible for a course extension, the student must have successfully completed at least 50% of the already-assigned coursework. At the time of the request the student must have an overall passing grade for work completed in the course for which an extension is being requested.

Procedure

Each 15-day extension request must be submitted by the student using the [Course Extension Form](#). A separate form must be submitted for each course for which the student wishes to request an extension. If the student does not currently have online access, the student must contact the Registrar for assistance. An informal discussion or email communication with faculty or other staff will not constitute an approved extension.

Note: Except under very unusual circumstances, faculty may not request an extension for a student. It is the student's responsibility to take this action.

Each request must include:

- A plan for completion of the course requirements and assignments,
- An expected completion date, and
- Justification for the extension (student's reasons).

The "plan of completion" submitted with the request must include the date(s) the student will be submitting any remaining work. If the faculty member approves, these dates will become the new due dates for the assignments.

The faculty member has 48 hours to make a decision regarding an extension request. Except in extreme cases, faculty members should use the eligibility guidelines set forth above for approving extensions. Decisions are emailed to the student's address on record, which should also be verified on the extension request form. If the student has not received a decision by email within 48 hours, it is the student's responsibility to contact the Registrar for an update on the status of the request.

A student who has been granted an extension must notify the faculty member when the assignment has been submitted for grading. After the end date of the extension, the faculty member has five days to review and grade coursework and seven days to post a final grade. If the student does not complete the coursework within the approved extension period, the faculty member will post a grade commensurate with the work the student completed, which may be an "F."

Professional Conduct Policies

Academic Freedom

As a Catholic university, CDU follows the General Norms of the Apostolic Constitution of Pope John Paul II, *Ex Corde Ecclesiae*, which addresses the issues of

academic freedom and the rights, privileges, and responsibilities of faculty in a Catholic university.

CDU exists to impart the Truth in its fullness, as revealed in both Scripture and Tradition of the Catholic Church under the guidance of the Magisterium. "It is the honor and responsibility of a Catholic University to consecrate itself without reserve to the cause of truth. This is its way of serving at one and the same time both the dignity of man and the good of the Church, which has 'an intimate conviction that truth is its real ally • and that knowledge and reason are sure ministers to faith'" (John Paul II, *Ex Corde Ecclesiae*, no. 4).

With Truth and Virtue as its goal, CDU is committed to promoting genuine academic freedom in conformity to the clear direction provided by the Holy See, in particular the Congregation for the Doctrine of the Faith and its instruction, "Donum Veritatis, On the Ecclesial Vocation of the Theologian." As the instruction notes, "Freedom of research, which the academic community rightly holds most precious, means an openness to accepting the truth that emerges at the end of an investigation in which no element has intruded that is foreign to the methodology corresponding to the object under study. In theology this freedom of inquiry is the hallmark of a rational discipline whose object is given by Revelation, handed on and interpreted in the Church under the authority of the Magisterium, and received by faith. These givens have the force of principles. To eliminate them would mean to cease doing theology." (*Donum Veritatis*, 12.)

The instruction additionally urges fruitful collaboration between the theologian and the Magisterium of the Church, stating: "The living Magisterium of the Church and theology, while having different gifts and functions, ultimately have the same goal: preserving the People of God in the truth which sets free and thereby making them 'a light to the nations.' This service to the ecclesial community brings the theologian and the Magisterium into a reciprocal relationship. The latter authentically teaches the doctrine of the Apostles. And, benefiting from the work of theologians, it refutes objections to and distortions of the faith and promotes, with the authority received from Jesus Christ, new and deeper comprehension, clarification, and application of revealed doctrine. Theology, for its part, gains, by way of reflection, an ever deeper understanding of the Word of God found in the Scripture and handed on faithfully by the Church's living Tradition under the guidance of the Magisterium. Theology strives to clarify the teaching of Revelation with regard to reason and gives it finally an organic and systematic form." (*Donum Veritatis*, 21.)

One of the trademarks of the academic structure is that CDU seeks out highly qualified teachers whose scholarship, writings, and reputation confirm their loyalty to the Magisterium of the Catholic Church and their openness to a fuller understanding of the Truth through legitimate intellectual exploration within their respective disciplines.

In order to emphasize the fidelity of the faculty to the Magisterium, CDU asks all faculty to take the Oath of Fidelity as likewise stipulated by the CDF and also according to the Code of Canon Law: "Collaboration between the theologian and the Magisterium occurs in a special way when the theologian receives the canonical

mission or the mandate to teach. In a certain sense, such collaboration becomes a participation in the work of the Magisterium, linked, as it then is, by a juridic bond. The theologian's code of conduct, which obviously has its origin in the service of the Word of God, is here reinforced by the commitment the theologian assumes in accepting his office, making the profession of faith, and taking the oath of fidelity." (*Donum Veritatis*, 22; cf. *Code of Canon Law*, can. 833; *Professio fidei et Iusiurandum fidelitatis*: AAS 81 (1989) 104 f.)

CDU also seeks to foster mutual respect between faculty and students, united in faith, hope, and charity in the Catholic Church.

Cases concerning the course content as regards fidelity to the Magisterium or academic procedures used by a faculty member are referred to Academic Leadership, who will make a judgment and refer the issue to the Faculty Governance Council. The FGC recommends a course of action to Academic Leadership. The issue can be raised with the President if necessary. Such issues/complaints must be made in writing. Each faculty member is accorded the right to give an explanation of his or her actions to the Academic Leadership. The Academic Committee and/or the Board of Trustees may also be consulted. If necessary, the President will refer the case to the Bishops who serve as ex officio members of the Board and who ensure fidelity to the Church's teachings of faith and morals.

Copyright Policy and Intellectual Property

CDU abides by all copyright laws and requires faculty and staff in its employ to do likewise. Faculty are required to abide by U.S. copyright law which generally requires permission by the copyright holder to reproduce, disseminate or transmit copyrighted material. However, fairly well defined and established exceptions are provided in the law for Academic Fair Use. Generally speaking, a strong "Fair Use" claim exists when the usage of material is to be:

1. Limited in scope (as it generally is in a course to only the students taking the course).
2. Proportionate (reproducing a chapter in a book or a clip from a movie as opposed to a whole book or whole movie).
3. Transformative (adding value to the original work though teaching, discussion, interpretation, demonstration, illustration or parody).

For more on Fair Use in the academic realm faculty may consult [this helpful checklist](#) provided by the University of Georgia.

In general, a chapter in a book or article in a journal may usually be reproduced and distributed to course students only provided that there is real commentary or discussion in the class as a result. When there is a need to draw more material than this from a single source, generally the book should be purchased by students or, in the case of out-of-print books, permission should be obtained from the publisher for a limited reproduction.

Movie clips and otherwise copyrighted images are generally acceptable under “Fair Use” provided there is commentary added on the part of the course developer or faculty member and that the use is proportionate to the academic need.

Links to material already available online either in print, graphic, audio or video form are nearly always acceptable. However the source of the link must be checked periodically as it may no longer be available.

Caution must be exercised however with the addition to a course of images and/or music that serve a more decorative or ambient function and less an instructional purpose. **The safest course here is to use only images that are in public domain or are through a “Fair Use” source such as Creative Commons.** Indeed Canvas for this reason, provides an easy LTI to upload “Fair Use” images directly from Flickr-- a site in which creators of images have chosen to make their work available to the public.

CDU retains the rights of all materials in the courseroom except for third party software and other material placed under Fair Use, permission or Creative Commons.

Plagiarism

Education often begins with imitating what someone else has already done, whether in a course manual, an assigned text, or while participating in an online discussion with a faculty member. But there is an important difference – important both on educational and moral grounds – between beginning to learn through imitation, and stealing other people’s work in what is technically called “plagiarism.”

Plagiarism will not be tolerated. Students may not represent others’ words or work as their own. Faculty must guide students to proper sources, and may recommend students meet with the Librarian to help them understand the proper citations needed for giving credit to their sources. Students may also not submit a substantially similar paper or project for credit in two (or more) courses, unless expressly authorized to do so by course faculty.

Ethical Computer Use

Since participation in an online campus involves multiple users accessing various programs via computer, CDU expects all staff, faculty, and students to observe the very highest standards of respectful behavior towards one another and the institution as a whole, consistent with the overall mission of the university, in their use of computers. Respectful behavior includes but is not limited to: respecting the privacy of individuals; refraining from predatory language and actions; not viewing or sharing internet pornography or other illicit materials; not advertising goods and services; not plagiarizing or falsifying information.

Needless to say, any attempts to interfere with the technical functions of the online campus or the ability of others to access programs will be subject to disciplinary action up to and including termination. The University reserves the right to determine certain actions are unethical and to subsequently notify or discipline as needed.

Communication

Effective June 8, 2021 students who are enrolled in academic courses will be assigned a CDU email address that will also be populated in Populi and Canvas.

The official student email address will be used for all University email correspondence. Faculty can continue to choose to communicate with students through Canvas, discussion forums, Pronto chat, or via the student's official CDU email address.

Faculty Responsibilities regarding Student Misconduct

CDU expects all students to conduct themselves in accordance with the Christian principles of justice and charity. CDU will strive 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. CDU will investigate and address all alleged infractions. Faculty are responsible for reporting any misconduct—academic or ethical—to Academic Leadership. See the [Academic Conduct Policy](#).

Human Resource Policies

Hiring

Recruitment and Qualifications

To ensure a wide applicant pool reflecting the diversity and breadth of the Catholic Church and the student body, academic and teaching competence, and compatibility with CDU's mission, when openings occur for teaching and/or course development that cannot be filled by the available pool of qualified faculty, Academic Leadership will begin a search for qualified individuals. A job announcement describing the position and requirements will be posted on the cdu.edu website. Qualified applications will be reviewed and applicants will be interviewed. Academic Leadership will present the strongest applicant's materials (cv, transcript, writing samples, etc.) to the FGC for consideration. Criteria for selection include faithfulness to the Magisterium of the Catholic Church; teaching experience, including experience with online education; references; referrals; and openness to or experience working in a distance education format. Once the FGC votes to approve a new hire, Academic Leadership informs the President. New faculty complete standard onboarding paperwork, and faculty who teach theology or theology-related disciplines such as Church history sign a statement of fidelity to the Ordinary and Universal Magisterium of the Catholic Church. Academic Leadership announces new faculty at the first meeting of the Academic Committee after they are hired.

Faculty who teach at the MA level shall possess a terminal academic degree relevant to the field in which they are teaching (PhD, STD or DMin) or be ABD (all but dissertation) or possess equivalent experience (see policy below). ABD faculty

members must have a plan for completion of dissertation that is acceptable to Academic Leadership. CDU may hire faculty members for the MA level with less than a terminal degree based on “equivalent experience” who possess an impressive body of academic scholarship, highly specialized knowledge, demonstrable professional or ministerial expertise in the field being taught. “Equivalent experience” must be established by consent of the Faculty Governance Council upon review of the established [Faculty Exception Rubric](#).

Faculty teaching theology at the BA level shall have an MA, MTS, or MDiv degree in theology or higher.

Faculty teaching general education courses or other non-occupational courses that transfer shall hold a master’s degree or higher in the discipline or subfield. Alternatively, if a faculty member holds a master’s degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which he or she teaches or have “equivalent experience” as defined by the Faculty Governance Council.

Faculty members are required to submit official transcripts reflecting their academic degree(s) at the graduate and post-graduate level. Any faculty member who earned a degree from an institution outside the United States must produce a transcript that is evaluated by an independent agency such as [World Education Services \(WES\)](#). It is the faculty member’s responsibility to submit evaluated transcripts, presented in English language, to CDU.

Faculty Experience Equivalence

The Faculty Governance Council has created and adopted a [rubric](#) for faculty equivalence that is used by Academic Leadership and the FGC when considering new faculty members who may not have the traditional prerequisites for the courses for which they are being considered. Candidates with an STL are considered equivalent to an ABD.

Contracts

Faculty remuneration is offered for developing a course, as well as for revising, improving, and updating a course to a higher level, serving as a faculty, grading comprehensive exams, and thesis advising. Course developers are strongly encouraged to serve as the faculty for their respective courses. Contracts are signed by Academic Leadership and faculty members, and these indicate the fee schedule for each teaching assignment. All faculty not currently on staff are required to sign a contract for the specific teaching assignments they have accepted. With few exceptions, CDU generally contracts on an annual basis with faculty members to teach regularly assigned courses for which faculty members become responsible for maintaining, updating, and upgrading over time. Termination of a contract occurs when a faculty member does not meet the requirements of the contract or voluntarily resigns.

Promotion and Tenure

CDU does not currently designate different rankings for faculty members such as “professor,” “associate professor,” or “assistant professor.” All members of the faculty share a commitment to the mission, which is part of the Church’s overall mission of evangelization. CDU does not have a tenure track.

Maximum Faculty Workload

Managing faculty workload is necessary to ensure that students receive the best possible educational experience from faculty members who are not overworked and who devote an appropriate amount of time to each student and course. As a growing institution, CDU manages its faculty workload to support faculty effectiveness and well-being and to effectively manage enrollment requirements.

The recommended maximum number of courses a faculty member may teach simultaneously is as follows:

- Full-time faculty: up to three courses in a given term
- Part-time faculty: up to two courses in a given term and no more than five courses in a given academic year.

Activities outside the Institution

The employment status of faculty is often part-time – i.e., adjunct – and occasionally faculty members have primary employment at other institutions of higher learning. For this reason, CDU does not restrict outside activities. However, faculty of all ranks are expected to list teaching at CDU as part of their professional bylines, biographies, and at public lectures etc. In addition, consistent with training and ongoing professional enhancement, faculty members are asked to share material on social media and participate in efforts to market the University.

Compensation and Benefits

CDU compensates its faculty in a number of ways depending on their arrangements, experience, and past performance. As employees, faculty are paid a salary to teach and develop courses at an agreed upon contractual rate. Faculty remuneration typically varies based on professional experience, level of education, past performance and longevity at CDU, as well as course enrollments.

CDU does not currently offer benefits to part-time or full-time faculty. In the case of regular faculty, a leave of absence may be granted by Academic Leadership provided there is sufficient notice and the faculty member is not already under contract.

Full-Time Faculty Benefits

Full-time faculty are not currently eligible for benefits available to all full-time employees. Full-time faculty do not accrue vacation or sick time. In the case of periods

between terms when a full-time faculty member is neither actively teaching a course nor on vacation, he or she is expected to use the time productively in course development, course revision or enhancement, or other academic activities. Sabbatical arrangements typical of traditional residential universities are not available at CDU at this time; however, unpaid time-off for regular faculty, especially those pursuing scholarly projects, can usually be arranged in consultation with Academic Leadership.

Part-Time Faculty Benefits and Payment

Part-time faculty do not accrue vacation time and are not eligible for paid vacation or other benefits received by full-time employees. They are paid based on the terms of their respective contracts for courses taught and/or courses developed. The payment for courses taught will be disbursed in two installments. For faculty teaching under a variable compensation model (based on enrollments), the base rate will be paid the first pay period following the end of Week 2 for the term provided the requirements through week two have been met. The per student rate will be paid the first pay period after the faculty member has completed the [End of Course Responsibilities](#). Faculty teaching at a fixed rate salary will receive half their total salary in each of the two installments, on the same schedule described above. Due to CDU's biweekly payroll schedule and the timing of the end of the terms, payments can take up to three weeks to be processed.

Faculty Sick-Time or Emergencies

Neither full- nor part-time faculty receive paid sick time. If a faculty member needs assistance for any reason or suddenly becomes unable to teach a course, due to a personal issue, tragedy, or illness, he or she needs to contact Academic Leadership immediately.

Faculty are expected at all times to meet their teaching obligations related to presence in the classroom. Presence in the classroom, participation in discussion forums, and regular and substantive interaction, all aim to support the goal of "student success first." On occasion, life events occur and faculty are in need of support to be absent from the classroom. Efforts are made to assist faculty at these times while still sustaining presence and student success in the classroom. Faculty are to be in contact immediately with Academic Leadership when such life events arise that impede the ability of faculty to teach courses. Failure to contact Academic Leadership in these circumstances and failure to perform in a class places a faculty member at risk of dismissal.

Termination

The provisions of this Handbook are not intended to create, express, or imply a contract of employment with any employee of the University. Employment with the University is one of employment-at-will, which means that either the employee or the University may terminate the employment at any time or for any lawful reason. As such, no policy or procedure set forth herein guarantees employment for any specific

time period. Any agreement to the contrary must be put in writing and signed by the President of the University.

Internal Grievances (Disciplinary Action)

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 considers it to be serious enough to warrant examination, they will gather evidence 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 President within one week of the disciplinary committee's decision. The determination of the President will be final and binding.

See the CDU website for further information on the [Complaint/Grievance Policy](#) for students.

Faculty Appeals Procedure

Faculty who wish to appeal a disciplinary decision by Academic Leadership or the disciplinary committee may do so by petitioning the President in writing, who at his/her discretion may take up the case with the Academic Committee or the Board.

Non-discrimination

In compliance with state and federal laws, including (but not limited to) Section 504 of the Rehabilitation Act of 1973, and Titles VI and VII of the Civil Rights Act of 1964, CDU does not discriminate on the basis of race, color, national or ethnic origin, sex, age, disability, or veteran's status (or any other criteria protected by applicable law) in its educational programs and activities, admissions, or with regard to employment. This policy applies to all faculty whether contracted on an annual or course by course basis. Questions regarding the implementation of this policy may be addressed to the President.

Accommodation of Disabilities

CDU recognizes that learning styles vary, and learning differences exist among students capable of doing university level work. Any student who requests specific accommodations should submit documentation verifying the need for eligibility under the American Disabilities Act (ADA) of 1990 and Section 504 of the Federal

Rehabilitation Act of 1973. This documentation should be sent to Admissions 30 days prior to the beginning of a course or program. 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 description of the following by a qualified professional:
 - the nature of the disability and the accommodation requested;
 - the diagnostic method used to determine the nature of the disability;
 - the applicant's current functional limitations; and
 - the expected progression or stability of the disability.
- Recommendations for accommodations.

CDU will review all requests for accommodation and will determine if the accommodations can be met reasonably and feasibly. CDU will discuss a plan for accommodations with the student and with any involved faculty members. While CDU strives to assist all students, certain services are not feasible. For example, CDU 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 Academic Leadership.

FERPA

From time to time issues of disclosure of personal information about students arise. 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, Dean, 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 CDU 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.

FERPA permits the disclosure of personal identifying 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 email 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.

An individual student currently enrolled may request that such directory information not be disclosed by completing the Request to Prevent Disclosure of Directory Information form and submitting it to the Registrar.

Sexual Harassment and Discrimination

All students, faculty and staff at the University have the right to expect an environment that allows them to enjoy the full benefits of their work or learning experience. It is, therefore, CDU's policy that no member of the University community may engage in conduct which discriminates against or harasses another individual or group on the basis of race, color, national or ethnic origin, sex, age, disability, veteran's status or any other criteria protected by applicable law. Likewise, CDU prohibits conduct which constitutes sexual harassment, sexual assault and other forms of sexual violence, dating violence, domestic violence and stalking.

The intent of this policy is to prohibit unlawful discrimination, discriminatory and sexual harassment, sexual assault and violence, dating violence, domestic violence and stalking, and to promote the full realization of equal opportunity while preserving its religious nature as prescribed in the University's Mission Statement. It is understood then that nothing in this policy will undermine its integrity as a Catholic University. Therefore, no oral or written statement that is in conformity with the teaching of the Roman Catholic Church shall be deemed as violating this policy, and no absence of a statement, oral or written, when such silence is again in accord with Catholic teaching, shall be deemed a violation of this policy. Finally, the approved policies of academic freedom shall be respected and are understood to be consistent with the implementation of this policy.

[Title IX](#)

Please follow the link to the website for the policy.

Appendix

[CDU Employee Handbook](#)