# DEPARTMENT GUIDE TO
# GRADUATE STUDIES

## 2026-2027

Department of Art, Art History & Design
University of Notre Dame

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*University of Notre Dame, 2026-27*

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## PREFACE

The Graduate School Bulletin of Information represents the minimum standards established by The Graduate School for all graduate programs. Individual departments may require higher standards, and students are expected to be fully aware of their department's requirements.

This departmental guide to graduate studies is intended to be a comprehensive guide to policies, requirements and procedures for graduate students in the Master of Fine Arts and Master of Arts programs in the Department of Art, Art History & Design. It has been reviewed and approved by The Graduate School. Where the department rules are more stringent than the Graduate School's (as expressed in the Bulletin), the department's rules take precedence.

## IMPORTANT WEBSITES:

- Every year, the Kaneb Center for Teaching and Learning hosts a TA Orientation. You must have already obtained your netID and password in order to register for this orientation. You will need to register at: kaneb.nd.edu
- The 2025-2026 academic year edition of du Lac: A Guide to Student Life will be published in mid-August. To learn more about campus services, the older edition will continue to be available online http://dulac.nd.edu/
- Honor code for those teaching needs to be on all syllabi --- http://honorcode.nd.edu/
- The 2026-2027 Graduate Student Handbook may be found at: https://graduateschool.nd.edu/resources-for-current-students/
- The complete sexual harassment document may be found at the Office of Institutional Equity's website: http://equity.nd.edu

### DEPARTMENT OF ART, ART HISTORY & DESIGN

The Department of Art, Art History & Design offers the Master of Fine Arts (MFA) degree in studio art and design. In studio art and design, the department also awards the MA degree, but only to students who choose to leave early or who are not accepted to degree candidacy in the MFA program.

The aim of the graduate program is to prepare qualified students to begin professional practice in their chosen field of studio art or design. Studio and design students may concentrate in ceramics, graphic design, industrial design, painting/drawing, photography, or sculpture, or in a combination of these disciplines.

In addition to coursework, graduate students pursue an area of interest through a system of independent study with a faculty advisor and, in the second and third years, a graduate committee selected by the student. Students are expected to develop a personal direction that culminates in a thesis paper and a professional quality exhibition of visual work.

## PART 1: DEGREE PROGRAMS

### I. MASTER OF FINE ARTS DEGREE PROGRAM

The Master of Fine Arts Degree (MFA) at Notre Dame is for artists and designers with exceptional talent and strong academic skills. The program combines studio work with academic studies in art and design history and criticism. The College Art Association and most other professional institutions of higher education recognize the MFA as the terminal degree for artists and designers. This degree has become the standard prerequisite for those who intend to teach at the college level. It is also appropriate for individuals seeking to further develop their professional careers as artists and designers.

#### Credit Hours

The MFA degree is a studio and research degree that requires three years or six semesters of study and sixty graduate credit hours with a B (3.0) or better average, including twelve hours of art and/or design history, six hours in Graduate Seminar, and nine hours of Thesis Direction.

Students who are not in residence but still in the process of finishing an MFA degree must be enrolled for a minimum of one credit hour of Non-Resident Thesis (ARST 78706 or DESN 78706) each semester. *This option is restricted to third year MFA candidates who need to represent after not passing their thesis review.*

### Additional Requirements

- Successful completion of Professional Practices (ARST 62704) each year.
- Admission to the third year of the MFA program (MFA Candidacy).
- Successful completion of a written thesis approved by the student's thesis committee.
- Completion of a thesis project: An exhibition of creative work that is reviewed and approved by at least a two-thirds majority of the art and design faculty.
- Participation in the 1st Year New Faces exhibition and the 2nd Year exhibition.

### Residency

The minimum residency requirement for the MFA degree is registration in full-time status for three years or six semesters during the academic year.

### Financial Support

Students accepted into the MFA program typically receive financial aid in the form of a full tuition scholarship. In addition, the department also awards stipends to students in good standing. These stipends are given to graduate students in exchange for teaching or serving as a TA for one class per semester, and for service in the Department of Art, Art History & Design. During the first year of the graduate program, students work as Teaching Assistants for one undergraduate course per semester for a professor. Graduate students may not be teaching assistants for other graduate students. During their second and third years, with the approval of the faculty, students serve as the primary instructor for one undergraduate class per semester. Students in good academic and disciplinary standing will continue to receive financial support for a maximum of three years. However, the Department of Art, Art History & Design reserves the right to revoke a student's stipend and tuition scholarship based on the student's poor performance either as a teacher or as a student in the program. *Students receiving full stipend support may not work elsewhere on or off campus during the stipend period of nine months each academic year.*

International students should check with their international advisor to make sure they are not exceeding their approved hours of employment.

Please refer to Part 2, Section III of this guide under Academic Policies for guidelines governing financial support.

### Advisors and Thesis Directors

The MFA candidate is advised by the Director of Graduate Studies and faculty in their area of study during the first and second semesters. During the second semester or early in the third semester, the candidate chooses a thesis director and two other members of the faculty in consultation with their thesis director to form a committee. A completed thesis committee form must be on file in the department by the beginning of the first semester of the candidate's second year. **The first thesis committee meeting should take place before fall break of the student's second year.**

The thesis committee director must be someone from the student's immediate area of study. The second committee member must be a member of the department faculty (including art history) but need not be a faculty member in the candidate's immediate area. The third member is typically a member of the department, but may also be a member of the Notre Dame faculty at large. In some cases, it may be desirable to take advantage of other scholars as they relate to particular aesthetic and intellectual concerns. Committee members from outside the department must be approved by the thesis director and the Director of Graduate Studies.

**Committees are mandated to meet once per semester during the second year and once in the fall semester of the third year. Meetings are initiated by the student and *should occur no later than the week after fall and spring breaks.*** The thesis committee director will take notes during the meetings, submit them to the Director of Graduate Studies as well as the Art, Art History & Design office, and distribute them to the student and other committee members.

Other meetings as requested by the student or the committee may also be convened.

Committees generally consist of only three members. Using the entire faculty as a resource is always encouraged but the official committee is three people.

Students should consider selecting faculty for their committee that are not from their area. (For example: If there are two faculty in the area perhaps only one serves on the committee.) The breadth of experience and knowledge of the entire faculty can have a beneficial impact on the student's studio practice.

*Note: Committee members must be members of the Notre Dame faculty. Committees are generally limited to 3 members, but a fourth can be approved by the Director of*

*Graduate Studies. Requests for committee members from beyond Notre Dame's faculty (e.g., St. Mary's College) will be considered by the Director of Graduate Studies.*

### Courses outside of Art, Art History & Design

Graduate students may take up to two academic courses (3 credit hours each) outside of the Department's offerings. These classes must be graduate-credit courses with approval of the student's area head. Therefore, a maximum of two classes are allowed beyond our Department's offerings. It is expected that students will enroll in these classes in their second, third, and/or fourth semester(s). The first 'outside' class is taken in lieu of an art history course; the second class is taken in lieu of two art history courses.

No graduate credit is allowed for courses below the 60000 level. However, students may come across courses that are undergraduate level only that they wish to utilize to enhance their thesis research or to fulfill a graduate requirement. In some cases, a graduate section can be created as long as it is at the 40,000 level or above. No undergraduate courses under that will be considered. To start this process, the student must reach out to the professor and request permission to take the course as a graduate student. If the professor approves, please forward this approval to our department office and they will gladly assist in creating a graduate-level section.

### Gender Studies Minor

The graduate minor in Gender Studies is 9 credit hours (3 classes) and participation in four non-credit workshops in which students present their research/creative work. The 9 credit hours of Gender Studies graduate courses include 3 credit hours in the "Interdisciplinary Core Seminar" in Gender Studies and 6 credit hours in courses either cross-listed with the Gender Studies Program or approved by their DGS, and 2 semesters of participation in the Gender Studies Research Workshop, including a presentation of a research/creative work in this forum.

To earn the Gender Studies minor along with the MFA degree, 2 of the 3 classes can count for both Gender Studies and our Department. (It is expected that the two classes that graduate students take outside of the Department, mentioned above, will be in the area of Gender Studies and approved by that program.) The third 3-credit class will be an additional course. Therefore, students who graduate with an MFA and a Gender Studies graduate minor will have to complete 63 total credit hours. For more on the Gender Studies minor, see: http://genderstudies.nd.edu/ Please direct all advising questions to AAHD.

## GLOBES Certificate

The GLOBES Certificate program at Notre Dame is an interdisciplinary graduate training program in environment, science, technology, and society that is housed in the John J. Reilly Center. The GLOBES Certificate requires four curricular engagements, typically two seminars and two modules.

The MFA would have a GLOBES-affiliated faculty member on his or her thesis committee as the 3rd or 4th member of the committee. Professors that agree to be on an MFA's thesis committee agree to meet with the committee once a semester for the 2nd and 3rd year of study and to be a reader of the MFA candidate's thesis paper. For more information on GLOBES, contact Anna Geltzer: ageltzer@nd.edu.

## Film, Television, and Theatre Graduate Minor in Screen Cultures

The graduate minor in Screen Cultures aims to enrich and extend the work of students enrolled in MA, MFA, and PhD programs at the University of Notre Dame by adding expertise in research in the study of film, television, and other screen-based media. The graduate minor will give students more experience and depth in working with Screen Cultures, expand teaching opportunities, and broaden students' profiles for job placement.

Students minoring in Screen Cultures will acquire tools specific to the interdisciplinary study of Screen Cultures. These include theoretical perspectives and methods of research and writing in film/media studies and encompass cinematic, televisual, and new media modes of production and reception, aesthetics, history, and discourses. Requirements for completing the minor include:

### *Critical Approaches Course*

This course is offered by FTT as an upper-level undergraduate course with a graduate section. FTT faculty will agree on core subjects, but individual instructors will have some leeway in designing the course for a particular semester.

### *Two electives*

Electives may be offered through FTT or offered through crosslisting with other departments. Students completing the Screen Cultures minor may count electives for both their primary degree and the minor. Faculty interested in crosslisting courses for the Screen Cultures Minor must submit a course approval form.

### *Proof of Research in Screen Cultures*

This requirement has two options. The first option requires that the student will submit a substantial portion of their dissertation, thesis, or other significant research paper (conference paper, article for publication; not a course paper). The second option requires that the student will develop an exam list on a Screen Cultures topic that will be approved by the Screen Cultures Subcommittee. A member of the Screen Cultures faculty will serve on the committee.

### *Participation in Research Workshop*

Students will be expected to attend at least 4 meetings per year of the Visual Cultures Research Workshop. MFA students must attend for one year. Students are required to present at the workshop or another appropriate screen cultures conference (Society for Cinema and Media Studies, Chicago Film Seminar, etc.).

## Graduate Minor in Visual and Material Culture (VaMC)

The graduate minor in Visual and Material Culture (VaMC) consists of 9 credit hours, participation in art history works-in-progess events, and proof of research competence. The 9 credit hours include the 3 credit hour course, Research Methods and Theories in Art History, and two additional course in art history for the remaining 6 credit hours.

Notre Dame graduate students interested in pursing the VaMC minor need to obtain permission from their respective dissertation or thesis advisors before applying for admission to the minor. Once this permission is granted, prospective students should contact a member of the art history faculty by email to express their interest in the minor, explain briefly how the study of visual and material culture relates to their research interests and career goals. Admission will be granted to qualifies student by the director of the VaMC graduate minor. For more information see: https://artdept.nd.edu/graduate/graduate-minor-in-visual-and-material-culture/

### First Year

The MFA candidates in their first year of study are advised by faculty in their respective areas and by the Director of Graduate Studies during both the first and second semesters. All graduate students are **required** to present their creative work in two reviews each semester: During an informal review process called *Walkthroughs* at the middle of each semester, and during formal reviews at the end of each semester when the entire studio and design faculty are assembled. Before the end of the first semester, first year graduate students are required to participate in the New Faces Exhibition in preparation for their first formal end-of-semester review with the faculty. **Second Year** students are required to help with the set-up and clean-up for the New Faces Exhibition.

### Second Year / Admission to MFA Candidacy

At the beginning of the second year (third semester), each MFA meets with their committee to discuss degree progress and future plans. At this meeting, the student presents the committee with a written statement describing the work in progress. After this meeting, the committee discusses the student's progress and makes an evaluation of the candidate's performance and potential. A summary report is written by the thesis director and copies are given to the student, the committee members, the Director of Graduate Studies, and the AAHD office to be placed in the student's file. This meeting must occur *before* the end of the week following fall break. After the MFA reviews at the end of the fall semester, if the majority of faculty believe there is a reason for concern regarding the candidate's success during the candidacy vote, the DGS will share this information with the student. This will allow the student to better utilize their spring semester and, ideally, aid them in successfully entering their candidacy year. Regardless of whether or not there is concern and/or a letter has been delivered to a student, *it is possible that students will not be passed into their candidacy year*. Students will exhibit work as a 2nd year show in the spring semester.

At the beginning of the fourth semester, the student again meets with the committee and a report of the student's progress is recorded with the Director of Graduate Studies and the AAHD office. At the end of the fourth semester, the student presents a portfolio of creative work in order to be evaluated by the entire art and design faculty for entry into the MFA thesis year. The portfolio is supplemented by a statement written by the student describing the work and should demonstrate the capacity to complete a thesis exhibition and paper in the third year. After the studio and design faculty evaluates the art or design work presented by the student, additional evaluation will include the

student's teaching, professional behavior, and perceived ability to complete the program successfully. An initial vote is then taken by the studio and design faculty on whether to pass the student into the third year. Students who do not receive a two-thirds majority vote by the art and design faculty will be: 1) terminated from the MFA program; or 2) allowed to resubmit their portfolio at the end of the summer session; or 3) allowed to apply for the MA degree in art or design. A second faculty vote will determine which of the three options listed above are available to the student. *Voting eligibility is conferred on members of the art and design faculty, and other faculty members on MFA committees, except for any faculty member who was a student with the MFA being voted on.*

If students are allowed to resubmit their portfolio and the second attempt at entering the MFA thesis year fails to get a two-thirds majority vote of the art and design faculty, the student will either be terminated from the MFA program or allowed to apply for the MA degree in art and design, again depending upon faculty vote.

### Third Year/Thesis Exhibition and Paper

The thesis paper presents and substantiates the MFA candidate's research and creative work. The goal is to articulate a set of motivations, ideas, positions, experiences, attitudes and/or methodological approaches to support the development of the aesthetic, material, and functional form the thesis project takes; and to contextualize the work within a disciplinary history of thinking, making, and problem solving. The thesis paper will also articulate a focused approach to the artist's or designer's practice and/or process through written reflection, and to serve as the basis for future grant applications, exhibition proposals, academic conference presentations, competitions, abstracts, job talks, and/or artist's statements, etc. The Department of Art, Art History & Design requires that the thesis paper adhere to Chicago Manual format. The length of the text may be as short as 15 pages, but will ultimately be determined through discussion with the thesis committee. Refer to the Graduate School Dissertation & Thesis Submissions site for specific information about deadlines and due dates for formatting, defense deadlines, and final submissions.

#### Studio Schedule

After the fourth semester, the student will spend the summer writing a thesis paper draft. At the beginning of the fifth semester, and only after consulting with the Writing Center, the student submits a complete draft to their thesis

committee chair. After the thesis chair reads the paper, the student will make any necessary revisions. Once revised, the paper is resubmitted, the chair will sign off on it and the student will give the paper to the other committee members (readers). **This process must take place before the fall semester break, that is, *all writing issues must be resolved by fall break (week 9)* so that the student may devote their full attention for the remainder of the year to their thesis exhibition work.** Committee members must review a final, clean draft before they can sign off on a Reader's Report. After the readers have signed the *Reader's Report on Master's Thesis* form, it is passed on to the Director of Graduate Studies and then to the Graduate School. Students must meet the Graduate School's formatting deadline. The Department Chairperson will make recommendations and resolve any disputes over the thesis paper. Most of the year should be directed towards creating a thematically cohesive studio thesis exhibition.

### Design Schedule

The student submits a thesis proposal that includes an abstract and outline to their thesis committee at the end of the fourth semester, detailing their intended thesis project and research approach. This draft document serves as a framework to help the student think through the methodological approach for the project, and guides the student in their research throughout the summer period leading into the third year. After consulting with the Writing Center for clarity, grammar, etc., a thesis paper draft that covers the introduction, the systematic approach, literature review, and research conducted is submitted to the thesis committee at the beginning of the fifth semester. The thesis committee will provide feedback on the paper and the student will then make all necessary revisions before the fall break (week 9).

The remaining sections of the thesis paper will cover project development, execution, evaluation, and potential efficacy of the proposed design solution. Post implementation reflections, results from testing, observations, measurements of success, and statements of conclusion regarding the finalization of the thesis project should be included in the final thesis paper which must be written, submitted to the thesis committee, revised, and approved prior to the sixth semester break (week 9). That is, the committee chair must approve the thesis and the readers must have signed the *Reader's Report on Master's Thesis* before the sixth semester break.

*MFA candidates MAY NOT exhibit a thesis project if their thesis paper has not been approved by the full committee by the deadline.* They must instead, exhibit after a full committee approval of their paper. Before the formatting check deadline, the candidate will submit a copy of the paper to the Graduate School for formatting checks.

During the final semester, students in both studio and design enroll in (ARST 78708) Thesis Direction for eight (8) hours of credit. The thesis project is intended to be an independent creative project in art or design.

The thesis project is installed by the candidate by the established deadline in an appropriate space for a public exhibition of the work. This exhibition is usually displayed in the context of an MFA group show on campus. However, the thesis project may be exhibited in a faculty-approved alternative space locally. The student meets with the entire art and design faculty to give an oral defense of their exhibition. **A favorable vote by two-thirds of the studio and design faculty is required before the MFA degree can be granted. Voting eligibility is conferred on members of the art and design faculty and other faculty members on the MFA committee, except for faculty members who were students with the MFA being voted on.** *Attendance is required for all regular studio and design faculty.*

If the student fails to pass the thesis project for any reason (example: non-submission of thesis) at the end of the sixth semester, they must revise the project and re-present it within one year on a date acceptable to the studio and design faculty. If the project is not accepted on the second attempt, the project may not be re-submitted and the candidate may then – and only then— apply for the MA degree. (A student that fails to pass the thesis project at the end of the sixth semester MAY NOT apply for the MA degree until *after* the thesis project is revised, re-presented, and again does not pass after being voted on.) The thesis credits are graded by the Director of Graduate Studies, based upon the studio and design faculty's final vote. Students are required to document their exhibition and submit photos, their bio and artist statement to the office for the MFA website.

*Third-year students must be moved out of their studios with keys returned to the office by June 1.

*Note: The MFA candidate may not present a thesis project if their thesis paper has not been approved by their committee.*

## MFA Program Schedule Summary

| Fall Semester | Spring Semester |
|---|---|
| **1st Year**<br>Adjust to your surroundings. The Graduate Director is your curriculum advisor. However, you are encouraged to discuss curriculum with your area faculty. Prepare for the New Faces exhibition and final review Begin to look for courses beyond the Department that will support your creative work. | By now you will have established communication with area faculty. These faculty members can advise you on a course of study for your future semesters in the program. You are always able to discuss issues with the Director of Graduate Studies. Begin to select your thesis committee members. |
| **2nd Year** (first semester teaching)<br>Choose your thesis director. With their help, choose your thesis committee. *Submit a completed Thesis Committee form to the AAHD office early in the semester*. Meet with your committee before fall break. You must initiate this meeting. Show your work, present a written statement about your work to the committee. Prepare for the second-year show. Your director should provide you with a summary report of this, and future meetings for your records. If there is any concern from the faculty after Fall reviews, the DGS will address this with you through a letter. | Meet with your committee by mid-semester to discuss your ongoing work and your plan for presenting work for the candidacy review.<br><br>MFA Candidacy Review: This is an important step towards the third year. Present your work to the entire studio and design faculty at the end of the semester. All studio and design faculty vote on your acceptance to the MFA candidacy year. A 2/3 majority vote is needed for approval.<br><br>Exhibit in the 2nd Year show. |
| **3rd Year**<br>In the summer, outline and begin writing a draft of the thesis paper, primarily with your thesis director. When complete, submit copies to your committee for reading and approval. This paper should be completed by the studio and design schedule deadlines. Work for the thesis project also begins in the third year. Work completed prior to the third year of study will not be accepted for the thesis project. | Continue working on the thesis. Committee meetings are not mandatory this semester but may be called by either the student or the thesis director when needed. The thesis paper must be finished and approved by your committee before the thesis project can be installed. *A Readers Report on Master's Thesis form must be filled, signed by committee member readers, and turned into the office*. After the MFA defends, the studio and design faculty votes to accept or reject the exhibited work. A 2/3 majority vote is needed for approval. |

*NOTES:

For a more detailed description of these and other procedures related to the MFA program, please refer to your copy of the Department Guide to Graduate Studies.

Attendance is mandatory for Walkthroughs and End of Semester Reviews.

## MFA Schedule of Courses

### First Year

**FIRST SEMESTER**
**11 CREDIT HOURS**

**6 hours** of studio/design credits, typically with professors in your major area, students take 3 hours each with two professors, please get advice from your area professors

**3 hours** of Graduate Seminar: **ARHI 63570 -** suggested or art history, 60000 level or above

**1 hour** of Professional Practices, **ARST 62704**, required of all MFA Students

**1 hour** of Graduate Seminar **-**
**ARST 63250**, Painting Seminar
**ARST 63450**, Photography Seminar
**ARST 63650**, Sculpture/Ceramic Seminar
**DESN 63350**, VCD and ID Seminar

**SECOND SEMESTER**
**10 CREDIT HOURS**

**6 hours** of studio/design credits, typically with professors in your major area, students take 3 hours each with two professors, please get advice from your area professors*

**3 hours** of art history, 60000 level or above
*(Design MFAs may take an approved substitute class)*

**1 hour** of Graduate Seminar **-**
**ARST 63250**, Painting Seminar
**ARST 63450**, Photography Seminar
**ARST 63650**, Sculpture/Ceramic Seminar
**DESN 63350**, VCD and ID Seminar

### Second Year

**THIRD SEMESTER**
**11 CREDIT HOURS**

**6 hours** of studio/design credits*

**3 hours** of art history, 60000 levels and above

**1 hour** of Professional Practices, **ARST 62704**, required of all MFA Students

**1 hour** of Graduate Seminar **-**
**ARST 63250**, Painting Seminar
**ARST 63450**, Photography Seminar
**ARST 63650**, Sculpture/Ceramic Seminar
**DESN 63350**, VCD and ID Seminar

**FOURTH SEMESTER**
**10 CREDIT HOURS**

**6 hours** of studio/design credits, typically with professors in your major area, students take 3 hours each with two professors, please get advice from your area professors*

**3 hours** of art history, 60000 levels and above

**1 hour** of Graduate Seminar **-**
**ARST 63250**, Painting/Printmaking Seminar
**ARST 63450**, Photography Seminar
**ARST 63650**, Sculpture/Ceramic Seminar
**DESN 63350**, VCD and ID Seminar

### Third Year

**FIFTH SEMESTER**
**9 CREDIT HOURS TO BE FULL TIME**

**6 hours** of studio/design credits

**1 hour** of Professional Practices, **ARST 62704**, required of all MFA Students

**1 hour** of Graduate Seminar **-**
**ARST 63250**, Painting Seminar
**ARST 63450**, Photography Seminar
**ARST 63650**, Sculpture/Ceramic Seminar
**DESN 63350**, VCD and ID Seminar

**1 credit thesis direction with** Director of Graduate Studies
Thesis Direction, **ARST 78708**, studio

**SIXTH SEMESTER**
**9 CREDIT HOURS TO BE FULL TIME**

**8 hours** of Thesis Direction credits are taken with the Director of Graduate Studies
Thesis Direction, **ARST 78708**

**1 hour** of Graduate Seminar **-**
**ARST 63250**, Painting Seminar
**ARST 63450**, Photography Seminar
**ARST 63650**, Sculpture/Ceramic Seminar
**DESN 63350**, VCD and ID Seminar

*NOTES: All graduate students may take one class (and up to two) outside the art department. These classes **must** be graduate-credit courses with approval of the student's area head. Two of the required four art history courses may be taken outside of the department.

Studio/design credits are also known as Critical Studies. Critical Studies classes are those courses with a lecture/reading/writing focus. You should seek out courses that contribute to your research interests. Only classes at the 40000 level or above may be taken for graduate credit.

1. Consider having someone outside of your immediate department (i.e. art history or design history) on your committee…they will offer a different perspective that can be really helpful.

2. Look over past MFA thesis papers for ideas. They are available in the library as well as in the DGS's office. In addition to topical inspiration, these are helpful for formatting and structure—I suggest copying the tables of contents of the good papers to reference when creating the outline.

3. Using the major deadlines given by the department and those dates dictated by the Graduate School, create your own timeline, including buffers for unexpected circumstances (committee members' schedule conflicts, other deadlines, printing issues, etc.).

4. Build into your timeline enough time for your committee to review multiple drafts of your outline and paper. Have them agree to dates and review durations ahead of time.

5. Use the summer for research, paper topic development, and writing a good draft.

6. Start the outline as early as possible.

7. Write the draft by the start of the fall semester.

8. If you do not have a solid understanding of Microsoft Word, take the graduate school formatting class. The material is very basic and available in a document on the grad school website, but it is useful if you don't know Word very well. Useful topics include working with tables of contents and tables of figures, using text styles, numbering pages and sections, etc. Mastery of these tools will save a great deal of time.

9. Use the template provided by the grad school (obtained from the website or at the formatting class). It is basically a thesis paper with filler text. You can either write your text in another document and copy/paste it into the template or begin writing in the template initially. I recommend starting in the template, as it will save you some formatting headaches.

10. Use RefWorks and Write-n-cite! These tools help to manage all your sources and format your citations for you in Word. They take a little work to figure out initially, but it's worth it in the end. One note: when using Write-n-cite, you will find that you need to do a final formatting at the very end (where citations turn from code to the actual citation text). Be sure to do another read-through of the entire paper, as it tends to cause random little problems (creates extra spaces between some words, etc.). This is annoying, but seems to be a glitch with the program and thus unavoidable.

## II. Non-Research Master of Arts Degree: Studio Art and Design

The Non-Research Master of Arts Degree (MA) program in Studio Art and Design is granted to MFA students who are either not admitted to MFA candidacy, or choose to leave the MFA program with an MA degree. **The Department does not admit students to this program.**

The Non-Research MA degree requires 30 course credits (GPA hours) and 40 credits overall, including six hours in Art History and three credit hours in Graduate Seminar (ARHI 63570). Students who are not in residence but still in the process of finishing an MA degree must be enrolled for a minimum of one credit hour of Non-Resident Thesis (ARST 78706) each semester.

### Additional Requirements

- The culmination of the program includes a one-page artist statement approved by the student's faculty advisor and a portfolio approved by the entire art and design faculty.
- *Artist Statement*—During the final semester of study, the student submits an artist statement to his or her major advisor who may accept it or return it to the student for revision.

  *MA Portfolio*—A visual portfolio of works chosen by the student must be presented to the art and design faculty on an acceptable date. The work must be on exhibit for a minimum of one week, and all art and design faculty must be notified of the location of the display. The works chosen should represent the student's best creative efforts and be presented in a professional manner. The presentation must receive a two-thirds favorable vote from the art and design faculty for the MA degree to be awarded. Voting eligibility is conferred on members of the art and design faculty and other faculty members on the MFA committee, unless faculty was a student with the MFA being voted on.
- *Thesis Defense*—Faculty may vote that the student needs to be present for a Thesis Defense with the faculty. In other cases, the vote of the faculty may deem a Thesis Defense unnecessary.

### Residency

The minimum residency requirement for the Non-Research MA degree is registration in full-time status for a total of four semesters taken during the regular academic year.

### Advisors and Thesis Directors

The Non-Research MA candidate is advised in the same manner as the MFA candidate. A completed thesis committee form must be on file in the department by the end of the second semester of the candidate's first year of study. When it becomes evident that the student will be receiving a non-research MA degree, the Thesis Director simply oversees the completion of all requirements.

## Part 2: Academic Policies

For further information, see the Bulletin of Information on Graduate Programs and Policies.

### I. Enrollment

All graduate students must both register for courses and complete the ND Roll Call process each semester during the dates and times announced by the University Registrar. Any admitted student who fails to register and complete the ND Roll Call process for one semester or more must seek readmission through their department and then the Graduate School.

All degree-seeking students are expected to maintain full-time status and to devote full time to graduate study. No degree student may hold a job, on or off campus, without the express permission of his or her department and the Graduate School.

### Continuous Enrollment

All students must enroll each semester in the academic year to maintain student status. Continuous enrollment is met normally by enrollment in the University and registration in a graduate-level course relevant to the student's program. Any exception to this rule, including a leave of absence, must be approved by the Graduate School. (See "Leave of Absence," below.)

Degree students who have completed the coursework requirement for their degree must register for at least one credit hour per semester, including the final semester or Summer Session in which they receive their degree. These students may be considered full-time students whether or not they are in residence. Students not in residence and

taking one credit hour pursuant to continuous enrollment requirements are charged a special registration fee.

A student who fails to enroll for one semester or more must apply for readmission upon return.

Continuing degree-seeking students (i.e., degree students who are eligible to continue their studies in the fall semester) may have access to University facilities and services from May through August without registering and enrolling for academic credit in the Summer Session.

### Religious Holidays

As a university rooted in the Catholic religious tradition, and valuing the dignity and faith of every human being, we support the ability of every student to express and celebrate their religious traditions. This includes observing major religious holidays outside those already recognized by the university (Christmas and Easter). The standard list of major world religious holidays maintained by Campus Ministry can be found here, which is not exhaustive. Should a student wish to ask for time away for a holiday not recognized by the university, it is recommended that graduate students have a conversation well in advance of the observed date with their advisor/PI.

### Leave of Absence

For exceptional reasons and on the recommendation of the department, a student in good academic standing may request a leave of absence for a maximum of two consecutive semesters. A request for a leave of absence must be made before the semester in which the leave is taken and all leaves of absence must be approved by the Graduate School. If, for some urgent reason, a student is allowed to leave the University after the beginning of the semester, the withdrawal procedure below must be followed. If at the end of the leave of absence period the student does not return, the student is considered terminated. Application for readmission is required if the student wishes to return.

In the case of a medical leave of absence, clearance from the University Health Center is required prior to readmission.



### Withdrawal from the Program

To withdraw from the University before the end of the semester, a student must inform the department and the Graduate School as well as complete the notice of withdrawal in the Office of Residence Life, 202 Duncan Student Center.

The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more.

The University reserves the right to require the withdrawal of any student when academic performance, health status or general conduct may be judged clearly detrimental to the best interests of either the student or the University community.

## II. ACADEMIC REGULATIONS

### Full-time and Part-time Students

A full-time student is one who (1) registers for nine or more credit hours of required course work per semester in the academic year or six or more credit hours in the Summer Session or (2) has completed the coursework requirements for a degree and is registered for a minimum of one credit hour. This second category includes both resident and nonresident students. (See "Continuous Enrollment," Part 2, Section I.) A part-time student is any enrolled graduate student who does not fall within either of the preceding categories. For loan purposes, a half-time student is a part-time student who registers for at least six credit hours per semester in the academic year or three credit hours in the Summer Session.

### Maximum Registration

During the academic year, a graduate student may not register for more than 15 credit hours of graduate courses, i.e., the 60000- and 70000-level courses, each semester. An additional three credit hours of 40000-level courses may be taken if authorized by the department Director of Graduate Studies. In the Summer Session, a graduate student may not register for more than 14 credit hours.

### Changes in Student Class Schedules

A student may add courses only during the first seven class days of the semester. Students may add courses after this time only on recommendation of the department and with approval of the Graduate School.

A student may drop courses during the first seven class days of the semester. To drop a course after this period and up to the mid-semester point (see the Graduate School Calendar for the exact date), a student must have the approval of the chair of the department offering the course, the student's advisor and the Graduate School. A course may be dropped after the mid-semester point only in cases of serious physical or mental illness. Courses dropped after this date will be posted on the student's permanent record with the grade of "W."

A course taken for credit can be changed to an audit course after the mid-semester point only in cases of serious physical or mental illness. Pass/fail courses are not an option.

### Course Audit Requests

In order to audit a course, you must submit a course audit request form, which can be located on the Graduate School's website at: https://graduateschool.nd.edu/policies-forms/registration-and-student-records/. Before you submit a course audit form, please consider the following:

1. The Graduate School cannot process the request if the student has not registered for the course.
2. Students are charged full tuition for audits taken during summer session.
3. Audits do not factor into the student's GPA, nor do they count toward full-time status.
4. Students are limited to two course audits per semester.
5. All full-time graduate students must be registered for 9 credit hours in addition to any audits requested.

### Course Numbers

**No graduate credit is allowed for courses below the 40000 level**. The advanced 40000 and 50000 level under-graduate courses may, with the approval of the department chair and the Graduate School, be taken to satisfy *up to three hours only* of graduate credit requirements. The course instructor must grant permission, which requires that the course be altered to a graduate level. A new section must be created for the graduate student at the 60000 level.

Courses numbered 60000 and above are advanced graduate courses open only to those who have completed the undergraduate and graduate prerequisites.

### Graduate Grades

Listed below are graduate grades and the corresponding number of quality points per credit hour.

| | |
|---|---|
| A | 4 |
| A- | 3.667 |
| B+ | 3.333 |
| B | 3 |
| B- | 2.667 |
| C+ | 2.333 |
| C | 2 |
| F | 0 |
| I | 0 (Until Incomplete is removed) |
| NR | Not reported |
| S | 0 Satisfactory |
| U | 0 Unsatisfactory |
| V | 0 Auditor (graduate students only) |
| W | 0 Discontinued with permission |

Quality point values are used to compute the student's G.P.A. The G.P.A. is the ratio of accumulated earned quality points to the accumulated earned semester credit hours. G.P.A. computation takes into account only those grades earned in Notre Dame graduate courses by students with graduate status at Notre Dame. For courses taken in a department or college in the University, but outside the Graduate School, or taken outside the University, the grade will not be included in the G.P.A. computation.

The grades of C- and D are not awarded in the Graduate School.

A student receives the temporary grade of "I" when, for acceptable reasons, he or she has not completed the requirements for a 60000- or higher-level graduate course within the semester or summer session. No grade of "I" can be given for courses below the 60000 level or to graduating students in the final semester or final summer session of a terminal degree program.

The student then must complete the course work for a grade prior to the beginning of the

final examination period of the next semester in which the student is enrolled. If a student receives an “I” (Incomplete) for a summer session course, he or she must complete the course work for a grade before the final examination period begins for the next semester or summer session (whichever comes first) in which the student is enrolled.

The University temporarily computes this grade as the equivalent of an “F” in calculating the G.P.A. When the student fulfills the above requirements, the “I” is replaced by the new grade. Faculty will be given 30 days from the last day of classes to turn in the grade change form to the Graduate School. Should the student not complete the course work as required, the “I” will convert to an “F” on the transcript.

The department and the Graduate School will review a student who receives more than one “I” in a semester or an “I” in two or more consecutive semesters, to determine his or her eligibility for continued support and enrollment.

The grades of “S” and “U” (Satisfactory and Unsatisfactory) are used in courses without semester credit hours, as well as in research courses, departmental seminars, colloquia, workshops, directed studies, field education, and skills courses. These courses, if given the grade of “S”, do figure in a student’s earned semester credit-hour total but do not figure in the computation of the G.P.A. A grade of U will not count toward the student’s earned semester credit- hour total, nor will it figure in the computation of the G.P.A. The grade of “V” (Auditor) has neither quality-point nor credit-hour value. It is the only grade available to the registered auditor. The audit must be requested before the seventh class day of the semester; the auditor should attend the course throughout the entire semester, and it is made part of his or her permanent record. The grade of “V” cannot be changed to a credit-earning grade. Information about declaring an audit is posted at registrar.nd.edu/students/audit.php.

The grade of “W” (Discontinued with permission) is given for a course that a student is allowed to drop after the mid-semester point.

### Examinations

Unexcused absence from a scheduled final examination results in an "F." An absence excused in advance results in an "I" (incomplete).

### Academic Good Standing

Continuation in a graduate degree program or in non-degree status, admission to degree candidacy, and graduation require maintenance of at least a 3.0 (B) cumulative grade point average (G.P.A.). A student may be dismissed from the department or program if the G.P.A. in any one semester is below 2.5 or if the G.P.A. is below 3.0 for two consecutive semesters.

An adequate G.P.A. is only one factor taken into consideration in determining a student's qualifications for an advanced degree. Other factors include teaching, overall academic and artistic performance, participation in departmental lectures and seminars, and favorable reviews of a student's artistic production by the faculty at the end of each semester.

In addition, because graduate students in the MFA program teach, the Department of Art, Art History and Design expects graduate students to act professionally inside and outside of the classroom. Graduate students are strongly discouraged from drinking alcoholic beverages with undergraduate students outside of University sponsored events.

Degree students should be aware of their department's performance criteria. The department and the Graduate School annually evaluate each graduate student's overall performance on the basis of these criteria. A student must be in academic good standing to be eligible for new or continued financial support.

## III. Financial Support

Full-time, degree-seeking graduate students in good academic and disciplinary standing may be eligible for financial support supplied by the University.

Financial support allotted by the Graduate School for distribution by the Department includes: academic year tuition scholarships and graduate assistantships. This financial support is awarded on the basis of availability to students of exceptional creative and academic talent. Students must be in residence to receive such support.

The Graduate School directly awards summer session tuition scholarships and University fellowships.

Graduate assistants and research assistants should not work more than an average of 20 hours per week to earn their stipends. Assistants and fellows who receive a full stipend should not be employed elsewhere on or off campus. International students should check with their international advisor to make sure they are not exceeding their approved hours of employment.

Graduate assistants and research assistants are restricted to nine to twelve credit hours in formal course work per semester. Additional hours must be approved by the Director of Graduate Studies in the department.

Graduate students in the MFA program cannot receive more than three years of financial support from the Graduate School or from funds allotted by the Graduate School to the Department. Graduate students in the M.A. program in Art History cannot receive more than two years of financial support.

### Compliance with Federal Aid Regulations

Recipients of federal financial aid must comply with the standards of progress set by their respective departments for their particular programs of study. The director of financial aid will notify students in writing when failure to maintain progress will result in the loss of financial aid. Appeals indicating mitigating circumstances must be made in writing to the director of financial aid.

## IV. Academic Integrity

Integrity in scholarship and research is an essential characteristic of our academic life and social structure in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge besmirches the intellectual effort and may undermine confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors, and this should be continuously emphasized to students, research assistants, associates, and colleagues by mentors and academic leaders.

The procedures for ensuring academic integrity in the Graduate School are distinct from

those in the Undergraduate Code of Honor. The following apply to both degree-seeking and non-degree-seeking students.

Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-type misconduct includes the use of information obtained from another student's paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research/scholarship is deliberate fabrication, falsification, or plagiarism in proposing, performing, or reporting research or other deliberate misrepresentation in proposing, conducting, reporting, or reviewing research. Misconduct does not include errors of judgment, errors in recording, selection, or analysis of data, differences in opinions involving interpretation, or conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research.

Any person who has reason to believe that a violation of this policy has occurred shall discuss it on a confidential basis with the Department Chair or director of the appropriate institute. If a perceived conflict of interest exists between the chair/director and the accused, the next highest academic officer shall be notified of the charge. The chair/director shall evaluate the allegation promptly. If it is determined that there is no substantial basis for the charge, then the matter may be dismissed with the fact of dismissal being made known to the complainant and to the accused if he or she is aware of the accusation. A written summary of charges, findings, and actions shall be forwarded to the Dean of the Graduate School as a matter of documentation. Otherwise, the Chair will select an impartial panel consisting of three members, one of whom may be a graduate student, to investigate the matter. The chair will inform the accused of the charges. The panel will determine initially whether to proceed directly to a hearing to further investigate the case, or to dismiss the charges. If the panel decides to proceed directly to a hearing, the hearing will be held within 10 days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the Chair. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed. The utmost care will be taken to minimize any negative consequence to the accused.

The accused party must be given the opportunity to respond to any and all allegations

and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final judgment, recommend appropriate disciplinary action, and report to the Chair in writing. The report will include all of the pertinent documentation and will be presented within 30 days after meeting with the accused. Copies of the report are to be made available to the accused, the chair, and the Dean of the Graduate School. If a violation is judged to have occurred, this might be grounds for dismissal from the University; research/scholarship violations might be reported to the sponsor of the research effort (e.g., NSF, NIH, Lilly Foundation, etc.), if appropriate.

If the student chooses to appeal, he or she must address the appeal in writing to the Dean of the Graduate School within 10 days. The student has the right to appear before the Dean or his or her delegate. The Dean may decide to appoint an ad hoc committee to handle this appeal, if deemed necessary.

Violations of academic integrity by individuals who are not students are governed by different rules; students who are working on externally sponsored programs may also be covered by sponsor-mandated rules. Contact Eric Felde, director of research compliance, (574) 631-1461 (compliance@nd.edu), for further information.

The penalty for a student who admits wrongdoing should be determined by the graduate committee of the student's department or program.

## V. Policies on Harassment and Other Aspects of Student Life

Sexual and discriminatory harassment and harassment in general are prohibited by the University. Definitions and policies regarding all forms of harassment and other aspects of student life and behavior are described in *du Lac: A Guide to Student Life* (the student handbook). All policies, procedures, guidelines and codes of conduct that establish the official parameters for student life at Notre Dame are contained in this handbook. Unless otherwise noted, the policies and procedures in the handbook apply to all graduate and professional students, whether the behavior occurs on or off campus. The handbook may be obtained from the Office of Residence Life and Housing, located at 202 Duncan Student Center, and is available from the Office of Residence Life and Housing Web site at residentiallife.nd.edu.

Graduate students who want to be confidentially advised on their options regarding problems they might be having in their programs can contact John Lubker, Associate Dean of Students in the Graduate School.

### A. Discriminatory Harassment

**Approved at the April 16, 1991 meeting of the Academic Council.**

#### 1. POLICY

The University of Notre Dame believes in the intrinsic value of all human beings. It is, moreover, committed to the full peaceable participation of all its members in the educational endeavor it fosters. This is the reason that the University prohibits discriminatory harassment as defined below. The University is also committed to the free expression and advocacy of ideas; it wishes to maintain the integrity of this commitment as well. For this reason, cases of verbal harassment are defined here with great caution. Harassment in general is prohibited elsewhere in the University's regulations.

**2. DEFINITION -** For purposes of this policy:

**Harassment**

Harassment is any physical conduct intentionally inflicting injury on the person or property of another, or any intentional threat of such conduct, or any hostile intentional, and persistent badgering, addressed directly at another, or small group of others, that is

intended to intimidate its victim(s) from any University activity, or any verbal attack, intended to provoke the victim to immediate physical retaliation.

### Discriminatory Harassment

Conduct as described in A., above, constitutes discriminatory harassment, if, in addition, it is accompanied by intentionally demeaning expressions concerning the race, gender, religion, sexual orientation, or national origin of the victim(s).

## 3. PROHIBITION

All discriminatory harassment is prohibited.

## 4. ADMINISTRATION OF POLICY

It is appropriate to report any allegation of discriminatory harassment to the authorities of the University. The ways available for doing this are as follows:

### a. Students

An alleged incident of discriminatory harassment by a student toward another student that occurs outside a residence hall is to be reported to the Office of Residence Life and shall be handled in the same manner as other violations of University rules and regulations. (See section of *du Lac* entitled University Disciplinary Procedures.)

Likewise, any alleged incident of discriminatory harassment by a student toward a faculty member or staff member is to be reported to the Office of Residence Life. Any alleged incident of discriminatory harassment by a student toward any other student that occurs in a residence hall is to be reported first to the Rector and in consultation with the Office of Residence Life, a determination shall be made as to whether the allegation should be handled at the hall level or whether the matter should be referred to the Office of Residence Life.

### b. Faculty

An alleged incident of discriminatory harassment by a faculty member is to be reported to the chair of the academic department, or, in cases involving the chair, to the dean of the college. If the matter cannot be resolved at the department or college level, it is to be referred to the Provost's Office.

### c. Staff

An alleged incident of discriminatory harassment by a staff member is to be reported to the Director of Human Resources, and shall be handled by the Office of Human Resources in the same manner as any other violation of University rules and regulations as outlined in the University Human Resource Manual.

### d. Administration

An alleged incident of discriminatory harassment by an administrator is to be reported to the appropriate superior officer of the person involved.

### e. Ombudsperson

Notwithstanding the above, a person alleging discriminatory harassment may choose to report the incident to the University ombudsperson. This is to be a member of the University community selected by the President, in consultation with the other officers of the University, for that task. The ombudsperson, after taking information of the incident, is to help the complainant handle the matter, either by informal conciliation, or by helping the complainant proceed with the reporting procedure described above.

## 5. EXISTING UNIVERSITY RULES AND REGULATIONS

This policy is intended to be an addition to existing University rules and regulations and does not alter or modify any existing University rule or regulation.

## VI. GRIEVANCE PROCEDURE

The purpose of this procedure is to afford graduate students in the Department of Art, Art History & Design at Notre Dame the opportunity to resolve complaints dealing with academic issues such as dismissal from graduate standing, placement or probationary status, denial of readmission to the same program (if the student was previously in good standing), and other departmental decisions that terminate or impede progress toward the degree.

A student with a grievance should first meet with the Director of Graduate Studies to discuss the grievance and the procedures available. If the grievance is against the DGS, the Chair of the Department will handle the process.

During the initial meeting with the DGS, a decision will be made based upon a mutually agreed upon course of action, either to take the complaint forward or resolve the issue at that time. If a decision is made to take the complaint forward, a meeting with the Chair of the Department, the DGS and the student will be arranged. At this meeting, a decision will be made based upon a mutually agreed upon course of action, either to take the complaint forward or resolve the issue at that time. If the decision is to take the complaint forward, a second meeting with the Chair, DGS and student will be scheduled. Before this second meeting, the Chair and the DGS will have researched appropriate information through the college and through the Graduate School in order to convey correct information back to the student. At the second meeting, a decision that is based upon the research conducted and based upon a mutually agreed upon course of action will be reached.

If the matter cannot be resolved to the student's satisfaction, the Chair of the Department will impanel an ad hoc Grievance Committee of faculty to adjudicate the case. Appeals beyond the Department are made directly to the Graduate School. Students may seek advice from the Associate Dean of the Graduate School who serves as academic counselor before beginning a formal process with the Department of an appeal to the Graduate School. The appeal process is outlined on the pages following.

## VII. Graduate Student Appeal Procedure

**Approved by the Graduate Council, Nov. 16, 2005 Updated May 14, 2015**

### 1. Preamble

The purpose of this procedure is to afford graduate students at the University of Notre Dame the opportunity to resolve complaints dealing with academic issues and other program decisions that terminate or impede progress toward the degree, such as dismissal from graduate standing, placement on probationary status, and denial of readmission to the same program (if the student was previously in good standing).

This procedure is not to be used to address issues of sexual or discriminatory harassment (see grievance procedure available through the Office of Institutional Equity*)*, of academic fraud (see the 'Grievance and Appeal Procedures' section of

the *Graduate School Bulletin of Information*), or for disability-related grievances (see grievance procedure available through the Office of Disability Services).

This procedure is provided for continuing and returning graduate students in the Graduate School. It is not to be used by applicants for admission or by students in the Mendoza College of Business, the Law School, or the School of Architecture.

**2. Program Resolution Process**

Programs are required to develop a formal grievance procedure approved by the Graduate School. Graduate students must first attempt to resolve complaints at the lowest level, i.e., within the student's program, according to grievance procedures specified in the program's graduate student guide. If a graduate student believes that the program reached its decision resolving the student's grievance in error, the student may appeal the decision to the Dean of the Graduate School, subject to and in accordance with Section 3 below.

**3. Formal Appeal Procedure to the Dean of the Graduate School**

If a graduate student decides to formally appeal a program's decision resolving the student's grievance, the student must submit a written request for appeal to the Graduate School's Associate Dean for Academic Affairs as set forth below. The only grounds upon which an appeal may be based are:

1. A procedural error within the program's stated grievance procedure which may have substantially affected the fairness or outcome of the grievance procedure.
2. New evidence that becomes available only after the conclusion of the program's grievance procedure which reasonably may have impacted the fairness or outcome of the grievance procedure.
3. An inappropriate sanction which is grossly disproportionate to the conduct initiating the sanction, considering the relevant aggravating and/or mitigating factors.

Dissatisfaction or disagreement with a decision is not grounds for appeal.

The request for appeal must include the following information: (1) the graduate student's name, address, email address, and phone number; (2) relevant information from the program's grievance process (date of hearing, any written decision(s) from the program, and sanction(s)); (3) the ground(s) upon which the request for appeal is based; and (4) for each ground stated, an explanation of why the student's appeal meets that ground (e.g., identify specific procedures that were not followed during the grievance procedure, identify any evidence discovered following the conclusion of the grievance process, or explain why the sanction is not commensurate with the underlying conduct).

The request for appeal must be submitted to the Graduate School's Associate Dean for Academic Affairs within 30 calendar days of the program's decision. Only the Graduate School's Associate Dean for Academic Affairs may extend this deadline, at his or her sole discretion, in extenuating circumstances. If no request for appeal is submitted within the 30-day appeal period, and no extension has been granted by the Associate Dean for Academic Affairs, then the program's decision becomes final and is not subject to appeal.

The Associate Dean for Academic Affairs will then convene a meeting of an *ad hoc* academic appeals committee, composed of three faculty members chosen by the Associate Dean for Academic Affairs, all of whom will be current members of their respective College Council. Two of the three faculty members on the appeals committee shall be from the appellant's college, and one shall be from outside the appellant's college, unless an appellant is enrolled in a trans-college program, in which case each college will be represented on this committee. The committee will also include one non- voting graduate student. This student may be either one of the current Graduate Student Union representatives or a substitute from the appellant's college selected by the Associate Dean for Academic Affairs from a pool of students identified by the Graduate Student Union. The Associate Dean for Academic Affairs, who does not vote, will chair the committee. At the appellant's request or by request of the committee, this appeals committee will also meet with the appellant. The committee may also meet with other individuals involved.

The appeals committee will make a written recommendation to the Dean of the Graduate School within 30 calendar days of receipt of the appeal. The Dean may or may not accept the committee's recommendation, but in either case, the Dean will issue a written decision to the appellant within 30 calendar days of receipt of the committee's recommendation. The Dean, at his or her sole discretion, in extenuating circumstances, may extend these 30-day deadlines. The Dean will send a copy of this decision letter to the department chair or the director of the program. The judgment of the Dean of the Graduate School is final.

Students who have been dismissed from their program cannot register or complete the ND Roll Call process for subsequent semesters, including the summer session, during the appeal process.

## VIII. Harassment Memo from Chairperson

Our department is fortunate to be one of those on this campus in which there is a long and important tradition of close working relationships between its faculty, staff, and students. This is a rewarding, creative, and productive tradition. To ensure its continued health, we all need to recognize and to remember the responsibilities and the boundaries that allow creativity and free thought to flourish in an atmosphere of mutual respect and trust. In line with University of Notre Dame policy, this Department has no tolerance for actions that may compromise our professional working environment. So that everyone is clear about these guidelines, they are reproduced below. Print and on-line versions of these may be found in the *Faculty Handbook*, in the *Department Guide to Graduate Studies*, and in *du Lac*. Should you wish to report any instances of harassment, you should follow the procedures laid out below. You may also contact me (collins@nd.edu), or Associate Chairperson Jason Lahr (jlahr@nd.edu). I can be found in 306 Riley Hall, which should be considered a safe space. All conversations regarding this matter are strictly confidential.

Jim Collins, Chairperson

The complete document may be found at the Office of Institutional Equity's website.
**HTTPS://EQUITY.ND.EDU/**

## IX. Sexual Harassment Policy and Grievance Procedures for Students

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination, which is prohibited under Title IX of the Education Amendments of 1972. Because of the seriousness of these offenses, the University has adopted a specific **Sexual Misconduct and Sexual Assault Policy**, which is attached to the end of this document.

The Office of Student Affairs has designated a Deputy Title IX Coordinator and their designees to handle student-on-student sexual harassment:

Deputy Title IX Coordinator
Office of Student Affairs
316 Main Building
University of Notre Dame
Notre Dame, IN 46556
(574) 631-7728
DepTitleIXCoordinator@nd.edu

The University has designated the Director of its Office of Institutional Equity to handle all inquiries regarding its efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator may be contacted as follows:

Office of Institutional Equity
100 Grace Hall
University of Notre Dame
Notre Dame, IN 46556
(574) 631-0444

### Sexual Harassment Policy

Sexual harassment of any kind is inconsistent with the University's values and incompatible with the safe, healthy environment that the Notre Dame community expects. The determination of what constitutes sexual harassment will vary with the particular circumstances, but may be described generally as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's performance, creating an intimidating, hostile, or offensive University environment, or limiting participation in University activities.

The following procedures apply for student-on-student sexual harassment, outside of a University employment setting. Students seeking information regarding discrimination or harassment by faculty or staff, or who wish to report discrimination or harassment they experienced in a University employment setting, should consult the Office of Institutional Equity at (574) 631-0444 or equity.nd.edu.

**Sexual Harassment Grievance Procedures**

Students who believe they are victims of sexual harassment by another student may have the option of proceeding informally or formally. The student may find informal resolution particularly appropriate if the conduct is isolated and of the following nature: sexual innuendo; display or distribution of drawings, pictures or other materials with a sexual content; sexual or "dirty" jokes; or comments with sexual content. Please note that the formal report process is available for harassment of any nature, and that these examples are not intended to discourage use of the formal report process.

Informal resolution is not an option for cases of sexual misconduct or sexual assault, including sexual or inappropriate touching of any kind. For information on how to formally report sexual misconduct and sexual assault, see the Sexual Misconduct and Sexual Assault Policy: https://titleix.nd.edu/university-policies/

***Sexual Harassment Informal Resolution***

If a student chooses to proceed informally, the student can report the harassment to an administrator, residence hall rector (or Director of the Office of Housing for students who reside off-campus), or academic Dean who has the authority to end the harassment, and specify that they wish to proceed informally. The person receiving the report should consult with their supervisor or with the Office of Student Affairs Deputy Title IX Coordinator throughout the informal resolution process.

If the matter is resolved informally to the satisfaction of the reporting party, the person to whom the report was initially made will send a written summary of the matter to the Deputy Title IX Coordinator. The purpose of this summary is twofold: (1) to ensure that the University is aware of repeat incidents by the same harasser and (2) for record-keeping purposes so that the University can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate sexual harassment file and will be consulted for the two purposes set forth in this paragraph.

If the matter is not resolved informally to the satisfaction of the reporting party, the student can submit a request for formal resolution. This request must be submitted in writing to the Deputy Title IX Coordinator within ten (10) days of the informal resolution.

### *Sexual Harassment Formal Resolution*

If a student chooses to proceed formally, the student must ordinarily submit a written report to the Deputy Title IX Coordinator for investigation. Subject to the discretion of the Deputy Title IX Coordinator, this report should include the name, address, telephone number, and class year of the reporting student; a detailed description of the conduct that the reporting party alleges to be discriminatory or harassing; name(s) of the person against whom the complaint is being made; and the name(s) of witnesses (if any). The reporting party should make every effort to submit the written complaint within thirty (30) business days of the alleged conduct.

The Deputy Title IX Coordinator or their designee will investigate the complaint. Depending on the nature of the allegations, the investigation could include interviews with the reporting party, the accused individual and/or witnesses; review of written documentation and relevant policies; and any other steps necessary to thoroughly investigate the allegations. The Deputy Title IX Coordinator will conclude the investigation within sixty (60) calendar days except in extraordinary circumstances. If the investigation cannot be completed in that time period, the Deputy Title IX Coordinator will contact the reporting party and provide a time frame in which the investigation will be completed. At the conclusion of the investigation, the Deputy Title IX Coordinator, in conjunction with a tripartite board in Student Affairs, may refer the complaint to the Office of Residence Life for resolution through the University's disciplinary process.

## Sexual Misconduct and Sexual Assault Policy

### Introduction

Sexual misconduct of any kind is inconsistent with the University's values and incompatible with the safe, healthy environment that the Notre Dame community expects. All members of this community share responsibility for creating and maintaining an environment, which promotes the safety and dignity of each individual. The most egregious form of sexual misconduct is sexual assault, which is an affront to

justice that will not be tolerated at Notre Dame. Federal law views sexual misconduct and sexual assault as forms of sexual harassment prohibited under Title IX. Sexual assault also violates state law as well as University policy. Students found responsible for sexual misconduct or sexual assault will ordinarily face disciplinary sanctions up to and including dismissal from the University.

The University believes that no person should bear the effects of sexual assault alone. When a sexual assault occurs, the University's paramount concern is for the safety, health and wellbeing of those impacted. To support and assist students, the University provides a wide range of services and resources. Please see the section below on Resources for Medical, Counseling and Pastoral Care or the Committee on Sexual Assault Prevention website at https://titleix.nd.edu/committee-on-sexual-assault/ to learn more about these resources.

**Sexual Misconduct Offenses**

Sexual misconduct offenses that are prohibited are:

- **Non-consensual sexual intercourse**, which is any sexual intercourse by any person upon another without consent. It includes oral, anal and vaginal penetration, to any degree, with any object. It is referred to as "sexual assault" in this policy.
- **Non-consensual sexual contact**, which is any sexual touching with any object, by any person upon another, without consent. Sexual touching is contact of a sexual nature, however slight.
- **Other forms of sexual misconduct include, but are not limited to:**
  - Indecent Exposure
  - Sexual exhibitionism
  - Sex-based cyber-harassment
  - Prostitution or the solicitation of a prostitute
  - Peeping or other voyeurism
  - Going beyond the boundaries of consent, e.g., by allowing others to view consensual sex or the non-consensual video or audiotaping of sexual activity.

**Consent** means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By

definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct.

**Intoxication** is not an excuse for failure to obtain consent. A person incapacitated by alcohol or drug consumption, or who is unconscious or asleep or otherwise physically impaired, is incapable of giving consent.

**Confidential Resources**

Under Indiana law, if a student wishes the details of an incident to be kept strictly confidential, she or he can speak with counselors at the University Counseling Center, health providers, or off-campus rape crisis resources, such as S-O-S, the rape crisis center for St. Joseph County. Religious staff in Campus Ministry will also honor a student's request for confidentiality. These individuals will honor confidentiality unless there is an imminent danger to the student or to others.

**Parameters of Confidentiality and Mandated Title IX Investigations**

In all instances and to the extent possible, the University will protect the privacy of all parties to a report of sexual misconduct or sexual assault. That said, under federal law, campus officials (with the exception of those listed under Confidential Resources, above) who receive a report of sexual assault, whether from the student involved or a third party, must share that information with the appropriate University authorities for investigation and follow-up. The University is obligated under the law to investigate the complaint, to take action to eliminate sexual harassment and sexual assault, prevent its recurrence and address its effects. An administrative investigation under Title IX must be initiated if the University has enough information to reasonably determine key facts, e.g., time, date, location and names of parties involved in an alleged incident. Ordinarily, this administrative investigation will include a review of statements obtained from either party, interviews with both parties, interviews with witnesses as appropriate and review of relevant documentary evidence, and will be conducted by the Student Affairs Deputy Title IX Coordinator or their designee. The University is obligated to conduct this investigation regardless of the complainant's requests.

In the course of the administrative investigation, information will be shared as necessary with people who need to know, such as investigators, witnesses, and the accused. Any response by the University may be hindered by the complainant's requests for anonymity and/or inaction.

## Reporting Sexual Misconduct and Sexual Assault

To report an incident of sexual misconduct or sexual assault, please call Notre Dame Security Police at 911 or (574) 631-5555; NDSP is available 24 hours a day, 7 days a week. During business hours, you may also call or email the Deputy Title IX Coordinator or their designee at (574)631-7728 or titleix@nd.edu.

## Additional University Steps in Responding to a Complaint of Sexual Misconduct or Sexual Assault

### 1) Assignment of a Sexual Assault Resource Coordinator (SARC

Whenever the University receives a report of sexual misconduct or sexual assault, the complainant will be referred to a Sexual Assault Resource Coordinator (SARC) who will serve as a resource person to the complainant to identify, explain and navigate the complainant's reporting options and the available support services. This can include referrals to counseling, educational support, pastoral care, and medical treatment, and information about University and legal processes. The SARC can also provide assistance in rearranging class schedules, extracurricular activities, housing and on-campus dining arrangements; to the extent that a student's requests are reasonable and can be accommodated, every effort will be made to do so. Where appropriate, the goal of any adjustment will be to minimize the burden on the complainant's educational program. Similarly, an accused student will also be assigned a SARC, to provide him or her with support, information and assistance.

### 2) No Contact Orders Issued to the Complainant and the Accused

Upon receipt of a report of alleged sexual misconduct in which the accused is a current Notre Dame student, the Deputy Title IX Coordinator shall issue no contact orders to the complainant and accused.

## Intimidation or Threats to Inhibit Reporting

**The University strongly encourages students to report any incident of sexual misconduct or sexual assault.** Notre Dame takes these reports very seriously**.** Any actual or threatened retaliation or act of intimidation to prevent or otherwise obstruct the reporting of sexual misconduct or sexual assault or the participation in proceedings relating to sexual misconduct or sexual assault by an accused student or third party is itself prohibited and will result in disciplinary sanctions. A complainant or witness who is threatened in any way should immediately report these concerns to their assigned

Sexual Assault Resource Coordinator (SARC) or to NDSP by calling (574) 631-5555.

## Timely Warning to Campus

In an effort to provide timely notice to the Notre Dame community, and in the event of a serious crime against people that occurs on campus, where it is determined that the incident may pose a serious, ongoing threat to members of the Notre Dame community, a mass email Crime Alert is sent to all students and employees on campus and is posted on the Notre Dame Security Police (NDSP) website. Crime alerts are also posted by NDSP in the residence halls and various other buildings on campus, and are typically posted in the lobby/entrance area of the building(s) for seven days. Updates to the Notre Dame community about any particular case resulting in a Crime Alert may be distributed via email, may be posted on the Notre Dame Security Police website or may be shared with *The Observer* for a follow-up story.

## Reporting Options

A student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a complaint through the University disciplinary process, or to pursue both processes consecutively or concurrently. Regardless of the option chosen the University will initiate an administrative investigation under Title IX.

### Option 1: Criminal Complaint

The University encourages students to report all incidents of sexual misconduct or sexual assault to the police. If the incident occurred on Notre Dame property, Notre Dame Security Police, a duly licensed police agency in the state of Indiana, is the appropriate agency with which to file a report. Off-campus incidents will likely fall in the jurisdiction of the South Bend, St. Joseph County or Mishawaka police departments. Notre Dame Security Police (911 or (574) 631-5555) can assist with contacting the appropriate agency.

Incidents of sexual misconduct involving students that are reported to Notre Dame Security Police will also be referred to the Deputy Title IX Coordinator in the Office of Student Affairs for follow-up and administrative investigation. Similarly, the Deputy Coordinator will follow-up where appropriate in those instances where the University has a report of an incident of sexual misconduct or sexual assault that has been reported to another police agency.

The administrative investigation conducted by the Deputy Title IX Coordinator or their designee is distinct from the criminal investigation and flows from the University's obligation under Title IX to ensure that it is providing a safe environment for all

students. If a complainant wishes to pursue a criminal complaint exclusively, the complainant may choose to temporarily defer the administrative investigation and/or disciplinary process by making a formal written request to the Deputy Title IX Coordinator, which may delay the administrative investigation and the University's ability to respond. The University may continue its administrative investigation where it has reason to believe that the alleged harasser may be an imminent threat to the safety of the complainant and/or other students. At any time, the complainant may choose to rescind the deferral by making a formal written request to the Deputy Title IX Coordinator, electing to resume the administrative investigation and/or disciplinary process. The University will maintain documentation of the date of deferral. Information obtained through the criminal investigation may be used by the Office of Residence Life for consideration in the University disciplinary process.

If a student pursues a criminal complaint, a member of the Office of Campus Safety will request that the St. Joseph County Prosecutor's Office keep the University informed and immediately advise of its decision whether to prosecute the complaint. The University will maintain documentation of the date of the request to the Prosecutor's Office. In cases where the Prosecutor's Office declines prosecution, a member of the Office of Campus Safety will provide written notice to the complainant of the Prosecutor's decision.

**Option 2: University Disciplinary Process**

Sexual misconduct involving students, including sexual assaults whether or not they have been reported to a police agency, should also be reported to the University for investigation and resolution through University processes. If a student reports an incident of sexual misconduct or sexual assault to the University, the Deputy Title IX Coordinator in the Office of Student Affairs or their designee will conduct an administrative investigation. Ordinarily, an administrative investigation will include a review of statements obtained from either party, interviews with both parties, interviews with witnesses as appropriate and review of relevant documentary evidence**.** Once the investigation is complete, the Deputy Title IX Coordinator or their designee, in conjunction with a tripartite board in Student Affairs, will make a determination about whether the case should be referred to the Office of Residence Life for resolution. Information obtained through the administrative investigation may be used by the Office of Residence Life for consideration in the University disciplinary process, with or without the cooperation of the complainant.

Below is information regarding the University's Disciplinary Procedures for addressing

incidents of alleged sexual misconduct or sexual assault.

### Disciplinary Settings

Utilizing the preliminary information they receive about the conduct in question, the Office of Residence Life decides whether to proceed with a given case as either a *Disciplinary Conference* or a *Disciplinary Hearing*. A Disciplinary Hearing is ordinarily scheduled when the nature or severity of the charges is such that a finding of responsibility could result in the student's separation from the University (i.e., temporary or permanent dismissal). If the charges are less serious and finding a student responsible will not likely lead to disciplinary separation, the Office of Residence Life will schedule a Disciplinary Conference.

#### ***Disciplinary Conference***

Disciplinary Conferences are intended to allow for the investigation, discussion, and resolution of alleged violations of University regulations and are ordinarily conducted by one or two staff members from the Office of Residence Life and/or their designee(s). Students may be accompanied to a Disciplinary Conference by their rector and/or another hall staff member.

A list of some possible University sanctions is available. With the exception of temporary or permanent dismissal, any of these sanctions may be imposed as the result of a Disciplinary Conference. The results of Disciplinary Conferences are documented, and this record may be used to establish a student's disciplinary history at the University.

In the event a student receives notice and fails to appear for a Disciplinary Conference, the Office of Residence Life and/or designee reserves the right to render a decision in their absence. A charged student can upon request receive an excused absence in order to attend a Disciplinary Conference.

If an Office of Residence Life staff member or designee conducting a Disciplinary Conference receives information that suggests a Disciplinary Hearing would be a more appropriate setting, the staff member or designee will stop the Disciplinary Conference. A Disciplinary Hearing will then be scheduled and conducted in accordance with Disciplinary Hearing procedures.

#### ***Disciplinary Hearing***

Disciplinary Hearings are more formal in nature than Disciplinary Conferences. These hearings are scheduled and conducted before a panel of two or

more Office of Residence Life staff members and/or their designee(s). In a Disciplinary Hearing, a student charged with violation(s) of University policy is entitled to the following:

1. The student will receive written notification of charges at least five business days in advance of the Disciplinary Hearing. The Office of Residence Life reserves the right to provide less than five business days' notice when information about an alleged violation is received between the end of the spring semester and Commencement, i.e., Senior Week.
2. Upon request of the charged student, the Office of Residence Life will provide the student with the name(s) of any witness(es) invited to the Disciplinary Hearing.
3. The charged student may be assisted, but not represented, by a peer student at the Disciplinary Hearing. A peer student for a charged undergraduate student is another undergraduate student. A peer student for a charged graduate or professional student is another graduate or professional student. In no case shall students proceed through an attorney. The Office of Residence Life staff members or their designee(s) shall deal directly with the student charged and not through any third party.
4. The charged student shall have the opportunity to present his or her own report of the incident(s) and to present witness(es) to the incident during the Disciplinary Hearing, as well as an opportunity to submit written statement(s) following the Disciplinary Hearing. The charged student shall provide the Office of Residence Life with the name(s) of any witness(es) he or she plans to invite to the Disciplinary Hearing. In general, testimony from witnesses who do not have direct knowledge of the incident in question is permitted only at the discretion of the hearing panel.
5. The charged student shall have the opportunity to hear and respond to all information presented during the Disciplinary Hearing. A charged student's questions and responses should be directed only toward the hearing panel, not to any witness.
6. The Disciplinary Hearing panel shall not make a final decision about a charged student's case before his or her Disciplinary Hearing process is complete.
7. The charged student shall be given written notification and explanation for the decision and the disciplinary action taken by the Disciplinary Hearing panel.
8. The charged student shall have the opportunity for a case review upon the

completion of the Disciplinary Hearing process, as outlined in this publication.

Disciplinary Hearings are closed to all but principal parties, witnesses, peer students (as described above at (3)), appropriate residence hall staff, and Office of Student Affairs and Office of Residence Life staff and/or their designee(s). Should the charged student fail to attend a Disciplinary Hearing after being notified by the Office of Residence Life, the Disciplinary Hearing will proceed and a decision will be made in his or her absence. A representative may not appear in the place of a charged student. A charged student can upon request receive an excused absence in order to attend a Disciplinary Hearing.

A Disciplinary Hearing may result in the imposition of sanctions, including temporary dismissal or permanent dismissal. The results of these hearings are documented and may be used to establish a student's disciplinary history at the University.

***Disciplinary Process for Incidents of Alleged Sexual Harassment, Sexual Misconduct or Sexual Assault***

If a student chooses to proceed with the disciplinary process following a Title IX administrative investigation, he or she will prepare a written report of the incident, and the student's role within the disciplinary process will be that of a "complainant." In some instances, the University may, in its discretion, choose to initiate a disciplinary complaint on its own. Information obtained through the administrative investigation may be used by the Office of Residence Life for consideration in the University disciplinary process, with or without the cooperation of the complainant.

An accused student will be informed of the nature of the charges by the Office of Residence Life, and may, in instances where there is a student complainant, obtain a copy of the complainant's written statement after preparing his or her own written description of the incident. In turn, the accused student's written description will be shared with the student complainant, if any.

Reports of sexual harassment, sexual misconduct or sexual assault by a student shall be addressed through the University's student disciplinary process described above. In addition, for matters of alleged sexual harassment, sexual misconduct or sexual assault:

- Both the complainant and the accused student will receive equivalent notice of

the process;

- The complainant will have the opportunity to be present throughout the entire Disciplinary Conference or Disciplinary Hearing;
- The complainant will be entitled to the same opportunity to have others present during a Disciplinary Conference or a Disciplinary Hearing as is provided to the accused student, including Hall Staff and/or a peer support person;
- Both the complainant and the accused student will have the opportunity to present witnesses with information pertinent to the alleged sexual harassment, sexual misconduct or sexual assault, and any relevant information to the hearing panel during the disciplinary process;
- The complainant will be provided options for reasonable alternative arrangements if he or she does not want to be present in the same room as the accused student during the Disciplinary Conference or Disciplinary Hearing;
- During the Disciplinary Conference or Disciplinary Hearing, testimony regarding any party's past sexual conduct will ordinarily not be permitted, except in those instances where there was a prior sexual relationship between the parties and the testimony may be relevant to the issue of consent. If the accused student is found responsible for the conduct alleged in the complaint, his or her past sexual misconduct, if any, may be considered in determining the appropriate sanction;
- The complainant and the accused student will be informed in writing of the outcome of the Disciplinary Conference or Disciplinary Hearing in cases of alleged crimes of violence (as defined by section 16 of title 18, United States Code) or a non-forcible sex offense. If the complainant is deceased as a result of the crime or offense, the next of kin shall be informed in writing of the outcome of the Disciplinary Conference or Disciplinary Hearing upon written request. A Disciplinary Hearing may result in the imposition of the disciplinary sanctions listed above including temporary dismissal or permanent dismissal.

**Option 3: Simultaneous Processes**

A student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the University's disciplinary process, or to pursue both

processes consecutively or concurrently.

## Written Notice of Reporting Options

Students who report alleged sexual misconduct or sexual assault will be provided with written notice of the above referenced reporting options. The University, through the Deputy Title IX Coordinator or their designee, must also obtain written acknowledgment from the student of their decision regarding which options, if any, the student wishes to pursue.

## Other Potential Policy Violations

At times, students are hesitant to report the occurrence of a sexual assault to University officials because they are concerned that they themselves, or witnesses to the misconduct, may be charged with other policy violations, e.g, parietals or alcohol violations. These behaviors are not condoned by the University, but the importance of dealing with alleged sexual misconduct or sexual assault outweighs the University's interest in addressing lesser violations. Accordingly, in these cases, the University will not pursue disciplinary action against a student who makes a complaint of sexual misconduct or sexual assault in connection with the reporting of that incident, or against students named as witnesses to the incident.

## Resources for Medical, Counseling and Pastoral Care

It is especially important for students who have been sexually assaulted to seek immediate and appropriate medical treatment. University Health Services is open 24 hours a day during the academic year and is equipped to provide confidential and professional medical care. University Health Services (UHS) can be reached in St. Liam Hall, (574) 631-7497 (24 hours). While the UHS staff is unable to perform procedures related to the collection of evidence for the purposes of pursuing criminal prosecution, they can provide assistance and support when a student requests or requires transportation to the hospital. St. Joseph's Regional Medical Center has a specially trained sexual assault team available 24 hours a day, seven days a week; Memorial Hospital also offers these services. Under Indiana law, the tests and procedures at the hospital are free of charge if treatment is sought within 96 hours of the assault. Emergency Room staff may ask if the student wishes to speak to the police; this decision is up to the student.

The University Counseling Center is staffed by trained professionals who can provide

specialized support and assistance to students who have been assaulted. Current students may seek counseling at any time, whether it is days, months or years after the incident. The confidential services of the UCC are available to the student who was assaulted and her or his friends who may need support in assisting the student. The Counseling Center can be reached at (574) 631-7336 Monday-Friday, 9 a.m. – 5 p.m. In addition, a Walk-In Crisis Service is available in St. Liam Hall, Monday-Friday, 9 a.m. – 5 p.m. For further information, go to ucc.nd.edu.

S-O-S is the rape-crisis center for St. Joseph County. S-O-S is staffed by trained professionals and volunteer advocates who are available 24 hours a day. The staff can provide confidential counseling and recovery services, as well as support and information about communication with the police, family and friends. S-O-S Volunteer Advocates provide emotional support and information on the phone and in person at area hospital Emergency Departments around the clock. Specially trained professionals offer confidential counseling, group therapy, information, and referrals. The S-O-S Advocate acts as a liaison between the student and the legal process, and can accompany them to court, if desired. The 24-hour telephone number for the Rape Crisis Center is (574) 289-HELP (4357).

The religious staff in Campus Ministry are trained to provide confidential pastoral counseling and support to students who have been sexually assaulted, or to friends who wish to support and assist them. Campus Ministry can be reached at (574)631-7800 or at campusministry.nd.edu.

The on-campus resources listed above are available to all Notre Dame students including accused students and witnesses in sexual misconduct and sexual assault cases.

For more information about resources, please visit https://titleix.nd.edu/committee-on-sexual-assault/.

* Revised June 11, 2020

## Consensual Relationships

### Policy

Because of the potential for abuse or the appearance of abuse and the inherent

differential in authority, the University prohibits any faculty member or employee of the University from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any student currently enrolled as an undergraduate at Notre Dame.

Furthermore, because of the potential for abuse or the appearance of abuse and the inherent differential in authority between graduate students and their educators, counselors, and others holding positions of authority over them, the University prohibits any member of the University community from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any graduate student whom he or she educates, counsels, coaches, supervises or evaluates in any way.

Likewise, because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the University prohibits any member of the University community from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any employee whom that person supervises or evaluates in any way.

*Note: "Employee" as used in this provision does not include any student employees except for those who teach undergraduate students.*

Exceptions to any of these prohibitions will be considered by the Office of the Provost or the Office of Human Resources on a limited, case-by-case basis. If you have any questions about the application or effect of this policy to an existing or potential relationship, please ask your supervisor and/or member of the Office of the Provost or the Office of Human Resources.

In keeping with this University policy, if charges of sexual harassment are made, the existence of a consensual relationship in any of the contexts stated above shall not be a defense in any proceeding brought by the Office of Residence Life and Housing, Office of the Provost, or Office of Human Resources.

Individuals who violate this provision are subject to the range of discipline listed in the sexual harassment policy under the appropriate "Resolution" section.

This policy is intended to be an addition to existing University rules and regulations and does not alter or modify any existing University rule or regulation.

*Complaints pertaining to instances of student-on-student sexual harassment (including sexual misconduct and sexual assault) should be directed to the following representative from Notre Dame's Division of Student Affairs:*

Erin Oliver
Deputy of Title IX Program Coordinator

574-631-7728
305 Main Building
eoliver2@nd.edu

*Complaints pertaining to student misconduct other than student-on-student sexual harassment should be directed to the Office of Community Standards, within the Division of Student Affairs:*

Heather Ryan
Director of Community Standard
306 Main Building
Notre Dame, IN 46556
574-631-5551 or hyran@nd.edu / ocs@nd.edu

*The Graduate School's ombudsperson assists graduate students and post-doctoral scholars in resolving a wide range of concerns, problems, and conflicts. The ombudsperson provides a confidential place for individuals to express concerns, identify steps towards problem resolution, and makes referrals to appropriate campus resources. Complaints should be directed to:*

John Lubker,
Graduate School Ombudsperson
Associate Dean for Academic Affairs
574-631-5778 or jlubker1@nd.edu

**Medical Leaves of Absence and Childbirth Accommodations**

(For the Graduate School policy, see:
https://graduateschool.nd.edu/assets/281218/gs_bulletin_most_recent.pdf)

For students on a Childbirth Accommodation (which preserves funding), the College will provide an additional semester of funding beyond the fifth year for students in good standing. This option will make it easier for students to choose the appropriate course of action.

The College is considering the creation of a funded leave policy that would provide stipend support to students on the first semester of a Medical Leave of Absence and share a draft policy for discussion as soon as it is available.

**NOTE: this document supersedes any previous policy or agreement concerning graduate funding in the College of Arts and Letters. In the case of any disagreement between the policies outlined here and those in an existing graduate handbook or other previous agreement, the policies outlined here will prevail.**

# STATEMENT REGARDING APPROPRIATE CONDUCT IN RILEY HALL

The University's Mission Statement describes Notre Dame as a Catholic academic community of higher education. In Riley Hall we seek to build a creative community dedicated to the arts and based on mutual respect for all the members of the community. In order to preserve and enhance the sense of community and to facilitate the academic work in Riley it is necessary to observe some rules of conduct.

- Riley Hall is university academic space 24/7. This applies to all classrooms, studios, computer clusters and offices in Riley Hall.

- Expectations regarding appropriate conduct in university facilities are clearly spelled out in *du Lac* and apply to Riley Hall.

- Policies regarding access and use of information technologies is clearly spelled out in Notre Dame's "Responsible Use of Information Technologies" Policy. This policy specifies that curricular needs and use of technology take precedence over extra-curricular and personal use. The policy reads in part:

  *University computing resources are to be used exclusively to advance the University's mission of education, research and public service. Faculty, staff and students may use them only for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the University and other University sanctioned or authorized activities.*

  The University of Notre Dame expects compliance with all licensing agreements and University policies regarding access and use of information technologies.

Thank you for your cooperation.