

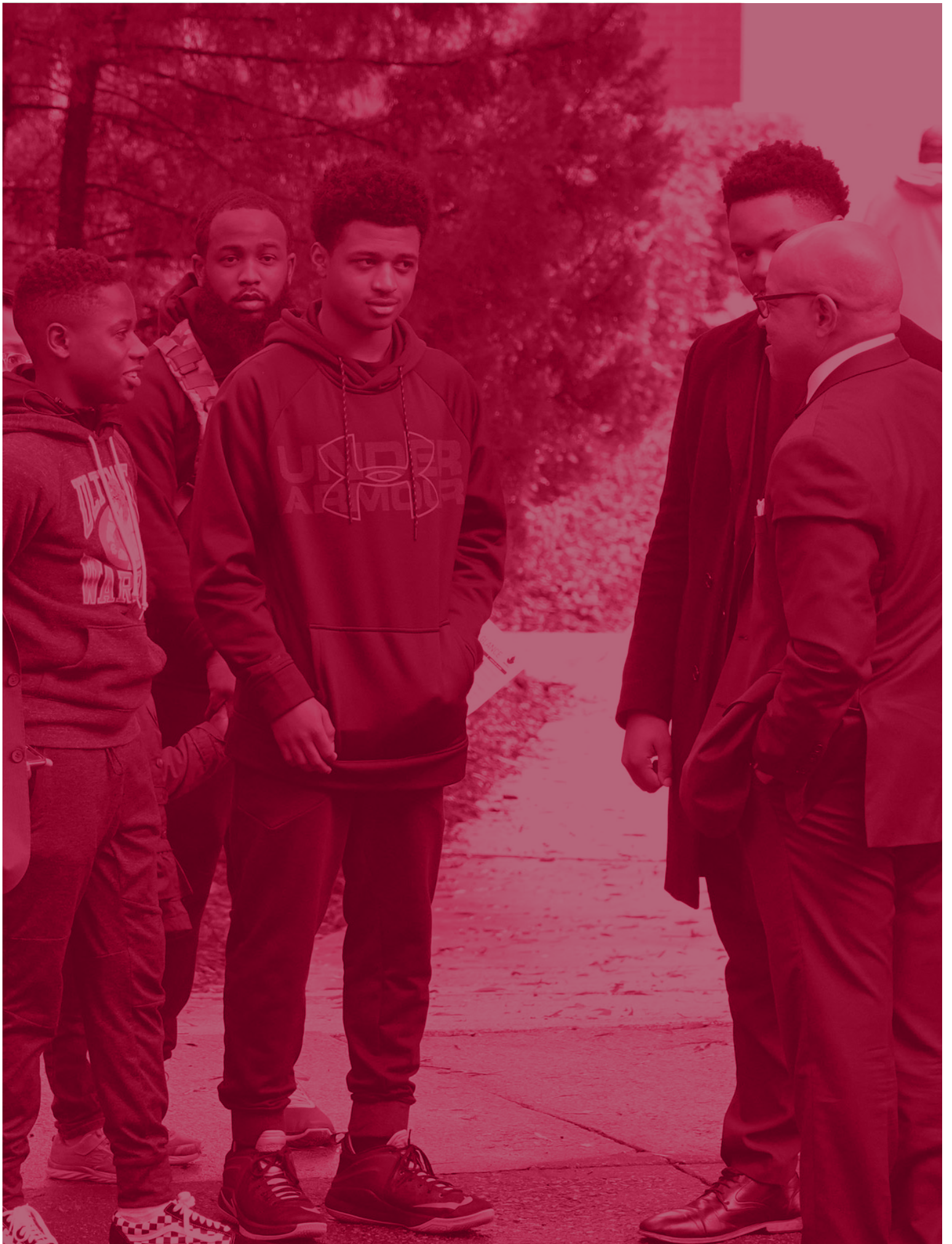


**MOREHOUSE**

# Student Handbook

2019-2020

**Division of Student Services**  
**MOREHOUSE COLLEGE**  
Suite 200, Kilgore Campus Center  
830 Westview Drive SW, Atlanta, Georgia 30314





Men of Morehouse,

On behalf of Morehouse College and the Board of Trustees, I would like to welcome you to the 2019-2020 academic year. As your President, I am committed to ensuring that you have a positive experience as you pursue your educational goals. Morehouse has a rich history and long-standing academic presence locally and internationally. We are proud that you have decided to become part of this esteemed academic excellence.

It is our vision that you gain the knowledge and skills to prepare you for a successful future as a Morehouse Man. Always remember, our mission at Morehouse is to develop men with disciplined minds who will lead lives of leadership and service because we stand for excellence in all the things that we do.

As you enter your semester, I challenge you to do just one thing: Think bigger and dismantle all thoughts of mediocracy. In your everyday thinking, learn to utilize the three P's—plan, prepare, and practice. Each day, plan your daily activities, prepare for your classes, and practice what you've learned. I encourage you to take advantage of the wide array of school programs and partake in activities... get involved, meet your brothers, and develop positive, professional relationships with your professors. We are here to help you attain the best education for your brightest future.

This Handbook is designed to help you realize the importance of campus life at Morehouse. Be sure to fully read this Handbook to understand your rights as a Morehouse student. Also, take note of critical dates so you don't miss key deadlines.

I am so delighted to serve as your President, and I am committed to each student's success. My staff and I look forward to working with you during the semester. Best wishes to you for an exhilarating, productive, and successful year. Again, thank you for choosing Morehouse!

All the best,

A handwritten signature in black ink that reads "David A. Thomas". The signature is written in a cursive, flowing style.

**David A. Thomas**  
President of Morehouse College



As the Senior Student Affairs Officer and Dean of the College (SSAO/DoC), **Maurice Washington** is a proven educational leader with more than 30 years of extensive professional experience in public, private and large urban institutions of higher education. He began his career as a resident director at Drew University followed by progressive leadership roles in student affairs at colleges and universities in the Northeast. Dean Washington came to Morehouse College just over 12 years ago from New York University where he served as the Director of Community Development within the Department of Residential Education. At Morehouse, he started as the Director of Housing and Residential Life, and then was promoted to Associate Dean of the College for Residential Education and Director of Housing and Residential Life. In 2016, Dean Washington was promoted to Associate Vice President for Student Services and Dean of the College. And in 2019, Dean Washington joined the Executive Leadership Team when he was appointed as the SSAO/DoC within the Office of Student Services. As SSAO/DoC, he is responsible for collaborating with students, faculty and staff to ensure that all students are surrounded by a campus environment where learning occurs everywhere while also being safe and welcoming.

Dean Washington leads a diverse portfolio of seven units in the Office of Student Services that are dedicated to providing a premier and transformative living-learning experience that commences with New Student Orientation (NSO) and continues through Commencement: Campus Safety, Career Development & Engagement, Health & Wellness, Housing & Residential Education, Strategic Initiatives & Special Projects, Student Life and Student Relations.

He earned his bachelor of arts degree from Drew University in Madison, New Jersey. Shortly thereafter, he earned his master of arts degree from the Teachers College at Columbia University in New York, New York.

**Morehouse College**  
***Office of Student Services***  
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[morehouse.edu](http://morehouse.edu)



“There is an air of expectancy at Morehouse. It is expected that the student who enters here will do well. It is also expected that once a man bears the insignia of a Morehouse graduate, he will do exceptionally well. We expect nothing less... May you perform so well that when a man is needed for an important job in your field, your work will be so impressive that the committee of selection will be compelled to examine your credentials. May you forever stand for something noble and high. Let no man dismiss you with a wave of the hand or shrug of the shoulder...”

*Charge to the Graduating Class of 1961*

**Benjamin E. Mays**  
President, Morehouse College  
1940-1967

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# 2019-2020 ACADEMIC CALENDAR

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## AUGUST 2019

<b>8-13</b>	International Student Orientation
<b>13</b>	New Student Orientation
<b>19-20</b>	Official Registration
<b>21</b>	First Day of Classes; Attendance Verification Period Begins
<b>30</b>	Attendance Verification Due (No Shows)
<b>31</b>	Withdrawal Period Begins

## SEPTEMBER 2019

<b>2</b>	Labor Day (College Closed)
<b>3</b>	Fall Payment Deadline/ Installment Plan Enrollment Ends Non-Attenders Courses Dropped/ Registration Cancelled
<b>6</b>	Financial Aid Disbursed
<b>10</b>	Processing of Fall Refunds Begins
<b>12</b>	Opening Convocation

## OCTOBER 2019

<b>7-11</b>	Mid-Semester Evaluations
<b>14-15</b>	Fall Break
<b>16</b>	Classes Begin at 8 a.m.
<b>18</b>	Mid-Semester Grades Due Last Day to Make up Incompletes (I) SP 2018
<b>18-19</b>	Board of Trustees
<b>28</b>	Last Day to Withdraw from a Course Academic Advising Begins

## NOVEMBER 2019

<b>4</b>	Registration for Spring 2020 Semester Begins
<b>27-29</b>	Thanksgiving Holiday (No Classes/College Closed)

## DECEMBER 2019

<b>4</b>	Last Day of Classes
<b>5-6</b>	Reading Period
<b>9-13</b>	Final Examinations
<b>13</b>	Semester Ends

## JANUARY 2020

<b>1</b>	New Year's Day (College Closed)
<b>2</b>	College Opens
<b>6</b>	J-Mester Classes Begin (One-week Course)

## JANUARY 2020

<b>13</b>	New Student Orientation J-Mester Courses End/Conclusion of J-Mester
<b>14</b>	Residential Housing Opens for Returning Students
<b>15</b>	First Day of Classes; Attendance Verification Period Begins
<b>20</b>	MLK Holiday (No Classes/College Closed)
<b>24</b>	Last day of Add/Drop Courses Without Grade of W
<b>25</b>	Withdrawal Period Begins
<b>28</b>	Non-Attender Courses Dropped/ Registration Cancelled
<b>31</b>	Financial Aid Disbursed

## FEBRUARY 2020

<b>4</b>	Processing of Spring Refunds Begins
<b>13</b>	Founder's Day Celebration

## MARCH 2020

<b>2-6</b>	Mid-Semester Examinations
<b>9-13</b>	Spring Break
<b>16</b>	Classes Resume 8 a.m.
<b>17</b>	Last Day to Make up Incompletes (I) F 2019/ Mid-Semester Grades Due
<b>30</b>	Academic Advisement Begins

## APRIL 2020

<b>6</b>	Registration for Fall and Summer 2020 Begins
<b>10</b>	Holiday (No Classes/College Closed)
<b>29</b>	Last Day of Classes
<b>30</b>	Reading Period Senior Exams

## MAY 2020

<b>1</b>	Reading Period Senior Exams
<b>4-8</b>	Final Examinations
<b>5</b>	Senior Final Grades Due by 12 p.m.
<b>8</b>	Semester Ends
<b>12</b>	Final Grades Due by 12 p.m.
<b>11-15</b>	Senior Week
<b>16</b>	Baccalaureate Services
<b>17</b>	Commencement Exercises

The mission of Morehouse College is to develop men with disciplined minds who will lead lives of leadership and service.



## INTRODUCTION

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### The Morehouse Mission

Morehouse College claims certain foundational principles upon which its entire existence stands. These include an appreciation for the ideals of justice, equality, democracy, liberation, the humane treatment of all people, and the development of the spiritual self and community. Although these standards defy most tools of quantitative measurement, they serve as prime motivators for most of what is done at the College.

Guided by a commitment to excellence, Morehouse, a historically black liberal arts college for men, assumes a special responsibility for teaching students about the history and culture of black people. The College seeks to develop men with disciplined minds, emphasizing the continuing search for truth as a liberating force.

Morehouse prepares its students for leadership and service through instructional programs and extracurricular activities that:

- develop skills in oral and written communications, analytical and critical thinking, and interpersonal relationships;
- foster an understanding and appreciation of the elements and evolution of various cultures and the nature of the physical universe;
- foster understanding and appreciation of the specific knowledge and skills needed for the pursuit of professional careers and/or graduate study; and
- cultivate the personal attributes of confidence, tolerance, morality, ethical behavior, humility, a global perspective, and commitment to social justice.

### Equal Opportunity

Morehouse College is a private institution that does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability, or age in its educational programs and activities, or in hiring, training, promotion, or any other term or condition of employment.

The person designated to handle inquiries regarding the College's non-discrimination policies is the Associate

Vice President for Human Resources, 830 Westview Dr., SW, Atlanta, GA 30314, and (470) 639-0358.

Morehouse College supports Title IV of the Civil Rights Act of 1964. The College also supports and complies with section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability.

(1) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is: a person employed by the College in an administrative, supervisory, academic research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Morehouse Board of Trustees; or a student serving on a official committee, such as a disciplinary or grievance committee, or one that is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office**  
*U.S. Department of Education*  
600 Independence Ave. SW  
Washington, D.C. 20202-4605



# Morehouse College

## *Then and Now*

**In 1867, two years after the Civil War ended, Augusta Institute was established in the basement of Silver Bluff Springfield Baptist Church in Augusta, Ga. Founded in 1787, Springfield Baptist is the oldest independent African American church in the United States. The school's primary purpose was to prepare black men for ministry and teaching. Today, Augusta Institute is Morehouse College, which is located on a 66-acre campus in Atlanta and enjoys an international reputation for producing leaders who have influenced national and world history.**

Augusta Institute was founded by the Rev. William Jefferson White, an Augusta Baptist minister, cabinetmaker and journalist, with the encouragement of the Rev. Richard C. Coulter, a former slave from Augusta, Ga., and the Rev. Edmund Turney, organizer of the National Theological Institute for educating freedmen in Washington, D.C. The Rev. Dr. Joseph T. Robert, trained minister and physician, and the father of the author of Robert's Rules of Order, was appointed the Institute's first President by William Jefferson White.

In 1879, Augusta Institute was invited by the Rev. Frank Quarles to move to the basement of Friendship Baptist Church in Atlanta and changed its name to Atlanta Baptist Seminary. Later, the Seminary moved to a 4-acre lot near the site on which the Richard B. Russell Federal Building now stands in downtown Atlanta. Following Robert's death in 1884, David Foster Estes, a professor at the Seminary, served as the institution's first Acting President.

In 1885, when Dr. Samuel T. Graves was named the second President, the institution relocated to its current site in Atlanta's West End community. The campus encompasses a Civil War historic site, where Confederate soldiers staged

a determined resistance to Union forces during William Tecumseh Sherman's famous siege of Atlanta in 1864. The land was a gift from John D. Rockefeller. In 1897, Atlanta Baptist Seminary became Atlanta Baptist College during the administration of Dr. George Sale, a Canadian who served as the third and youngest President from 1890 to 1906.

A new era, characterized by expanded academic offerings and increased physical facilities, dawned when Acting President John Hope later became the fourth President in 1906. A pioneer in the field of education, and recognized as the first civil rights president in the American Academy, he was also the College's first African American President. Hope, a Phi Beta Kappa graduate of Brown University, encouraged an intellectual climate comparable to what he had known at his alma mater, and openly challenged Booker T. Washington's view that education for African Americans should emphasize vocational and agricultural skills.

Atlanta Baptist College, already a leader in preparing African Americans for teaching and the ministry, expanded its curriculum and established the tradition of educating leaders for all areas of American life. In addition to attracting

# Morehouse College

## *Then and Now*

CONT'D

a large number of talented faculty and administrators, Hope contributed much to the institution we know today. Upon the death of the College's founder in 1913, Atlanta Baptist College was named Morehouse College in honor of Henry L. Morehouse, the corresponding secretary of the Northern Baptist Home Mission Society.

Dr. Samuel H. Archer became the fifth President of the College in 1931 and headed the institution during the Great Depression. He gave the school its colors, maroon and white, the same as those of his alma mater, Colgate University. Archer retired for health reasons in 1937. Dr. Charles D. Hubert served as the third Acting President until 1940, when Dr. Benjamin Elijah Mays became the sixth President of Morehouse College.

A nationally noted educator and a mentor to the Rev. Martin Luther King Jr. '48, Mays is recognized as the architect of Morehouse's international reputation for excellence in scholarship, leadership, and service. During the presidency of Mays, a Phi Beta Kappa graduate of Bates College and the University of Chicago, the number of faculty members grew and the percentage holding doctoral degrees increased from two to 34 out of 65 teachers. The College earned global recognition as scholars from other countries joined the faculty, an increasing number of international students enrolled, and the fellowships and scholarships for study abroad became available.

Morehouse received full accreditation by the Southern Association of Colleges and Schools in 1957, and Mays' 14-year effort to win a chapter of Phi Beta Kappa at Morehouse was realized in 1968. Charles E. Merrill served as chairman of the College's Board of Trustees and provided funds for faculty and students to study abroad. These persons would be known as Merrill Scholars.

In 1967, Dr. Hugh Morris Gloster '31, was selected by Dr. Mays to become the first alumnus to serve as President of the College. Under his leadership, Morehouse strengthened its Board of Trustees, conducted a successful \$20-million fundraising campaign, grew the endowment from \$3 million to more than \$29 million, and added 12 buildings to the campus, including the Martin Luther King Jr. International Chapel. Dr. Lawrence Edward Carter Sr. became the first Dean of the Chapel in 1979. Morehouse established a dual-degree program in engineering with the Georgia Institute of Technology, the University of Michigan, and Boston University. Gloster founded the Morehouse School of Medicine, which became an independent institution in 1981. He appointed Dr. Louis Wade Sullivan '54, its first dean; Sullivan later became the school's first President.

In 1987, Dr. Leroy Keith Jr. '61, was named eighth President of Morehouse. During the Keith administration, the College's endowment increased to more than \$60 million, and faculty salaries and student scholarships significantly increased. Construction of the Nabrit-Mapp-McBay science building was completed, the Thomas Kilgore Jr. Campus Center and two dormitories were built, and Hope Hall was rebuilt. In 1994, Nima A. Warfield, a member of the graduating class that year, was named the College's first U.S. Rhodes Scholar. Under Dr. Keith's leadership, the "A Candle in the Dark" Gala was founded in 1989 to raise scholarship funds.

In October 1994, Wiley Abron Perdue '57, vice president for business affairs, was appointed the fourth Acting President of Morehouse. Under his leadership, national memorials were erected to honor Dr. Benjamin E. Mays and internationally noted theologian Dr. Howard W. Thurman '23. Perdue launched an initiative to upgrade the College's academic and administrative computer information systems, finalized plans to build a dormitory, and undertook construction of a 5,700-seat gymnasium to provide a basketball venue for the 1996 Summer Olympic Games. Today, this arena is named for the longtime basketball coach, Franklin L. Forbes.

On June 1, 1995, Dr. Walter Eugene Massey '58, was named the ninth President of Morehouse College. A noted physicist and university administrator, Massey called on the Morehouse community to renew its longstanding commitment to a culture of excellence. Before joining the College, Massey held several notable positions, including dean of the College and professor of physics at Brown University, professor of physics and vice president for research at the University of Chicago, director of the Argonne National Laboratory and the National Science Foundation, and senior vice president and provost of the University of California System. After leaving Morehouse, he served as chairman of the Bank of America and as president—and currently as chancellor emeritus—of The School of the Art Institute of Chicago. As chairman of the Giant Magellan Telescope Organization, Massey is also responsible for guiding construction of the world's largest optical telescope.

Under Massey's leadership, the College embraced his vision of becoming one of the nation's finest liberal arts colleges and accepted the challenge of providing students with a top-quality, 21st-century education. Morehouse expanded its dual-degree program in natural sciences with Georgia Tech, launched the Center for Excellence in Science, Engineering and Mathematics with a \$6.7-million U.S. Defense Department grant, and established a new African American studies program and a Center for International

# Morehouse College

## *Then and Now*

CONT'D

Studies named for former U.N. Ambassador Andrew Young.

The College was reaccredited by the Southern Association of Colleges and Schools, and the Division of Business Administration and Economics was accredited by the American Association of Schools and Colleges of Business, making Morehouse one of only a handful of liberal arts colleges in the nation with both AACSB accreditation and a chapter of Phi Beta Kappa.

The physical infrastructure was also significantly enhanced. Construction was completed on Davidson House Center for Excellence, which serves as the President's official residence and houses a mini-conference center on its lower level. In 2005, a new Leadership Center was opened with a comprehensive conference center, the Executive Conference Center. Other additions included the John H. Hopps Technology Tower, a 500-car parking deck, and an expanded campus bookstore. Renovations were made to several dormitories, classroom buildings, Archer Hall Recreation Center, Chivers-Lane Dining Hall, and the Martin Luther King Jr. International Chapel.

Under Massey, two more Rhodes Scholars followed: Chris Elders, who received the Rhodes in 2002, and Oluwabusayo "Tope" Folarin, who was named as a Rhodes Scholar in 2004. In June 2006, the College successfully completed Morehouse's most ambitious capital campaign—raising a record \$112 million, which exceeded the Campaign's goal of \$105 million. The same year, Atlanta Mayor Shirley Franklin raised \$34 million to give to Morehouse College for the Martin Luther King Jr. Collection. Today, Morehouse is the permanent custodian of this coveted collection, which includes more than 13,000 hand-written notes, sermons, letters, books, and other artifacts belonging to the College's most noted alumnus, Dr. Martin Luther King Jr. '48.

On July 1, 2007, the Rev. Dr. Robert Michael Franklin Jr. '75 was appointed the 10th President of Morehouse College. The former president of the Interdenominational Theological Center had previously served as Presidential Distinguished Professor of Social Ethics at the Candler School of Theology and senior fellow at the Center for the Study of Law and Religion, both at Emory University. He was a program officer in the Human Rights and Social Justice Program at the Ford Foundation and served as Theologian-in-Residence for the Chautauqua Institution, both in New York.

During his tenure, Franklin led the institution forward with his vision of the "Morehouse Renaissance," further elevating public confidence in the College's continuing stature as a premier institution providing a high-quality education along

with enhancing the intellectual and moral dimension of Morehouse's mission and mystique. In part, he accomplished this by establishing the concept of the "Five Wells," an ideal to cultivate men of Morehouse as "Renaissance men with a social conscience and global perspective" who are well-read, well-spoken, well-traveled, well-dressed, and well-balanced.

Under Franklin's leadership, the College reaffirmed its commitment to academic vigor, qualified by re-accreditation in 2009 by the Southern Association of Colleges and Schools. The Quality Enhancement Plan focused on "enhancing the global awareness and competence of Morehouse students."

In a \$20-million project initiated by Massey, Franklin oversaw the completion and opening of the Ray Charles Performing Arts Center and Music Academic Building, a 75,000-square-foot facility named after the late, legendary musician.

Franklin led and supported cultivation efforts—such as establishing the Renaissance Commission, a blue-ribbon group of 150 influential volunteer stakeholders—that increased the total number of new donors by 4,500. The College had generated in excess of \$68 million in institutional funds, \$33 million during the silent phase of the comprehensive capital campaign and \$60 million in restricted funds from federal sources, including congressional appropriations and competitive federal grants.

Dr. Willis Sheftall Jr. '64 served as the fifth Acting President until January 2013.

On Jan. 28, 2013, Dr. John Silvanus Wilson Jr. '79, an accomplished university administrator, professor, and former executive director of the White House Initiative on Historically Black Colleges and Universities, stepped into office as the College's 11th President. Under his leadership, the College improved student achievement across a wide range of metrics. He and his team were champions for STEAM (science, technology, engineering, arts, and math) initiatives for Morehouse students and significantly increased the College's private gifts, grants, and contracts.

In addition, Wilson played a pivotal role in bringing President Barack Obama to Morehouse as the Commencement speaker in 2013, and, in 2015, hosting Vice President Joseph Biden. In 2016, Prince Abudu became the College's first International Rhodes Scholar, making him the fourth Rhodes Scholar the College has produced altogether.

President Wilson served the College for four years, ending his tenure on April 7, 2017.

# Morehouse College

## *Then and Now*

CONT'D

William James Taggart, a graduate of Howard and Harvard universities, assumed the role of the sixth Acting President of the College after serving as the chief operating officer of Morehouse since 2015. With more than 30 years of experience with Fortune 500 companies, higher education, boutique firms, and federal government agencies, Taggart distinguished himself as a results-driven leader in both public and private sectors.

Tragically, just two months after his appointment, Taggart suddenly passed away on June 8, 2017. Acting Provost Michael Hodge then served as the seventh Acting President of Morehouse College.

On June 26, 2017, Harold Martin Jr. '02 left the Morehouse Board of Trustees temporarily to accept an appointment as the eighth Acting President of Morehouse College. The attorney and business consultant, who has an extensive background in advising senior executives at higher education institutions and Fortune 500 companies, served the College until Dec. 31, 2017. Martin set campus-wide priorities to improve accountability, boost enrollment, increase the graduation rate, and highlight the contributions of young alumni. He guided a rebranding and expansion of the Office of Alumni Engagement to enhance the College's young alumni recognition and engagement efforts. Martin was also instrumental in the launch of the successful "We are Morehouse" campaign, which featured a website and an online magazine that highlighted the outstanding achievements of young alumni in every career field.

In October 2017, the Morehouse Board of Trustees voted to name Dr. David A. Thomas as the 12th President of Morehouse, ushering in a new era of leadership for the College. Thomas took office on Jan. 1, 2018. A visionary leader, Thomas has more than 30 years of higher education experience as a professor and an administrator. He holds a doctorate in Organizational Behavior Studies and a Master of Philosophy in Organizational Behavior, both from Yale University. He also has a Master of Organizational Psychology degree from Columbia University and a Bachelor of Administrative Sciences degree from Yale College. Thomas is the former H. Naylor Fitzhugh Professor of Business

Administration at Harvard Business School and the former Dean of Georgetown University's McDonough School of Business.

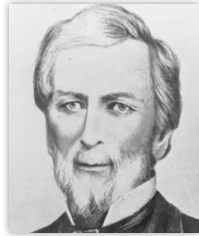
The President is working to raise funds to support campus renovations, faculty research, infrastructure improvements, and other needs. His other priorities include expanding academic and leadership opportunities for students, increasing the graduation rate, and growing the enrollment to 2,500 scholars. During the President's first year in office, enrollment applications increased by more than 40 percent, and a fifth Rhodes Scholar was named. Franck Nijimbere, a computer science and mathematics major, was selected as a Rhodes Scholar in May 2018. The prestigious honor made Morehouse the top producer of Rhodes Scholars among Historically Black Colleges and Universities.

Under Thomas' leadership in 2018-19, Morehouse College raised more than \$7 million to establish new endowed scholarships, build an outdoor study area and park for students, and support programming at Martin Luther King Jr. International Chapel, thanks to generous donations. In addition, the College received another \$4 million dollars in grants to fund the expansion of STEM (science, technology, engineering, and mathematics) education and to launch the comprehensive collegiate writing program, the Black Ink Project, a Quality Enhancement Plan initiative designed to build the critical thinking and writing skills of students across the curriculum.

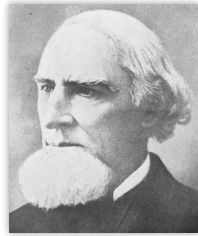
Morehouse College, the only historically black college for men, continues its long and unique history of delivering an exceptional educational experience that meets the intellectual, moral, and social needs of students representing more than 35 states and 17 countries. Morehouse is the nation's top producer of black males who continue their education and receive doctorates. The National Science Foundation also ranked Morehouse as the No. 1 producer of black men who receive doctorates in education, life and physical sciences, math and computer sciences, psychology and social sciences, as well as humanities and the arts. Morehouse currently has more than 17,000 alumni. ■



## PRESIDENTS OF MOREHOUSE COLLEGE



**JOSEPH T. ROBERT**  
1871-1884



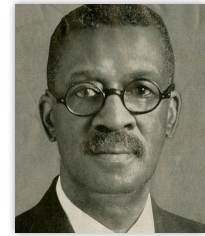
**SAMUEL GRAVES**  
1885-1890



**GEORGE SALE**  
1890-1906



**JOHN HOPE**  
1906-1931



**SAMUEL H. ARCHER**  
1931-1937



**BENJAMIN E. MAYS**  
1940-1967



**HUGH M. GLOSTER '31**  
1967-1987



**LEROY KEITH JR. '61**  
1987-1994



**WALTER E. MASSEY '58**  
1995-2007



**ROBERT M. FRANKLIN '75**  
2007-2012



**JOHN SILVANUS WILSON JR. '79**  
2013-2017



**DAVID A. THOMAS**  
2018

## EXERCISED THE OFFICE OF PRESIDENT WITH THE TITLE "ACTING" OR "INTERIM"

DAVID FOSTER ESTES  
1884-1885

JOHN HOPE  
1906

CHARLES D. HUBERT '09  
1937-1940

WILEY A. PERDUE '57  
1994-1995

WILLIS B. SHEFTALL JR. '64  
2013

WILLIAM JAMES TAGGART  
2017

MICHAEL E. HODGE  
2017

HAROLD L. MARTIN JR. '02  
2017

### FOUNDER

WILLIAM JEFFERSON WHITE

### ASSOCIATE FOUNDERS

RICHARD C. COULTER & EDMUND TURNEY

## TRADITIONS

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Steeped in history, Morehouse College celebrates its rich heritage by observing important traditions, a number of which are described below:

### **Morehouse Mystique**

A difficult concept to define, the Morehouse Mystique is perhaps best described as the spirit of brotherhood that inspires, nurtures, and sustains successful Morehouse Men in their pursuit of excellence and their commitment to service.

### **Spiritual Life**

Spiritual growth and development are integral to life at Morehouse College. Students receive spiritual nurturing through attending Sunday worship services, serving as chapel assistants, and participating in the annual Science and Spiritual Awareness Week.

### **Crown Forum**

Crown Forum is a College-wide assembly observed on most Thursdays during the academic year. It provides opportunities for students to expand their spiritual and intellectual horizons.

### **Homecoming**

Homecoming is a week of activities that commemorates the annual return of Morehouse alumni to campus. Homecoming typically features the coronation of Miss Maroon and White, a fashion show, parade, concert, and a host of alumni activities. The highlight of Homecoming is a football game, which features the Maroon Tigers versus a Southern Intercollegiate Athletic Conference opponent and the famous half-time "Battle of the Bands."

### **Founder's Day Observance**

Founder's Day Observance, held annually in February, honors the man who established Morehouse College.

Traditionally, the celebration includes a formal convocation featuring a nationally-acclaimed speaker, Parents' Weekend, and the "A Candle in the Dark" Gala fundraiser.

### **"A Candle in the Dark"**


Established in 1989 and conducted in conjunction with the Founder's Day Observance, the "A Candle in the Dark" Gala is a major fundraiser for the College's Endowed Scholarship Fund and serves as a forum for recognizing outstanding contributions to society by black men. The Bennie Award, named in honor of former Morehouse President Dr. Benjamin Elijah Mays, is presented to alumni in three categories: service, achievement, and trailblazing. The Candle Award, given for personal and professional achievement, is presented in a variety of professional fields.

### **Family Weekend**

Family Weekend, held in conjunction with Founder's Week and the "A Candle in the Dark" Gala, is an opportunity for parents to spend time with their sons and become acquainted with members of the faculty and staff. The weekend features a series of seminars and workshops designed to stimulate dialogue about the academic and social experience at Morehouse.

### **Reunion: "A Gathering of Men"**

The College hosts alumni by classes each May during Commencement weekend. Numerous activities are planned for returning alumni, including The Reunion Golf Classic, a National Alumni Association meeting and luncheon, class meetings, parties, and picnics. One of the highlights of the weekend is the annual Reunion Banquet, where reunion classes present their collective class gifts to the College to benefit the Annual Fund.



“Over the heads of her students,  
Morehouse holds a crown that  
she challenges them to grow  
tall enough to wear.”

Dr. Howard Thurman '23  
*Educator, Minister, Theologian,  
Philosopher and Author*

## *Howard Washington Thurman Memorial*



The Howard Washington Thurman Memorial obelisk on the campus of Morehouse College is a celebration of the process of enlightenment, achieved through the deliberate acquisition of knowledge, understanding, and the slow revelation of cosmic wisdom.

The monument rises in the shadow of the Martin Luther King Jr. International Chapel, marking the resting place of Thurman, a 1923 graduate and nationally respected theologian who was considered a forerunner in the religious movement of celebrating the unity of all people, and embracing a religious spirituality that was intercultural, interracial, interdenominational, and international.

During its heyday (1580–1200 B.C.), the obelisk was a sun and light symbol, embodying the transcendence immanent in God's light. The soaring lines of the obelisk were meant to evoke this transcendence and its capstone, often coated in gold-silver alloy, reflected light that could be seen 50 miles away. Light, consciousness, and understanding were synonymous to the ancient priests of the Nile.

The obelisk remains a symbol of man's creativity and wisdom. At Morehouse, the monument serves as a beacon for scholarly pursuits, visionary leadership, compassionate service, and a worldview that inspires positive change.



## OFFICIAL COLLEGE HYMNS

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### Dear Old Morehouse

*J.O.B. Moseley '29*

Dear Old Morehouse, Dear Old Morehouse,  
We have pledged our lives to thee;  
And we'll ever, yea forever  
Give ourselves in loyalty.

True forever, true forever,  
To old Morehouse may we be;  
So to bind each son the other  
Into ties more brotherly.

Holy Spirit, Holy Spirit,  
Make us steadfast, honest, true,  
To old Morehouse, and her ideals,  
And in all things that we do.

### Fight On Morehouse

*Wendell P. Whalum '52*

Fight on, Morehouse, fight for victory and fame.  
Raise your banner to the sky, and we'll honor your  
great name, RAH, RAH, RAH!

Fight on Morehouse, ever loyal let us be.  
We'll ever be true, and we'll always honor you,  
So FIGHT, FIGHT, FIGHT!

Men of Morehouse, never stop this battle long.  
We will fight for what is right, with our ideals clear and  
strong, RAH, RAH, RAH!

Marching onward, onward, upward, to the light,  
With Morehouse in view, with our courage firm and  
true, we'll FIGHT, FIGHT, FIGHT!

### Morehouse Victory March

*Music by Wendell P. Whalum '52*

*Words by Hugh M. Gloster '31*

Morehouse — Tigers with a roar like thunder —  
Morehouse — We will rip the foe asunder —  
Raise the Maroon and the White —  
Fight, fellows, fight, fight, fight for  
Morehouse — College that we must mount high for —  
Morehouse — Great old school we'll do and die for  
On, on, on to Victory for Morehouse, our Alma Mater!

### Morehouse College

*Words by Mordecai W. Johnson, 1911*

Morehouse College, Morehouse College,  
Morehouse College, bless her name —  
Whether in defeat or victory,  
We are loyal just the same.  
And we'll cheer for Morehouse College  
'Tis for her we'll fight for fame;  
And we'll sing her praises loud in every land,  
Morehouse College, bless her name.

### BLACK NATIONAL ANTHEM

#### Lift Ev'ry Voice and Sing

*Words by James Weldon Johnson Music by J. Rosamond Johnson*

Lift every voice and sing,  
Till earth and heaven ring,  
Ring with the harmonies of liberty;  
Let our rejoicing rise  
High as the list'ning skies,  
Let it resound loud as the rolling sea.  
Sing a song full of the faith that the dark past has taught us;  
Sing a song full of the hope that the present has brought us;  
Facing the rising sun  
Of our new day begun,  
Let us march on till victory is won.

Stony the road we trod,  
Bitter the chast'ning rod,  
Felt in the days when hope unborn had died;  
Yet with a steady beat,  
Have not our weary feet  
Come to the place for which our fathers sighed?  
We have come over a way that with  
tears has been watered;  
We have come, treading our path thru the  
blood of the slaughtered;  
Out from the gloomy past, Till now we stand at last  
Where the white gleam of our bright star is cast.

God of our weary years,  
God of our silent tears,  
Thou who has brought us thus far on the way;  
Thou who has by thy might  
Led us into the light,  
Keep us forever in the path, we pray.  
Lest our feet stray from the places, our God,  
where we met Thee;  
Lest our hearts, drunk with the wine of the world,  
we forget Thee;  
Shadowed beneath Thy hand,  
May we forever stand,  
True to our God, true to our native land.

## EXECUTIVE LEADERSHIP TEAM

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**David A. Thomas Ph.D.**  
*President*



**Michael Hodge**  
*Senior Vice President &  
Provost of Academic Affairs*



**Gerald Hector**  
*Executive Vice President  
& Chief Business Officer*



**Joy White**  
*Vice President of Legal Affairs, General  
Counsel, Chief Compliance Officer &  
College Secretary*



**Terrance Dixon**  
*Vice President of Enrollment  
Management*



**Camilya Robertson**  
*Associate Vice President of Strategy and  
Planning & Director of Title III Programs*



**Kimberley Marshall**  
*Vice President for Information  
Technology & Chief Information Officer*



**José Mallabo**  
*Vice President of Marketing  
and Communications*



**Henry Goodgame**  
*Vice President for External Relations  
and Alumni Engagement*



**Monique Dozier**  
*Vice President for Institutional Advancement  
& Chief Advancement Officer*



**Maurice Washington**  
*Associate Vice President for  
Student Services & Dean of the College*

## GENERAL ADMINISTRATION OF THE COLLEGE

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### **President of the College**

The President is the CEO of the College and the official adviser and executive agent to the Morehouse College Board of Trustees. As such, he has responsibility for the overall management and supervision of the activities of the institution, and the power to perform all acts and execute all documents required to implement the actions of the Board or its Executive Committee.

The President also serves as a liaison between the Board and the College, and he renders such reports to the Chairman of the Board and to board members and committees as needed in their work or as required by the bylaws. In addition, he is a member of the faculty, chairman of the faculty and the administrative council, and an ex-officio member of faculty standing committees.

The President's ultimate charge is to provide and maintain an environment that is conducive to teaching, learning, research, employment, and public service.

### **Senior Vice President and Provost for Academic Affairs**

The Senior Vice President and Provost for Academic Affairs is the principal academic officer of the College and is responsible for implementing faculty actions approved by the President and Board of Trustees. He is accountable to the President for all academic matters, including faculty, personnel, educational policies and procedures, the curriculum, and instructional programs. As a member of the faculty, the Senior Vice President and Provost for Academic Affairs works with department chairs in recruiting and evaluating faculty members and in preparing recommendations to the President for faculty appointments, promotions, and salaries.

### **Executive Vice President & Chief Business Officer**

The Executive Vice President & Chief Business Officer serves at the leisure of the President and is responsible for the fiscal operation of the College. He provides the President and Board of Trustees with information pertinent to the fiscal management of the College, prepares the College's annual budget for Board approval, implements budgetary controls, and maintains the financial records and reports of the College's financial activities. The Chief Business Officer is responsible for several departments:

- Financial Services
- Budget and Planning
- Payroll
- Accounting

- Procurement
- Human Resources
- Ethics and Compliance
- Auxillary Administrative Services
- Campus Improvement and Campus Planning
- Aramark (Campus Facilities Maintenance & Food Vendor)
- Information Technology Services

### **Vice President of Legal Affairs, General Counsel, and College Secretary**

The mission and goal of the Office of General Counsel (OGC) is to provide legal services to the College to facilitate the College's operation while minimizing legal exposure. The OGC seeks to recognize areas of high legal risk and to make recommendations for resolving those issues that are consistent with the law and the College's business objectives. The OGC provides a wide range of legal services, including but not limited to, the following:

- Providing advice, and creating, reviewing, and negotiating contracts and memoranda of understanding and agreement;
- Responding to internal and external requests for documents, including subpoenas;
- Acting as the College's official agent for service of process;
- Managing outside counsel;
- Handling litigation and other matters;
- Defending charges filed with administrative agencies;
- Investigating employee matters in limited circumstances; and
- Facilitating supervisory and faculty training.

The OGC is composed of the General Counsel, an Associate General Counsel, a Senior Paralegal and an Executive Assistant. The General Counsel reports to the President of the College.

### **Vice President for Institutional Advancement & Chief Advancement Officer**

The Vice President for Institutional Advancement serves at the leisure of the President and is responsible for developing and implementing policies to facilitate raising funds from various sources, including foundations, corporations, governmental offices, alumni, and friends. She coordinates fundraising activities, the President's schedule, and proposals submitted by members of the College community, as well as soliciting small and large gifts, and implementing a centralized gift processing system. In addition, this vice president is involved in short- and long-range planning and fundraising efforts for the College, and coordination of the capital campaign.

**Associate Vice President for Student Services & Dean of the College**

The Associate Vice President for Student Services & Dean of the College serves at the leisure of the President and is responsible for students and their learning experiences outside the classroom. He or she has administrative oversight and accountability for: students' wellness; conduct and discipline; housing and residential education; campus life; health services; recreation and intramural sports; and intercollegiate athletics. With the assistance of his managerial staff, the Vice President for Student Services helps students establish productive relationships within the College community. He/she also exercises general supervision and oversight of student concerns and welfare, oversees student organizations, and maintains student personnel records. He/she is also a member of the College faculty.

**Vice President for External Relations and Alumni Engagement**

The Vice President for External Affairs serves at the leisure of the President and is responsible for the management of special events, alumni affairs, local and governmental relations, and Presidential outreach on behalf of Morehouse College. The Vice President also oversees the Offices of Alumni Engagement, Event Support Services, and Transportation Services.

**Vice President for Information Technology Services**

The Senior Vice President for Information Technology Services serves at the leisure of the President and is responsible for developing a secure, innovative, and robust information technology environment that enhances teaching and learning throughout the College.

**Vice President of Marketing and Communications**

The Vice President of Marketing and Communications serves at the leisure of the President and is responsible for guiding Morehouse's marketing and communications strategy to increase enrollment, giving, and brand awareness. In addition, the Vice President oversees the use of the Morehouse brand in advertisements, merchandising, film, news, and related projects.

**Vice President of Enrollment Management**

The Vice President of Enrollment Management serves at the leisure of the President and is responsible for recruiting a talented mix of high-achieving students to attend Morehouse College. The Vice President of Enrollment Management also provides families with financial aid and scholarship information to help them finance a Morehouse education.

**Associate Vice President of Strategy and Planning & Director of Title III Programs**

The Associate Vice President of Strategy and Planning & Director of Title III Programs serves at the leisure of the President and is the liaison between the College and the U.S. Department of Education for federally-funded Title III programs that carry out the mission of the College. The director provides evaluative narration of the progress and success of Title III programs and supports other initiatives set forth by the President.

## COLLEGE COMMITTEES

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### **Committee on the Academic Program**

The Committee on the Academic Program is composed of the Vice President for Academic Affairs (who serves as chairman), the Registrar, Director of Admissions, chairpersons of academic departments, four members of the faculty—elected for staggered terms of two years each and representing different academic divisions of the College—and four students appointed for one-year terms by the President of the Student Government Association. The committee continually studies the academic program with a view toward making improvements in the curriculum. It also advises the faculty on curricular changes based on proposals and recommendations the committee receives from departments, individual faculty members, and students.

### **Committee on Academic Standing**

The Committee on Academic Standing is composed of the Director of Admissions, who serves as chairman, the Vice President and Provost for Academic Affairs, the Registrar, the Director of Financial Aid, three members of the faculty elected for staggered terms of three years each, and three students appointed for one-year terms by the President of the Student Government Association. The committee is responsible for determining academic standing, including honors, probation, suspension, and dismissal.

### **Committee on Athletics**

The Committee on Athletics is composed of 12 members: The Director of Athletics, who serves as chairman, the Vice President for Business Affairs, Senior Vice President for Student Development, Vice President for Institutional Advancement, Registrar, Director of Admissions, three members of the faculty elected for staggered terms of three years each, and three students appointed for one-year terms by the President of the Student Government Association. The committee advises the athletics staff concerning policies and procedures for the College's intercollegiate athletic program, including scheduled athletic contests and special student events such as Homecoming and programs honoring athletes.

### **Committee on Social and Cultural Affairs**

The Committee on Social and Cultural Affairs is composed of 15 members: the Senior Vice President for Student Development, who serves as Chairman; the Vice President for Business Affairs; Dean of the Martin Luther King Jr. International Chapel; Chairman of the Department of Health and Physical Education; Superintendent of Buildings and Grounds; two members of the faculty elected for staggered terms of two years each; and eight students appointed for one-year terms

by the President of the Student Government Association. The committee advises the faculty on establishing policies concerning public programs at Morehouse and approves the calendar of all student affairs.

### **Committee on Student Organizations**

The Committee on Student Organizations is composed of 13 members: the Senior Vice President for Student Development, who serves as chairman, the vice president and provost for Academic Affairs, vice president for Business Affairs, chairman of the Committee on Fraternities, three members of the faculty elected for staggered terms of two years each, and five students appointed for one-year terms by the President of the Student Government Association.

The committee formulates policies and procedures for the operation of student organizations at Morehouse College. The committee recommends new organizations for formal recognition by the faculty, monitors the programs of student organizations, and assesses their financial ability to support and underwrite those programs. The Committee on Student Organizations, through the Committee on Fraternities, oversees fraternity life on campus. The Committee on Fraternities makes recommendations to the Committee on Student Organizations concerning rules and regulations that govern the chapters of the six national Greek-letter fraternities recognized by Morehouse College. The Committee on Student Organizations reviews these recommendations and adds its own before sending them to the faculty for final approval.

### **Committee on Student Welfare**

The Committee on Student Welfare is composed of 18 members: the Senior Vice President for Student Development, who serves as chairman, the President (ex-officio), Vice President and Provost for Academic Affairs, Vice President for Business Affairs, the Registrar, Director of Admissions, four members of the faculty elected for staggered terms of four years each, and seven students appointed for one-year terms by the President of the Student Government Association. The committee reviews general policies, procedures and programs that are judged to be in the best interest of the students of Morehouse College, and recommends appropriate action by the administration, faculty, or Student Government Association.

### **Membership Committee**

The Membership Committee nominates members and officers for the Board of Trustees. In addition, it advises the board on procedures for selecting honorary degree recipients and oversees this process. The committee must have at least five members, but not more than 13.

## Physical Plant Committee

The Physical Plant Committee advises the board on the maintenance of buildings and grounds, and on the construction of physical facilities. It also develops recommendations on policies regarding buildings and grounds.

## SPECIAL FUNCTION FACILITIES

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Morehouse College believes that constructive, extracurricular activities supplement and complement the academic process in developing a broadly educated individual. The College is not obligated to tolerate events that interfere with any lawful mission, process, or function of the institution. Those seeking to utilize facilities for events must demonstrate that the work of the College will not be interrupted, materially and substantially.

### Martin Luther King Jr. International Chapel

#### *Chapel Hours:*

Monday through Friday: 9 a.m. – 5 p.m.

O: (470) 639-0323

The Martin Luther King Jr. International Chapel is a multi-purpose facility that seats 2,501 people. It is named in honor of the College's most distinguished alumnus, the Rev. Dr. Martin Luther King Jr. '48. The chapel's ecumenical programs and services are indicative of the College's ideological tradition of building future leaders. The chapel dean coordinates all religious activities.

**Samuel Howard Archer Hall** is a multi-purpose fitness and recreation center. The facility provides arenas for intramural and recreational sports. Special events such as dances, Greek step shows, and student fundraising events also can be scheduled at this facility.

**The Forbes Arena** is a sports center that seats 7,000. Named in 1999 in honor of legendary Morehouse coach and administrator, Franklin Lafayette Forbes, Forbes Arena is the \$8-million, 6,000-seat facility, that was part of the \$51-million-plus investment in the Atlanta University Center by the Atlanta Committee for the Olympic Games (ACOG) and was dedicated on April 3, 1996. The facility is, without question, one of the finest places to watch basketball in Atlanta. Highly accessible, it has excellent sightlines and lighting, and the fans are right in the mix of all the action. Morehouse Madness is an interesting experience. With the famed Morehouse student body out in force and venting in full voice, Forbes Arena (an extension of old Archer Hall, longtime home of Maroon Tiger basketball teams) becomes the setting for a truly incredible adventure.

### Thomas Kilgore Jr. Campus Center

#### *Chick-fil-A*

*Open:* Monday through Friday: 7 a.m. – midnight

Saturday: 7 a.m. – 10 p.m.

Sunday: Closed

The Thomas Kilgore Jr. Campus Center is a multi-purpose community center that hosts various personal development, entertainment, and social activities for Morehouse students, faculty, and staff, as well as the general public. The first floor of the Kilgore Center features a snack bar area (seating capacity 150), faculty lounge, and Café Mazique, and courtyard. (Mazique Dining Hall has a seating capacity of 60.) The second floor houses administrative offices, sleeping quarters (two suites and two single rooms), and three seminar rooms, which have a combined seating capacity of 75.

## CAMPUS MINISTRIES

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The Morehouse College Martin Luther King Jr. International Chapel—the world's most prominent religious memorial to Martin Luther King Jr. '48—was dedicated in 1978 under the presidency of Dr. Hugh Morris Gloster. As a building, the chapel is a multi-purpose campus facility that serves alternately as a worship space, academic classroom, and venue for cultural and community events. As a program, the chapel is the hub for educational and spiritual activities centered on promoting Dr. King's ideal of the Beloved World Community. This includes training students in the principles of virtue-ethics, nonviolence, service, and harmony, as well as offering programming that develops awareness and skills in vocational discernment, love and forgiveness, and peace and nonviolence.

The chapel is the sponsor of the College of Ministers and Laity: a member of the International Council of Community Churches of Christ. It is also affiliated with the Christian Council of Metropolitan Atlanta, the Association of Global New Thought, the Fellowship for Reconciliation, the Foundation for Community Encouragement Science, and "Spirit" magazine.

Special attention is given to the spiritual needs of Morehouse students. In the life and discipline of the school, constant effort is made to inculcate Christian principles. For students who live on campus, Sunday morning worship services are held in the Martin Luther King Jr. International Chapel. The College also has two Christian organizations: the King International Chapel Ministry and the MLK Chapel Assistants Program.

Students may obtain additional information about campus ministries from the Office of the Dean of the Chapel, located in the Martin Luther King Jr. International Chapel.

## ADMINISTRATIVE OFFICES

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### Office of Institutional Advancement

#### *Gloster Hall*

Room 305

**Open:** Monday through Friday: 9 a.m. – 5 p.m.

O: (470) 639-0545

The Office of Institutional Advancement, OIA, a division of the Office of the President, is responsible for advancing the College through various fundraising and public relations efforts. The Vice President for Institutional Advancement serves as the chief spokesperson for fundraising at the College and works closely with the President and members of the faculty, staff, and student body to effectively tell the Morehouse story to the College's many local, national, and international audiences.

### Corporate and Foundation Relations

The Office of Corporate and Foundation Relations' mission is to work with high-level donors and supporters to advance the College. Corporate and Foundation Relations staffers work to gather the necessary resources from the corporate and foundation communities, which allows Morehouse to remain competitive with other world-class institutions. To raise funds for the College, the unit's goals include increasing support for Morehouse's key funding initiatives, boosting the corporate presence on campus, developing opportunities for interaction, and identifying and successfully linking institutional priorities with appropriate funding sources.

### Office of Information Technology Services

#### *John H. Hopps Technology Tower*

Room 333

**Open:** Monday through Friday: 8 a.m. – 6 p.m.

O: (404)507-8633

The Information Technology Services Service Desk is the first point of contact for technical, network telecommunications, and cloud application support on campus. The goal of the department is to offer the Morehouse Community technical support in a timely manner so that the campus can work effectively and efficiently. To receive support, email: [servicedesk@morehouse.edu](mailto:servicedesk@morehouse.edu)

ITS can help get you up and running on all technological devices

- Connect to Morehouse's Wireless Network
- Connect to the Morehouse College Wired Network
- Access Morehouse Email Accounts
- Access Office 365 Software
- Protect Computers

### Office of Marketing and Communications

#### *Welcome Center*

**Open:** Monday through Friday: 9 a.m. – 5 p.m.

O: (470) 639-0268

Today, more than ever, the College's reputation—its public image—directly influences its ability to: recruit students; faculty and staff; raise funds; cope with change; weather controversy; and compete in today's higher education marketplace. The Office of Strategic Communications initiates media coverage of College news, such as events, programs, and the achievements of students, faculty, and staff. It also issues credentials to any member of the approved media requesting access to the campus.

In addition, this office provides program materials and promotes special events such as Founder's Week, Commencement/Reunion, and the "A Candle in the Dark" Gala, the College's annual fundraising event. The OSC also creates content, edits and designs publications, and approves the content and design of College emails, programs, and publications.

OSC is also responsible for protecting and enhancing the reputation of Morehouse College and, in doing so, providing the public relations support required in establishing Morehouse as a world-class institution. Other services include:

- marketing to support enrollment and giving
- public relations
- media relations
- social media
- campus photography
- website development
- advertising
- digital marketing/email communications
- videography
- campus filming assistance/approval

### Office of External Relations and Alumni Engagement

#### *Welcome Center*

**Open:** Monday through Friday: 9 a.m. – 5 p.m.

O: (470) 639-0400

The Office of External Relations and Alumni Engagement oversees the management of large-scale special events, alumni affairs, local and governmental relations, and Presidential outreach on behalf of Morehouse College. The office also manages the departments of Alumni Engagement and Giving, Event Support Services, and Transportation Services.

This office plans Homecoming, Commencement, Founder's Week, and the annual "A Candle in the Dark" Gala, which has raised more than \$20 million for student scholarships. It also oversees and approves commercial film projects that use Morehouse facilities.

The Department of Alumni Engagement invites alumni to participate in the life of the school through the sponsorship of special events, campaigns, and the publishing of "We Are Morehouse" online magazine. The department also recently launched [WeAreMorehouse.com](http://WeAreMorehouse.com) an informational tool for perspective students and donors to learn more about the successes of the Morehouse Man.

## PRINTING SERVICES

### Morehouse College Print Shop

**Open:** Monday through Friday: 8 a.m. – 6 p.m.

Saturday: 9 a.m. – 3 p.m.

O: (470) 639-0743 or ext. 0743

(Hours subject to change.)

[printing@morehouse.edu](mailto:printing@morehouse.edu)

**Location:** Morehouse Parking Deck/Lower Level

Printing Services provides a wide range of design and printing services for the College community. Printing Services works in conjunction with the Office of Strategic Communications to ensure that all College communications (both print and electronic) are representative of the standards, editorial style, and brand of the College.

### SERVICES PROVIDED

#### Typesetting and Design

Some of the design projects done by Printing Services include: the College Catalog; the Student Handbook; and programs for Crown Forum, Convocation, Baccalaureate, Commencement, the Benjamin E. Mays Lecture Series, and cultural events. Quick-copying, duplicating, and print services are included.

- Announcements
- Annual reports
- Booklets
- Bookmarks
- Brochures
- Bulletins
- Business cards
- Calendars
- Carbonless forms
- Certificates
- Envelopes
- Index cards
- Journals
- Newsletters
- Notecards
- Pamphlets
- Posters (11x 17)
- Programs
- Tickets
- Flyers
- Reports

#### Business Cards and Stationery

Printing Services adheres to branding, editorial, and formatting guidelines provided by the Office of Strategic Communications. A style guide is available on the Morehouse College website or in the Office of Strategic Communications to clarify standards set on all stationery, business cards, and other media-related products.

Clients will receive PDF proofs of all printed materials to ensure that the information is accurate. Each client must approve a final proof before the job will be printed. All stationery will be available for pickup within five to 10 days of approval. Any changes made to printed materials after approving the final proof may result in additional charges. Please note that all requests for press work, may require additional processing time.

#### Finishing Services

Printing Services provides a variety of binding and finishing services, some of which are listed below. Contact staff members about any special bindery services needed.

- Folding
- Stapling
- Collating
- Custom tabs
- 3-hole punch
- Saddle-stitch binding
- Cutting
- Fastback binding
- GBC binding
- Coil Binding
- Padding
- Insertion into brochures, booklets, etc.

A completed print shop requisition is required for all jobs handled by Printing Services. The following information is required:

- Client's name, name of the publication being worked on, phone number, email address, division/office/department name, and accounting information.
- Signature and date the job is needed. ("ASAP" is not considered a valid date.)
- Output size of the document.
- Whether the document is single side or double-sided.
- Type(s) of paper to be used.
- Number of copies needed.
- Ink color(s) being requested.

#### Turn-around Time

Every effort is made to complete jobs within 24 hours after submission. Turnaround time may be affected by such things as volume, time of year, and the complexity of the job. Every effort is made to give an accurate estimate of job completion, according to stages of completion required, and to meet the date and/or time requested for completion. Jobs submitted after-hours are considered to be received the following business day.

#### DVD Duplication and Scanning Services

Digital video disc (DVD) duplication is available through Printing Services. There will be a charge of \$3 per CD and \$10 per DVD. A hard copy may be scanned to create PDF files, or a master disc may be supplied. There is a charge of \$1.50 per page to scan hard copy to files, in



addition to the duplication charge. In all cases, copyright laws are observed. For CD/DVD duplication pricing, please visit the Printing Services department; look for a comprehensive list under "Electronic Services."

### **Fax Service**

Fax services for both inbound and outbound faxing are available for a fee. Contact Printing Services for rates.

The Printing Services staff can help answer many questions. If you have any questions about printing materials, such as a documents, reports, flyers, or announcements. Contact the office via phone, email or in person. Printing Services will assist in creating and producing products that meet clients' requirements and achieve their vision.

## **AUTOMATIC BANK TELLER**

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Automatic bank teller machines are located in the Office of the Morehouse College Campus Police, at the rear of Robert Hall. This service operates 24 hours a day, seven days a week.

## **ATLANTA UNIVERSITY CENTER SHUTTLE SERVICE**

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The Atlanta University Center provides free daily shuttle service to students for their convenience and safety. Students are encouraged to use the shuttle service for transportation within the Atlanta University Center Complex, to the Robert Woodruff Library, West End MARTA station, and West End Mall. Copies of the shuttle bus schedule are available in the Office of Campus Police.

## **AUTOMOBILE POLICY**

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College policy prohibits freshmen from having vehicles on campus. Campus parking permits will not be issued to any student who is classified as a freshman, regardless of his age or the number of semesters he has been registered at the College. It is a violation of school policy for upperclassmen to obtain parking permits for freshman students.

## **LOCAL BANKS**

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Students are encouraged to open personal checking and/or savings accounts at one of the many banks near Morehouse. Following are three banks in the area. (Morehouse does not endorse nor recommend a particular bank or financial institution.)

### **Wells Fargo**

612 Lee St. SW, Atlanta, GA 30310  
(404)756-3050

### **Bank of America**

711 Lee St. SW, Atlanta, GA 30310  
(404) 752-0660

### **Citizens Trust Bank**

965 M.L.K. Jr. Dr. SW, Atlanta, GA 30314  
(678) 406-4210

## **MOREHOUSE COLLEGE MAILROOM**

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*Location:* Robert Hall, First Floor

*Open:* Monday through Friday: 8 a.m. – 6 p.m.

Saturday: 9 a.m. – Noon

O: (470) 639-0803 or ext. 0803

The College, in cooperation with the United States Postal Service (USPS), operates a post office station on campus. The post office is a full-service facility that processes inbound and outbound mail and packages, domestic and international. The post office also sells stamps, envelopes, and some shipping supplies.

### **Student Mail**

Mailbox numbers and keys are assigned by the post office staff. If a student has a problem with a box or key, please see a member of the post office staff.

Mail is picked up daily from the area substation by 9 a.m. It is scheduled to be sorted and distributed to the appropriate mailboxes Monday through Saturday by 11 a.m. U.S. mail packages that will fit will be placed into mailboxes.

All oversized packages will be held at windows 1 or 2, depending on the size. Notices will be placed in student mailboxes indicating which windows to go to, to claim packages. Mailboxes are only for the individuals to which they are assigned. They cannot be shared with anyone else. They cannot be used for political, commercial, or entrepreneurial purposes.

Students: Please make sure that correspondents are given your correct mailbox unit numbers. Mail with an incorrect or incomplete address is placed into a holding area, and post office staff will attempt to locate the address when time permits.

### **Unclaimed Mail**

Unclaimed mail and parcels represent a significant risk to the Morehouse campus, including fire, safety, and other legitimate business concerns. In addition to regularly checking the post office box, students are responsible for promptly notifying the post office about any prolonged absences or events that would prevent them from picking up their mail and parcels. Unclaimed mail items are mail or packages received by the post office that have neither been collected nor marked with forwarding instructions

for any predetermined periods of time. This mail may be returned to the sender or forwarded to the student's address of record at a cost to the student, after 14 days.

### **Miscoded Mail**

If mail for another person is placed in a student's box, please return that mail to Window 1 immediately. Mail tampering or theft is a federal offense, and perpetrators will be prosecuted.

Students should not sign for mail or parcels that do not belong to them.

Sensitive mail with items such as plane tickets, checks, money orders, or valuables enclosed should be sent by certified mail, insured, sent with delivery confirmation requested, and/or sent by express mail. Special service mail, as well as mail sent by UPS, are held at Window 1. A notification will be placed in the appropriate mailbox. Please bring notification along with your Morehouse identification to claim special service mail or package(s).

### **Large or Oversized Shipments**

Students anticipating receiving or sending oversized mail (large items or those over 100 lbs. collectively) should contact the post office staff as far in advance as possible to assist with the proper receipt, forwarding, storage, and/or information about benefits, such as discounts available through Morehouse's preferred shipping. For more information, please contact the post office staff.

### **Mail Addressing**

The proper format for sending mail and packages to and from your Morehouse address:

*(Name)*  
*Morehouse College*  
*830 Westview Drive SW*  
*Unit # {Enter your unit number } and*  
*{C/O Department or program, i.e., PSP, etc.}*  
*Atlanta, GA 30314-3773*

To ensure that your mail is delivered to your box, give this format to anyone sending you mail. Put this address in the upper left-hand corner when sending mail or a package.

Students are required to obtain a post office box during registration and to retain it for the duration of their continuous enrollment at the College. Students are responsible for checking their boxes periodically for important College information, which is regularly sent from various College offices.

### **Inter-Campus Mail Service**

Students may use this service free of charge for correspondence with College departments, personnel, or students. The sender's return address must be on the outside of the envelope. This service does not handle U.S. mail (other than redirected), books, cartons, or packages. The facilities of the Morehouse College Post Office and the Intra-Campus Mail Service may not be used for any commercial or political purposes. Please ensure that all packages/envelopes are clearly marked "Inter-Campus Mail."

## MOREHOUSE COLLEGE BOOKSTORE

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**Location:** Parking Deck, Lower level, Westview Drive  
Monday through Thursday: 9 a.m. – 5 p.m.

Friday: 9 a.m. – 4 p.m.

Saturday: 11 a.m. – 3 p.m.

*(Hours subject to change.)*

O: (470) 639-0802

[bookstore@morehouse.edu](mailto:bookstore@morehouse.edu)

[www.morehouse.bkstr.com](http://www.morehouse.bkstr.com)

The Morehouse College Bookstore, located on the lower level of the parking deck on Westview Drive, sells new and used textbooks, course-related reference materials, general reading books on a variety of topics, periodicals, clothing, memorabilia, gift items, teaching supplies, computers, computer products, electronic games, and office supplies for the community, guests, and visitors. The store is uniquely designed to serve the needs of Morehouse College and carries a wide range of Morehouse-themed merchandise, along with general merchandise to cater to various interests and needs.

The average student's book expense is \$650 per semester. We know books are big-ticket items during college. To help ease the burden, we now offer students the option of renting textbooks. In addition to saving students' money, the Rent-A-Text program offers convenience and flexibility. On average, a student can save more than half the price of a new book.

The bookstore also offers students access to a world of interactive digital content through a product called CaféScribe. By allowing students to read, highlight, take notes, and share their information digitally, hundreds of students and professors are provided with unprecedented levels of interaction.

At the end of each semester, the bookstore has a buyback program that allows students to sell their books back to the bookstore. The value of the used book depends upon many things, including: whether a professor still requires the book; how old the book is; how many the bookstore already has; and the book's condition. The bookstore also offers Guaranteed Buyback, which means that if a book is sold to the bookstore, the seller is guaranteed to get at least 50 percent of the purchase price.

For added convenience, and with the popularity of student and alumni shopping on the internet, all merchandise sold in the bookstore can be ordered through the website, [www.morehouse.bkst.com](http://www.morehouse.bkst.com) or at [efollett.com](http://efollett.com), and shipped via FedEx. Special orders are another means that the bookstore uses to meet the needs of its customers. By using electronic networks, customers may rapidly receive books from both foreign and domestic publishers. Educational software is also

available through the bookstore's website. Qualified customers—students, faculty, or staff—will find great educational discounts with savings up to 85 percent off the commercial software list.

The bookstore accepts cash, gift cards, personal checks, certified checks, cashier's checks, money orders, and AMEX, VISA, MasterCard, and Discover credit cards for all purchases. Students may also pay using student voucher accounts provided they have the funds available and proper authorization. Students who have credit balances on their accounts may use this balance at any time to purchase any merchandise.

## DIVISION OF STUDENT SERVICES

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**Location:** Kilgore Campus Center, Suite 200

Monday through Friday: 9 a.m. – 5 p.m.

O: (470) 639-0355

### Mission Statement

In support of Morehouse College's mission, the mission of the Office of Student Services is to intentionally encourage and promote the development of ethically engaged students as contributing citizens of a global society. The office actively facilitates learning through the discovery, synthesis, preservation, and dissemination of knowledge while fostering an inclusive and culturally diverse environment.

### Goals

The Division of Student Services will embrace a student-centered philosophy in all our direct services to students. We encourage challenge and support students to become self-actualized leaders who realize their full potential through education, training, student development, applied research, and a wide range of student experiences.

1. We will encourage and promote the development of appropriate values, attitudes, and conduct for a communal academic community.
2. We will facilitate and encourage cultural, spiritual, and intellectual co-curricular enrichment opportunities within the Morehouse community.
3. We will continue to provide opportunities for faculty, student, and staff interaction that will enhance community development and brotherhood.
4. We will provide living and learning environments, as well as recreational and social opportunities, to promote a well-balanced, healthy lifestyle.

As the official liaison between the College and the Morehouse student body, the Office of Student Services is committed to Morehouse College institutional values: Accountability, Civility, Community, Compassion,

Honesty, Integrity, Respect, Spirituality, and Trust. Additionally, we embrace the core values of excellence, innovation, leadership, and social justice that will inform and direct our decisions, services, and program initiatives. Student Services has overall responsibility for student conduct and for maintaining the quality of student life.

The quality of the undergraduate experience at Morehouse depends on a wide range of co-curricular programming and services provided by the departments that operate under the auspices of the Office of Student Services. They are Housing and Residential Life, Student Health Services, Counseling Center, Student Leadership, Student Development, Student Life and Planning, Off-Campus Student Services, Greek Life, Recreation, Intramurals and Fitness, Career Planning and Placement, International Student Services, Athletics, Student Conduct and Campus Life, and Morehouse Student Publications.

#### **Department of Student Advocate and Accountability**

**Location:** Gloster Hall Room 107

**Hours:** Monday through Friday: 9 a.m. – 5 p.m.

O: (470) 639-0421

#### **Student Grievance Policy**

##### Policy Statement

Morehouse College seeks to cultivate an academic village that encourages tolerant, respectful, and non-discriminatory behavior from all of its inhabitants. An environment that promotes communication, fairness, and deference among students, faculty, staff, and administration is of the highest priority to the College. To ensure that these behaviors are appropriately facilitated, Morehouse College has instituted policies that provide a medium for resolving discrepancies of any nature. The following rules explain how to file a grievance against members of the College community:

##### Grievances

A “grievance” shall be defined as an actual or supposed circumstance that is regarded as just cause for complaint.

The “griever” shall be the Complainant.

The “Respondent” shall be the defendant.

- The expression of a grievance may be verbal or written, using an approved format issued by the Office of Student Services.
- The process of execution of a grievance may be of a formal resolution procedure or an informal resolution procedure with a contingency of transposition.

- A grievance may also be co-authored if a circumstance affects more than one student.

##### **General Grievance**

A grievance issued by a student against any member of the College Community that violates the statutes expressed in the Grievance Policy Statement.

##### **Grade Discrepancy**

A grievance issued by a student whose intention is to dispute a grade given in any course that he believes was given in an arbitrary or capricious manner by a professor.

##### **Sexual Harassment**

A student-issued grievance, the nature of which is explicitly sexual. The foundation of this grievance is infringement (in any manner) of the College’s Sexual Assault/Harassment Policy outlined in the Student Handbook.

##### **Discrimination**

A grievance issued by a student who has experienced treatment or consideration based on: class or category rather than individual merit; or partiality or prejudice founded in ethnicity, gender, age, religion, sexual orientation, or disability.

##### **Informal Resolution Procedure**

The Informal Resolution Procedure invites all parties (the grieved and the Respondent) utilizing effective communication, to discuss the grieved circumstance and deduce a viable solution that is agreed upon by all parties involved. Students should take proactive measures to resolve their grievance with respondents and make notations of such measures. Students are also encouraged to employ the use of a third-party mediator, who is agreed-upon by all parties, in the event that effective communication warrants such an intermediary.

If a student finds his issue unsatisfactorily resolved, or the Respondent uncooperative or evasive, then he may appeal to the respondent’s superior to obtain a desirable resolution.

##### **Formal Resolution Procedure**

The Formal Resolution Procedure may be used if, and only if, the Informal Resolution Procedure has failed to yield a satisfactory result for the student, based on irreconcilable differences. The Formal Resolution Procedure begins with filing a written grievance (using a format published by the Office of Student Services) with the Office of Student Services.

- Written grievances must be filed within 30 days of the occurrence. Grievances filed after the 30-day deadline will be considered at the discretion of the College Judiciary Committee or the Honor and Conduct Review Board.

- Grievances filed using the Formal Resolution Procedure that are discovered to have been filed under false pretenses will be dismissed immediately, and the filer may be subject to corrective action.
- Formal grievances must not conflict with any other policy expressly stated by the College.
- All formal grievances will be kept confidential except for the privilege of those parties involved and authorized members of the College. This Confidentiality Agreement may be voided with the consent of all parties involved in the grievance.
- The Formal Resolution Procedure may not be used as a medium for retaliation, intimidation, or coercion. Such cases shall be expelled indefinitely.

**The Process:**

**1. File formal grievance**

A formal grievance is filed with the Office of Student Services through the Attorney General (appointed by the Student Government Association president).

- a. Copy of grievance sent to the designated superiors. A designated superior has the authority to enforce a resolution ruled by the College Student Conduct Committee or Honor and Conduct Review Board. Should the superior find a resolution unenforceable, he may offer an alternate solution within three business days. The grievor and the student conduct administrator must approve the alternate resolution.

**2. Preliminary mediation hearing**

The appointed student conduct administrator will determine the grievability of all cases. Cases found to be incredulously based and/or in violation of the statues of the Formal Resolution Procedure will be dismissed. Dismissed cases are incontestable and may not be appealed.

- a. A written notice will be issued by the Office of Student Services to all parties involved (griever and Respondent) informing them of the date, time, and location of the hearing. Hearings of both parties will be held separately, and the grievability will be determined thereafter.
- b. The student conduct administrator, after discussing the position of both parties and a possible

resolution, will submit a written recommendation to the College Judiciary Committee or the Honor and Conduct Review Board.

- c. The student conduct administrator will refer cases to either the College Judiciary Committee or the Honor and Conduct Review Board at his/her discretion.

**3. College Judiciary Committee Hearing/Honor and Conduct Review Board**

The CJC/ HCRB will hear the case with all parties present and deliver an equitable and unbiased resolution.

- a. The attorney general may represent the student griever.
- b. The CJC/ HCRB have 24 hours to make a ruling. In extenuating circumstances that require longer deliberation, the CJC/ HCRB must inform all parties of the extension.

**4. Resolution**

Resolutions given by the CJC/ HCRB are forwarded to the respondent's superior to execute, and a copy of the grievance will be retained in the employee's file with the Office of Human Resources. In student cases, the superior shall be the Department of Student Conduct, who will execute the decision of the CJC/ HCRB.

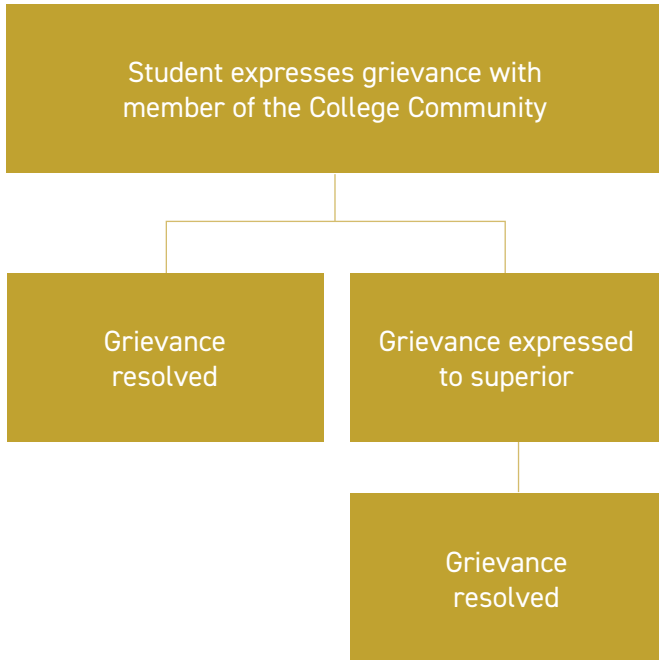
**5. Appeals**

Appeals must be filed within seven days of receiving a decision from CJC/ HCRB. Appeals may only be filed if there is any new evidence/information that could sway the CJC/ HCRB to overturn their decision.

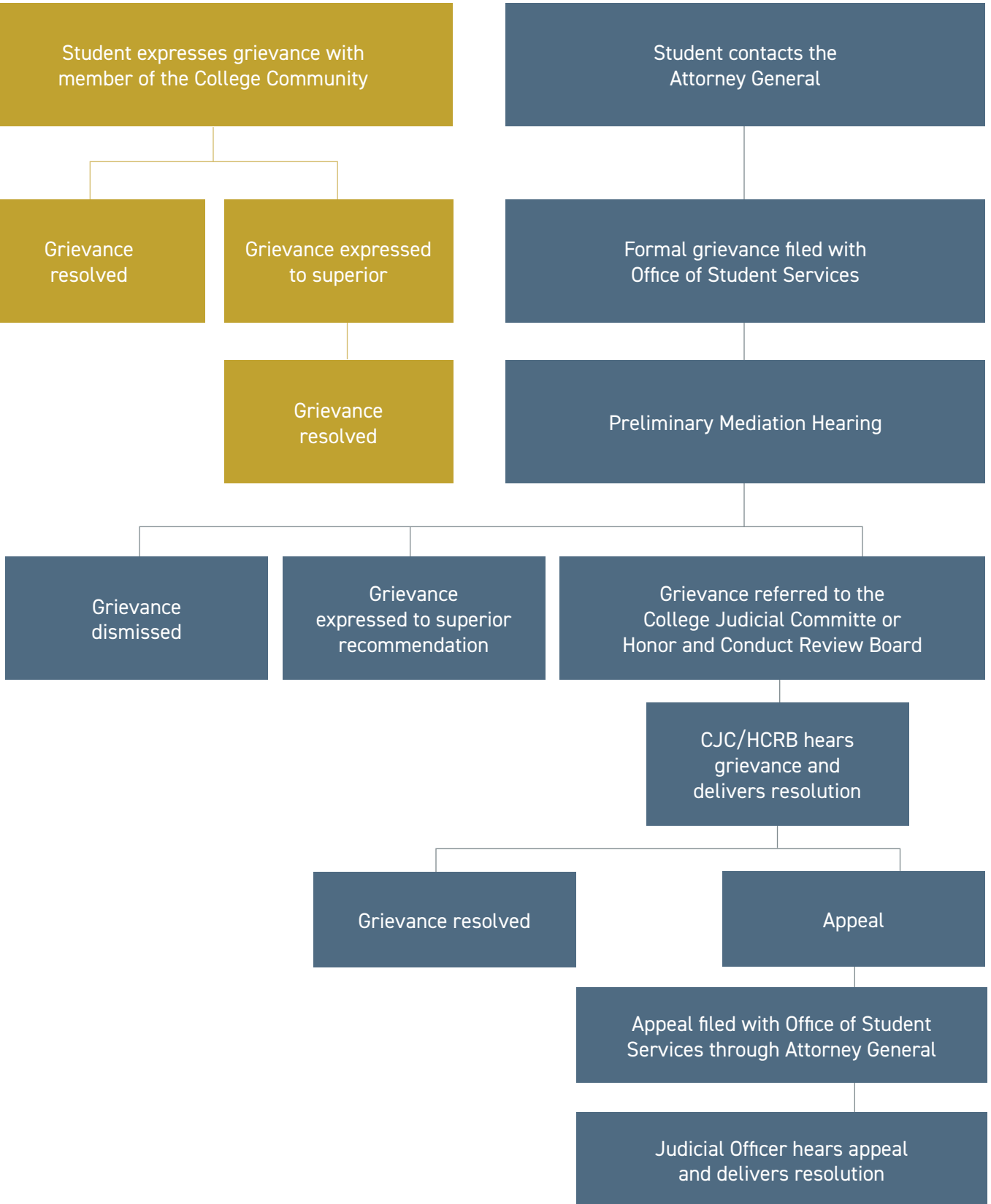
- a. Appeals should be filed with the Office of Student Services and the appointed student conduct administrator through the attorney general. The Assistant Dean of the College for Student Conduct will deny or grant the appeal and decide a viable resolution to the case.
- b. If the student conduct administrator does not find a substantial basis for appeal, the case is thereby closed.

# STUDENT GRIEVANCE PROCEDURE

## Informal Resolution Procedure



## Formal Resolution Procedure



# Grievance Statement Form



**Morehouse College**  
830 Westview Drive SW, Atlanta, GA 30314  
O: (470) 639-0421  
[studentconduct@morehouse.edu](mailto:studentconduct@morehouse.edu)

***This form should be used for the following:  
General Grievance, Grade Discrepancy, Sexual Harassment and Discrimination.***

Please print or type personal information.

Date: \_\_\_\_\_ MCID#: \_\_\_\_\_

\_\_\_\_\_  
Last Name, First Name

\_\_\_\_\_  
Mailing address (Street, City, State, Zip)

State the date of incident, party against whom the grievance is being made, and the dates of attempted resolution. Attach additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State the policy or procedure that has been violated. Attach additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State the rationale to support your allegation. Attach additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State your suggested resolution. Attach additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## MOREHOUSE COLLEGE'S STUDENT RIGHTS AND RESPONSIBILITIES

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All students at Morehouse College are considered to be responsible adults. Therefore, each student shall be held accountable for his own personal behavior. The College expects all students to learn and obey local, state, and federal laws. In addition, students are expected to observe and adhere to the Code of Conduct.

Morehouse College students are responsible for reading, knowing, and observing all policies and procedures related to their in-class behavior and their on- and off-campus conduct. Information regarding these policies and procedures can be found in the Morehouse College Student Handbook and online. A student's lack of awareness about any Morehouse College policies or procedures shall not constitute grounds to be absolved from violations of those policies.

### *Student rights are as follows:*

- Morehouse College is a private institution committed to equal opportunity and basic human rights for all students. Morehouse College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.
- Every student has the right to view educational records as required, according to the Federal Educational Rights and Privacy Act (FERPA) of 1974.
- The right to request an amendment of the student's education record that a student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the Department of Education concerning alleged failures by the College to comply with requirements of FERPA.

## STUDENT RIGHTS

### Academic Rights

Morehouse College supports the right to academic freedom for every student in pursuit of his education. This includes the freedom to learn, freedom to teach, and the freedom to speak the truth, all of which should be done in an atmosphere of mutual respect.

### Freedom of Speech

Morehouse College fully supports the rights of students to assemble peacefully and to express themselves in a manner in which order is maintained.

### Freedom to Learn

Morehouse College has determined that "all students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community is respected."

### Right of Confidentiality

No information or documentation referring to a student's academic or personal life is released to any party outside the College without the written permission of the student. Any request from a current student or former student to release information to a third party must be made in writing and include the student's signature. Students have the right to inspect and review their own official records, except letters of recommendation.

### Participation in Institutional Governance

Morehouse College encourages students to involve themselves in activities associated with the governance of the College by serving on the various committees, councils, and task forces that are charged with making decisions regarding Morehouse College.

### Student Grievances

Students who encounter disputes with faculty or staff members of Morehouse College should first report any such grievance to the program/department head. This step should be followed by conferences with persons at progressively higher levels, including deans and the appropriate vice president.

### Student Conduct

Students who attend Morehouse College are expected to conduct themselves in a manner consistent with life at an academic institution. The Code of Conduct, intended to reinforce this policy, is published in the Student Handbook and online.

- Student Conduct will provide a fair hearing for all parties involved in an incident that may result in a violation of the student conduct code.
- Any students subject to the student conduct process will have their violation(s) reviewed by the following:
  - a. Honor & Conduct Review Board
  - b. College Judiciary Committee
  - c. Administrator as deemed appropriate
- All students shall be presented with their alleged violations in written form. A time shall be set for a hearing, not less than five, nor more than 15, calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Director of Student Advocacy and Accountability.



- Students subject to suspension or dismissal may submit an appeal, in writing, to the Director of Student Advocacy and Accountability within four business days after they are notified of the decision and sanction imposed.

Generally, the College jurisdiction and discipline shall apply to conduct that occurs on/off College premises or which adversely affects the College community and/or the pursuit of its objectives

- Students and student organizations will be considered for disciplinary action whenever violations are committed on or at a College-sponsored event. Whenever conduct violates both the law and guidelines found in this document, disciplinary action may be taken by the College irrespective of, and separate from, action taken by civil authorities.

### **Right to Be Heard**

Students who are in alleged violation of the Code of Conduct of the Morehouse College Student Handbook are entitled to the right to be heard, the right to conference, and the right to a hearing to refute alleged violations against them. A student who has been found responsible for violating the Code of Conduct will be subject to disciplinary action recommended either by their peers of the Honor and Conduct Review Board (HCRB) or with faculty, staff, and students of the College.

- Judiciary Committee (CJC) and/or Director of Student Advocacy and Accountability.
- The Assistant Dean of the College for Student Conduct may choose one of the methods by which the hearing is being conducted.

### ***Student responsibilities are as follows:***

- Morehouse is an academic community. All members of the community are expected to abide by ethical standards, both in their conduct and in their exercise of responsibilities toward other members of the community. The Morehouse College Policy on Academic Integrity establishes the basis for academic standards at the College and the procedures for handling violations. The policy is based on the understanding that actions in this regard should serve both an educational and disciplinary function.
- The College expects students to understand and adhere to basic standards of honesty and academic integrity.
- The College has expectations that each Morehouse student will exhibit the qualities of integrity, leadership, tolerance, respect for persons and property, and compliance with all rules and regulations.
- Comply with all local, state, and federal laws.
- Refrain from abusive behavior and sexual misconduct.

## **THE MOREHOUSE COLLEGE STUDENT CREED**

The community of scholars at Morehouse College is dedicated to personal and academic excellence.

Choosing to live in the community obligates each member to a code of civilized behavior.

Allegiance to these ideals requires each Morehouse student to refrain from, and discourage, behaviors that threaten the freedom and respect every individual deserves.

As a Morehouse student,

I will practice personal and academic integrity.

I will respect the rights and property of others.

I will discourage bigotry while striving to learn from differences in people, ideas, and opinions.

I will demonstrate concern for others, their feelings, and their needs for conditions that support their work and development.

Man of Morehouse College

## CLASS EXCUSE POLICY

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Each Morehouse student is expected to attend scheduled classes on a routine basis and be punctual. However, class excuses may be granted for the following reasons, with valid written documentation:

- Illness
- Physician's appointment
- Court appearances
- Funeral
- Military obligation
- Family emergency
- Conference with dean/faculty/staff
- Official school business

*Unexcused absences include the following:*

- Public transportation problems
- Oversleeping
- Automobile breakdowns

The Senior Student Affairs Officer/Dean of the College for Student Services or his designee may provide verification of all official class excuses. Valid, written documentation must be submitted to justify class absences within **five calendar days** of the class absence.

For students from other institutions attending Morehouse classes, the same policies and procedures apply, except that excuses should come from the equivalent officials of the institutions involved.

*Class excuses are not issued during the summer sessions.*

## PHILOSOPHY OF CONDUCT AND DISCIPLINE SYSTEM

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The conduct and discipline system affects and applies to all currently enrolled students at the College. Its major purpose is to maintain the integrity of the College and members of the College community, to promote and preserve an orderly environment, to exercise proper control over disciplinary matters, and to implement established student conduct procedures in matters affecting all students accused of violating College policies, rules, and regulations.

This system is also a developmental tool with two main objectives. While its primary objective is to provide a safe, secure, and hospitable environment for all students and visitors, a secondary goal is to assist students in developing a high degree of integrity and moral character by encouraging acceptance of personal responsibility for behavior. Similarly, the conduct and discipline system attempts to modify those behaviors

deemed unacceptable by the College, including, but not limited to, lewd, rude, slanderous, or hostile behavior toward anyone by a Morehouse student.

## JURISDICTION OF THE COLLEGE

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The Student Code of Conduct and the processes for its administration and enforcement exist for the protection and advancement of the Morehouse College community. Generally, College jurisdiction and discipline shall apply to conduct that occurs on College premises and at College-sponsored events, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his conduct from the time of application for admission through the actual awarding of a degree, including times before classes begin, after classes end, and between terms of actual enrollment. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Student Code of Conduct applies to individual students and College-affiliated student organizations. In many instances, a violation of federal, state, and local law may also be treated as a violation of College regulations. The Director of Student Relations and Ombudsperson and the Dean of the College and/or Associate Vice President for Student Services shall decide on a case-by-case basis whether the Student Code of Conduct shall be applied to conduct occurring off-campus.

## STUDENT CONDUCT REVIEW PROCESS

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The *informal* student conduct and discipline system is to provide a fair hearing for all parties involved in an incident that may have resulted in a violation of the student conduct code. Another goal seeks to help College students develop a high degree of integrity and moral character by encouraging acceptance of personal responsibility for their behavior. The informal hearing is designed with this in mind.

The informal hearing is a private conference that is held to make sure that all parties fully understand the allegations of misconduct and the College student conduct process. This hearing is scheduled when the "notification of violation" is prepared and sent to the referred student(s) via mail, hand delivery, and/or electronic means. Students who choose to assume individual responsibility for their behavior through this process are not required to have a formal hearing.

### **Acceptance of responsibility**

A student who accepts responsibility shall be advised:

1. That he has the right, but is not required, to provide additional information regarding the allegations.

2. That the Director of Student Advocacy and Accountability and the Dean of the College or a designee shall make a determination about sanctions unless the offense is a major violation for which suspension or expulsion may be imposed.
3. That the student waives his right to have the matter heard in the formal process by a student conduct body (HRCB/ CJC).
4. That any sanctions imposed may not be appealed to the College Appellate Committee.
5. That the student's acceptance of responsibility must be in writing on a form provided by the Director of Student Advocacy and Accountability and the Dean of the College or a designee. This form must be signed and dated by the student and is maintained in the student's file within the Department of Student Advocacy and Accountability and the Dean of the College.

A student who chooses not to assume individual responsibility for his behavior through this process is required to have a formal hearing.

#### **Denial of responsibility**

A student who denies responsibility or prefers to have the violation heard by a student conduct body (HRCB/ CJC) shall be advised:

- That he need not provide any additional information regarding the alleged violation to the Director of Student Advocacy and Accountability and the Dean of the College or a designee during the formal hearing.
- That notice shall be given about the time and location of a hearing at least five business days prior to such hearing, if one had not been scheduled. No hearing will be held unless the student has been given at least five business days' notice.
- That the student must provide an address, electronic or otherwise, to receive notice of proceedings.
- That the student has a right to an advisor of the student's choice as set out, and that the student is advised to have an advisor, but is required to have an advisor in all suspension and expulsion cases.
- That the student's denial of responsibility shall be written on a form provided by the Director of Student Advocacy and Accountability and the Dean of the College or designee. This form must be signed and dated by the student and is maintained in the student's file within the Department of Student Conduct.

The formal hearing is designed to afford students "fundamental fairness" by peer or faculty/staff review. All students subjected to student conduct action must have their alleged violations reviewed by the following:

- a) the Honor and Conduct Review Board (HCRB);

- b) the College Judiciary Committee (CJC); c) the College Appellate Committee (CAC); or d) an appropriate College administrator.

#### **Honor and Conduct Review Board (HCRB)**

- Students are referred to the HCRB by the Director of Student Advocacy and Accountability and the Dean of the College for minor violations of the Code of Conduct so that their cases may be reviewed by their peers. In this type of hearing, there are five student justices who will review the violation using the same procedures applicable to College Judiciary Committee hearings. The chief justice of the HCRB, who is appointed by the SGA president, will serve as the chairperson for this HCRB. The student justices who compose the HCRB, serve for approximately one (1) academic year and are elected by their class during the annual SGA student elections. If a student justice seat is vacant after an election, the SGA president will appoint a designee. The HCRB can only make recommendations to its adviser. The Assistant Dean of the College for Student Conduct or a designee is responsible for administering the conduct and discipline system, serves as the adviser, and will notify the student(s) of the final decision.

#### **College Judiciary Committee (CJC)**

Students may be appointed to serve on the CJC by the Director of Student Advocacy and Accountability and the Dean of the College. The committee consists of a group of five members of the faculty, staff, and students.

The exact membership of a committee may vary. Staff members on the CJC serve a minimum two-year term. Students who serve on the CJC are allowed to serve a maximum term limit of two years. Faculty representatives on the CJC are appointed by the Senior Vice President/Provost for Academic Affairs and serve a minimum two-year term. In the event that a CJC member seat is vacant or absent, the Vice President for Student Development or a designee shall select and appoint from an approved group of faculty, staff, and students to serve on the CJC as alternates.

#### **College Appellate Committee (CAC)**

Students may be appointed to serve on the CAC by the Vice President for Student Development or a designee. The committee consists of a group of five members of the faculty, staff, and students.

The exact membership of a committee may vary. Staff members on the CAC serve a minimum two-year term. Students who serve on the CAC are allowed to serve a maximum term limit of two years. Faculty representatives on the CAC are appointed by the Senior Vice President/Provost for Academic Affairs, and each

serve a minimum two-year term. In the event that a CAC member seat is vacant or absent, the Vice President for Student Development or designee shall select and appoint from an approved group of faculty, staff, and students to serve on the CAC as alternates.

The Director of Student Advocacy and Accountability will automatically refer cases involving a recommendation for suspension or expulsion to the CAC. The student may file a written appeal with the CAC within four business **days\*** after he is notified of the recommendation of the HCRB or CJC by the Assistant Dean of the College for Student Conduct. Appeals are limited to questions of improper procedure, excessive sanction, or the availability of new information that was unavailable to the student at the time of his formal review.

Following the review, the CAC shall deliberate privately and vote on whether to uphold the recommendation of the HCRB or CJC. The CAC may deny the appeal, reduce the sanction, or, in the instance of improper procedure or new information, remand the matter to the appropriate party for a new hearing. The judgment of the CAC shall be determined by a majority vote and shall be considered the final judgment of the College on the matter.

### Standards of Proof

The core issue in every student disciplinary violation is "conduct." College procedures need not be bound by the same standards of proof as a court of law. Recommendation by the Student Conduct Hearing Panel shall be based on a "preponderance of the evidence." The preponderance of evidence means that it is more likely than not that the alleged violations occurred and that the accused student was responsible for the violation. The burden of proof in student conduct hearings will be on the side of the Complainant. It is the responsibility of the accused student to present information that could clear him of the offenses he has been accused of violating. Naturally, the more serious the incident, the stricter the scrutiny.

### Student Disciplinary Records

All records concerning Code violation hearings under this procedure shall be held in the Department of Student Conduct. Disciplinary records are confidential and will not be released outside the College without the student's written permission or by order of a court of law. Exceptions are noted below. A copy of disciplinary case materials will stay in a student's file until approximately seven years after graduation, at which time they will be purged and/or destroyed. Student disciplinary records are maintained in the Department of Student Advocacy and Accountability. All student records shall be protected according to the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Notification of student conduct action is made on a "need to know" basis and may include notification to: the Athletic Department in cases involving student-athletes; the Music Department in cases involving Glee Club, jazz, and marching band members; the Housing and Residential Education Department in cases involving residence hall students; and victims of violent crimes involving student perpetrators. Copies of all student conduct sanction letters are sent to the Director of Student Advocacy and Accountability and the Dean of the College.

In the case of a suspension or dismissal, notification is sent to the Senior Student Affairs Officer and Dean of the College/Provost for Academic Affairs, Vice President for Student Development, Associate Vice President of College for Student Services, Associate Dean of Admissions and Assistant Dean of Records and Registrar, Chief of Campus Police, Dean of Housing and Residential Education, and the student.

### Provisions for Process

If a student is charged with an off-campus violation of federal, state, or local laws that demonstrates flagrant disregard for the College community, the Assistant Dean of the College for Student Conduct or designee may conduct an investigation to determine if the violation has merit and/or if it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Senior Student Affairs Officer and Dean of the College, Associate Vice President for Student Services. Such disposition shall be final, and there will be no subsequent proceedings. If the violation cannot be disposed of by mutual consent, the Director of Student Advocacy and Accountability and the Dean of the College or designee may later serve in the same matter as the HCRB, CJC or a member thereof.

All violations shall be presented to the accused student in written form. A time shall be set for a hearing, not less than **five and no more than 15 calendar days** after the student has been notified. The scheduling of hearings may be extended at the discretion of the Director of Student Advocacy and Accountability and the Dean of the College or designee.

The HCRB and CJC will conduct hearings according to the following guidelines:

1. Hearings normally will be conducted in private, with the admission of others subject to the discretion of the chief justices and /or chairperson. With the written consent of the students involved and the Director of Student Advocacy and Accountability and the Dean of the College, a representative of the student media may be admitted but shall not have the privilege of participating in the hearing.

2. Hearings shall be conducted by the College Judiciary Committee, Honor Conduct Review Board, or the Director of Student Advocacy and Accountability and the Dean of the College.
3. All student conduct violations shall be presented to the accused student in written form via certified mail, hand delivery, or electronic notification by the Director of Student Advocacy and Accountability and the Dean of the College.
4. If a student fails to obey the summons of a College official, the student shall forfeit his opportunity to bring forth information and/or testimony.
5. There shall be a single verbatim record, such as a tape recording, of all hearings before a HCRB and/or CJC. The record shall be the property of the College.
6. In hearings involving more than one accused student, the chairperson of the CJC or Chief Justice, at his or her discretion, may permit the hearings to be conducted separately.
7. The Complainant and the accused student have the right to be assisted by an advisor of their choice; however, the advisor must be a member of the College community and cannot be an attorney or parent. The Complainant and the accused student are responsible for presenting their own information and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a HCRB and CJC. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the student conduct hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
8. The Complainant, the accused student, and the HCRB and CJC may arrange for witnesses who are identified by the Complainant and/or accused student at least two business days prior to the hearing. Witnesses will provide information and answer questions from the HCRB and CJC. The Complainant and the accused student may indirectly pose questions to each other and to witnesses; more specifically, they will address their questions to the chairperson or chief justice rather than to the witnesses or each other. This method is used to preserve the educational tone of the hearing and to avoid the creation of an adversarial environment. Decisions about whether or not potential information will be received by the HCRB and CJC shall be made by the chairperson or chief justice HCRB and CJC.
9. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the CJC or HCRB at the discretion of the chairperson or chief justice.

10. All procedural questions are subject to the final decision of the chairperson or chief justice of the CJC or HCRB.
11. Formal rules of process, procedure, and/or technical rules of information, such as those applied to criminal or civil courts, are not used in student conduct code proceedings.
12. After the hearing, the HCRB and/or CJC shall determine whether the student has violated the conduct code.

## ACADEMIC INTEGRITY POLICY

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Morehouse is an academic community. All members of the community are expected to abide by ethical standards both in their conduct and in their exercise of responsibilities toward other members of the community. The Morehouse College Policy on Academic Integrity establishes the basis for academic standards at the College and the procedures for handling violations of them. The policy is based on the understanding that disciplinary actions for academic dishonesty should serve both an educational and disciplinary function.

The College expects students to understand and adhere to basic standards of *honesty* and academic *integrity*. Actions that are *dishonest* or that *lack* integrity include, but are not limited, to:

### Plagiarism

The term "plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation, from the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers and other academic materials.

In projects and assignments prepared independently, students must never represent the ideas or the language of others as their own.

### Destruction of Resources or the Work of Others

Students *must not* destroy or alter either the work of other students or the educational resources and materials of the College.

### Use of Work in One Course from Another

Students *must not* take unfair advantage of fellow students by representing work completed for one course as original work for another or by deliberately disregarding course rules and regulations.

## Cheating

Students *must not* engage in *cheating* in completing coursework. Unless directed by a faculty member, students should neither give nor receive assistance on assignments or examinations.

The term “*cheating*” includes, but is not limited to:

1. the use of any unauthorized assistance in taking quizzes, tests, or examinations;
2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers;
3. preparing reports, solving problems, or carrying out other assignments;
4. the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

## Incorrect Reporting of Data

In laboratory research projects involving the collection of data, students must accurately report data observed and not alter or falsify data for any reason.

### *Review Process for Alleged Violations of the Academic Integrity Policy*

#### Phase I: Faculty Action and Mediation

As used in this policy, the term “days” shall mean calendar days or work days in which the College is in session, including reading and examination periods, but excluding weekends and the days after the last examination in the semester and the first day of class in another. Faculty members who suspect a violation of academic integrity should adhere to the following procedures:

- If the faculty member believes that the violation resulted from an error in judgment and was unintentional, he or she may, at his or her discretion, elect to handle the matter preliminarily. If the instance can be used to educate the student about appropriate academic standards, the faculty member shall inform the student of the charge, meet to discuss the matter, and then take action within the context of the course. Permitted actions of a faculty member in such an instance shall include: requiring the student to repeat the assignment or examination; requiring the student to complete an alternate assignment or examination; or issuing a failing grade for the assignment, examination, or course. The faculty member shall notify the student of his or her decision and the manner in which it was resolved.
- In the case of a course failure, a notice must be given in writing to the student and the Dean of Records and Registration. A student who receives a failing grade in the course in this manner may appeal the decision to the Divisional Dean.

- If a faculty member elects to address the violation in an academic manner, he or she shall send written notification of the charge and action taken to the dean for the division in which the student has declared his major. (*Note: the faculty chair in the student’s declared major is responsible for reporting/monitoring multiple violations of this policy*).
- If possible, this situation may be disposed of administratively by mutual consent or through a process of mediation between the student and the faculty person. If a resolution is reached, the Student Conduct Administrator may impose sanctions, up to and including dismissal from College.

#### Phase II: Formal Review

At the time that an HCRB is impaneled, the coordinator shall, by mail or hand delivery, furnish the student with a written notice of the violation and the date, time, and place for the hearing, which shall be held at least *five calendar days*, but not more *than 10 days*,\* after the board is impaneled.

The HCRB shall conduct a formal review of all violations and information. At the proceeding, the student will be afforded the opportunity to respond. The faculty member also shall be available to make a report to the board.

After reviewing the information, including the statements of all witnesses, the HCRB shall meet in closed session to determine whether a violation of the academic integrity code has occurred. If a majority of the members of the HCRB determine that the violation is supported by a preponderance of the information, then the HCRB shall determine the appropriate penalties. Alternatively, the HCRB may make a recommendation to the Student Conduct Administrator, who may accept, reject, or modify the HCRB recommendation but may not impose any penalty greater than the one imposed by the HCRB.

If the student fails to appear at the time and place appointed for the hearing, the HCRB may proceed without him. Legal counsel or parents will not be permitted to participate in the formal review of HCRB proceedings.

The penalties that may be imposed by the HCRB shall include:

1. The student must repeat the assignment or exam or complete an alternative assignment.
2. The student receives an **F** on the assignment or exam.
3. The student receives an **F** in the class.
4. The student receives an **F** in the class, and a notation is made on the student’s record.
5. The student receives an **F** in the class, with or without a notation to the student’s record, and the student is placed on academic probation.

6. The student receives an **F** in the class, a notation is made on the student's record, and the student is suspended for *one [or more]* terms from the College.
7. The student receives an **F** in the class, a notation is made on the student's record, and the student is dismissed from the College.

When the offense is sufficiently serious to merit failure in the course, immediately after such determination, if no appeal is taken or a final decision on appeal affirms the failing grade, the student will be administratively withdrawn from the course and will not be permitted to remain in class, to attend classes, or take any examinations in the course. A student may not withdraw from a class in which an allegation of an academic violation is pending unless and until the matter is resolved favorably for the student. A student who receives a failing grade and is administratively withdrawn from a course following faculty action, mediation, or a hearing shall not be entitled to any refund or credit of tuition for that course.

Receiving an **F** in the class with academic probation, notation on the internal academic folder, or violation of the "Crown Standards" should be considered the default penalty. Mitigating or aggravating circumstances may suggest alternate penalties. Mitigating circumstances include factors such as the student's class status (freshman, sophomore, junior or senior). Aggravating circumstances include factors such as a repeat offense and severity of the violation. Sanctions 1 and 2 above may only be imposed by the AJO or HCRB with the faculty member's concurrence.

Records of a student's violation of academic standards shall be retained for a period of two years from the date of the student's graduation from the College, or five years from the date of the student's last attendance at the College if the student ceases to matriculate prior to graduation. Notations made to the student's permanent record shall remain indefinitely. All such records shall be maintained in a confidential manner. Students have a right to inspect their records relating to academic integrity violations in accordance with College policies.

*\* As used in this policy, the term "days" shall mean calendar days or work days in which the College is in session, including reading and examination periods, but excluding weekends and the days after the last examination in one semester and the first day of class in another.*

### Phase III: The Appeals Process

In all matters pending before them, the Assistant Dean of the College for Student Conduct or the HCRB, as appropriate, shall notify the student in writing of the findings and the penalty imposed. The student will be informed of his right to appeal to the College Appellate

Committee (CAC). The Assistant Dean of the College for Student Conduct will automatically refer cases involving decisions for suspension or expulsion to the CAC. The student may file a written appeal with the CAC within four business days\* after he is notified of the decision of the Assistant Dean of the College for Student Conduct or HCRB. Appeals are limited to questions of improper procedure, excessive sanction, or the availability of new evidence that was unavailable to the student at the time of his informal review or the original HCRB meeting.

Following review, the CAC shall deliberate privately and vote on whether to uphold the decision of the Assistant Dean of the College for Student Conduct or HCRB. The CAC may deny the appeal, reduce the sanction, or, in the instance of improper procedure or new evidence, remand the matter to the appropriate party for a new hearing. The judgment of the CAC shall be determined by a majority vote and shall be considered the final judgment of the College on the matter.

## **COLLEGE GENERAL STATEMENT ON CONTROLLED SUBSTANCES AND ALCOHOL**

The unlawful use, possession, distribution, sale or manufacture of controlled substances or alcoholic beverages, including the improper use of prescription medicines by Morehouse students, is strictly prohibited. Any student found in violation of this policy will be subject to disciplinary action.

### **Alcoholic Beverage Policy**

The College does not condone the misuse or abuse of alcoholic beverages. Members of the College community are held accountable for their decisions regarding their use of alcohol, as well as behavior that occurs as a result of alcohol use. For students who violate this policy, specific sanctions include, but are not limited to, the following:

1. Automatic disciplinary probation for first-time violators of the policy (includes possession or consumption).
2. Suspension from the College for second-time violators of the policy (includes possession or consumption).
3. Permanent expulsion from the College for third-time violators of the policy (includes possession or consumption).

### **Controlled Substances\* Policy**

*\*The term "controlled substances" is used in this Handbook instead of the term "drugs" for two reasons. First, the term "drugs" refers to any chemical substances that, when taken into the body, change the chemistry and functioning of the body. These changes may be positive or negative. Drugs that have a therapeutic effect are*

*generally called “medicine.” Those with negative effects have usually been called “drugs.” For a great many persons in society, the term “drug” carries a negative connotation, but it is not always accurately used. Secondly, “controlled substances” is a term that refers to any chemical substances whose distribution and/or use is controlled or prohibited by some law or statute, or whose distribution and/or use is permitted by a prescription issued by a licensed practitioner. This term is useful in that it also distinguishes so-called “over-the-counter” drugs from prescription and illegal drugs that, in essence, compose the “controlled substances.” Moreover, controlled substances are classified under the Drug Enforcement Act into schedules that indicate their relative medicinal use and probability of abuse and dependence (addiction).*

Morehouse College does not condone the misuse or abuse of controlled substances. The Assistant Dean of the College for Student Conduct or the HCRB and/or CJC will determine on a case by-case basis the nature of the sanctions against students who violate this policy. Specific sanctions include, but are not limited to:

1. Alcohol
2. Automatic suspension from the College for first-time violators of the policy on possession, distribution, sale or manufacture of illegal drugs.
3. Permanent expulsion from the College for second-time violators of the policy on possession, distribution, sale or manufacture of illegal drugs.

## ABUSIVE CONDUCT POLICY

### Abusive Conduct in General

The College does not condone abusive conduct in any form. **Abusive conduct** includes the following behaviors:

1. Physical abuse
2. Verbal abuse
3. Threats
4. Intimidation
5. Harassment, including sexual and discriminatory harassment
6. Coercion and/or other conduct that threatens or endangers the health or safety of any person

Morehouse College is committed to fostering an open and supportive community that promotes learning, teaching, and discovery. This commitment includes maintaining a safe and healthy educational and work environment free from sexual and gender-based harassment, and discrimination. Any form of sexual or gender-based harassment, discrimination, or sexual

violence subverts the mission of the College and offends the integrity of the campus community. This includes acts or threats of violence and/or misconduct via email, text, and all social media platforms.

## TITLE IX

The College's Sexual Misconduct Policy is designed to ensure a safe and non-discriminatory educational and work environment that meets the requirements of Title IX of the Education Amendments of 1972. Sexual misconduct, as defined by the College's policy, can be committed by both men and women and can occur between same or different sexes. All students, faculty, staff and third parties are expected not only to treat one another with mutual respect but also to conduct themselves in a manner that does not infringe upon the rights of others.

All acts of sexual misconduct and harassment are prohibited by the College, including, but not limited to:

- Sexual Assault
- Domestic Violence
- Dating Violence
- Non-consensual Sexual Contact
- Non-consensual Sexual Intercourse
- Rape
- Sexual Violence
- Stalking
- Intimidation
- Sexual Exploitations
- Cyber-bullying
- Retaliation
- Quid Pro Quo

The College will provide educational and training programs regarding sexual and gender-based harassment while also promoting sexual violence and harassment prevention awareness. Also, it will provide support to members of the campus community who experience, encounter, and witness behavior that violates the Sexual Misconduct Policy and the College's Code of Conduct. The Title IX Coordinator is designated by the College to coordinate all compliance efforts with federal and state laws and oversee the investigation and resolution of complaints relating to sexual and gender-based harassment involving students.

### A. Who and What is Covered Under Title IX

#### Applicability

This policy applies to all sexual and gender-based harassment and misconduct (as defined in the Morehouse College Sexual Misconduct Policy) committed or experienced by students, which occur in connection with all academic, educational, extracurricular, athletic, and other Morehouse College programs, whether the programs take place in College facilities, at a program sponsored by the College at another location, or elsewhere. NOTE: This policy



does not apply to complaints of harassment, discrimination, or misconduct between non-student Morehouse community members in matters such as employee relations. Such complaints should be referred to the Office of Human Resources or Campus Police, as appropriate.

### **Freedom of Expression**

The College is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the College. Title IX is neither intended to stifle teaching methods or freedom of expression, generally, nor will it be permitted to do so. However, sexual harassment is neither a legally protected expression nor the proper exercise of academic freedom. It compromises the integrity of the College, its tradition of intellectual freedom, and the trust placed in its members.

### **Cyber-Bullying/Media-Based Misconduct**

This means photographing or taping someone (via audio, video or otherwise) involved in sexual activity, or in a state of undress, without his or her knowledge or consent. Even if a person consented to sexual activity, photographing or taping someone without his or her knowledge and agreement goes beyond the boundaries of that consent. Dissemination of photographs or video/audio of someone involved in sexual activity, or in a state of undress, without his or her knowledge or consent, constitutes a separate and additional act of sexual misconduct." Cyber-bullying also refers to the use of electronic technologies to facilitate deliberate and repeated harassment or threats to an individual or group.

### **Sexual Harassment**

Includes any of the following behaviors:

- i. ***Hostile Environment:*** Sexual Harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature when the conduct is sufficiently severe or pervasive to deny or limit the victim's ability to participate in or benefit from Morehouse's educational programs or benefits by creating an intimidating or hostile environment.
- ii. ***Quid Pro Quo:*** unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, living environment, employment, or participation in a College-related activity or program.
- iii. ***Threats/Intimidation of a Sexual Nature:*** conduct of a sexual nature, which reasonably would be expected to have the effect of threatening or intimidating the person at whom such conduct is directed.

### ***Reporting***

Reports of sexual misconduct are taken seriously and will be dealt with promptly. The specific action taken in any case depends on the nature and gravity of the conduct reported. The College may also implement interim measures, which are temporary protections or conditions placed upon a Complainant or Responding Party to address immediate physical safety and emotional needs following any allegation of violation of the Sexual Misconduct Policy. These interim measures may include no-contact orders, class reassignment, and/or residence hall/room reassignment.

If sexual harassment and/or misconduct has occurred, whether on- or off-campus, the College will act to stop the conduct, prevent its recurrence, and discipline and/or take appropriate action against those responsible. ***The College will not attempt to resolve a sexual harassment complaint informally such as through a conference with the parties or mediation.***

Once the complaint is received, the Title IX Coordinator is required to provide: (1) a written explanation of your rights and options including your right to notify law enforcement and to be assisted by campus authorities in doing so, (2) an explanation of your rights to obtain no-contact orders or to enforce an order already in existence, and (3) contact information for campus and local advocacy, counseling, health, mental health and legal assistance services. You will also be provided with detailed written procedures that you should follow if a sex offense occurs, including who to contact and information about the importance of preserving physical evidence.

All allegations of sexual harassment and/or sexual misconduct will be resolved by the Title IX Coordinator pursuant to the College's Sexual Misconduct Procedure.

Questions or complaints about sexual misconduct should be directed to the Title IX Coordinator:

**Cassandra Tarver-Ross, PHR, SHRM-CP**  
*Associate Vice President of Human Resources and Ethics & Compliance*  
**Location:** Gloster Hall, Room 100  
O: 470-639-0514  
[cassandra.ross@morehouse.edu](mailto:cassandra.ross@morehouse.edu)

### **Sexual Harassment and/or Sexual Misconduct by Third Parties:**

The College prohibits sexual harassment by third parties toward members of the College community when the third party has been brought into contact with the student through a College program or activity. Although individuals who are not students or employees of the College are not subject to discipline under the College's internal processes, the College will take prompt, corrective action to eliminate sexual harassment and

prevent its recurrence in those circumstances. If a student believes that he has been subject to sexual misconduct in a College program or activity by an individual who is not a College student or employee, the individual should report the alleged harassment or misconduct to the Title IX Coordinator and the Administrator responsible for that program or activity.

### **Complaints Involving Faculty and Staff**

Morehouse College students are graded, supervised and selected for various academic and extracurricular opportunities by employees of the College during their educational experiences. If a student is subject to sexual harassment or sexual misconduct by a faculty or staff member, the student should report the alleged harassment and/misconduct to Title IX Coordinator. The faculty or staff member shall be subject to the investigation authority of the Title IX Coordinator. Nothing shall prevent the Title IX Coordinator from conducting a prompt and thorough investigation into allegations in conjunction with the Office of Human Resources. The College will take prompt action to resolve the situation and make reasonable efforts to prevent any continued harassment.

### **Retaliation**

The College prohibits retaliation against persons who complain about alleged sexual harassment and sexual misconduct and/or cooperate, testify, or participate in any manner in an investigation or proceeding of reported misconduct. Retaliation includes engaging in conduct that may reasonably be perceived to adversely affect a person's educational, living, or work environment because of their good faith participation in the reporting, investigation, and/or resolution of report of a violation of the Sexual Misconduct Policy; or discourage a reasonable person from making a report or participating in an investigation under the Sexual Misconduct Policy.

### **Sanctions**

Individuals who violate this policy are subject to discipline up to and including expulsion, suspension, and/or other appropriate sanctions or actions.

### **False Reporting**

Intentionally making a false report or providing false information may be grounds for sanctions and discipline under the Student Code of Conduct.

## **B. Consent Policy**

### **Consent is Key**

Morehouse College encourages all students to engage in healthy relationships built upon open dialog and mutual respect. Safe and healthy relationships are not left to assumptions or based on prior interactions. Affirmative consent from both parties is required prior to engaging

in all sexual activities. Either person can withdraw consent ***at any time***.

### **Consent**

Consent is defined as a clear and unambiguous agreement, expressed in mutually understandable words or actions, to engage in a particular sexual activity. Whether valid consent has been given will be judged based upon what a reasonable person would have understood from such words or actions. Consent ***must be voluntarily given and is not valid*** if: obtained by physical force, coercion, or threat; when a person is incapacitated; when an intellectual or other disability prevents a person from having the capacity to give consent; or if consent is given for a particular sexual activity on a prior occasion. It cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in the same sexual activity.

## **C. Sharing of Information**

### **Privacy**

The College is committed to protecting the privacy of all individuals relating to any complaint of sexual misconduct. Information related to a report of misconduct will only be shared with a limited circle of individuals with a legitimate educational interest or with external individuals or entities only on a need-to-know basis. The use of this information is restricted to those College employees who "need to know" to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

### **Confidential Employees**

A Confidential Employee is an individual who is required to protect personal identification information. These employees cannot share identifying information without the express consent of the person providing the information. Those campus officials and external individuals include medical providers, mental health providers, ordained clergy, and rape crisis counselors, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

### **Responsible Employee**

A Responsible Employee is someone who has the authority or who a student responsibly believes has the authority/duty to act to redress sexual harassment and/or misconduct. Responsible employees are ***required*** to report all known details of a known or suspected incident of misconduct, including the names of all involved parties to the Title IX Coordinator, regardless of how slight the incident may seem. All faculty members, administrators, and staff at Morehouse College are Responsible Employees.

## D. Sexual Assault Awareness and Prevention Training Training, Education, and Prevention

All students are required and mandated to participate in on-going campus sexual assault awareness and prevention training including online surveys and courses, small group sessions, and assignments.

### a. Student Leaders

All Student Leaders (e.g., SGA, RA, Orientation Leaders, etc.) are required to complete the online AlcoholEdu and Sexual Assault Prevention for Undergraduates courses at the beginning of each school year.

### b. New and Incoming Students

Sexual assault awareness and prevention training are conducted as a part of New Student Orientation at the beginning of each academic year. Incoming students are required to complete the online AlcoholEdu and Sexual Assault Prevention for Undergraduates courses before their arrival for New Student Orientation.

## E. Resources

For health emergencies or if emergency assistance is needed after school hours, call 404-215-2666 (Campus Police) or call 911. Campus Police will respond and call an ambulance, if necessary. You should also go to the nearest emergency room to ensure that any physical evidence is preserved.

### Morehouse Campus Police

**Location:** Robert Hall, Southwest Annex  
830 Westview Drive SW, Atlanta GA, 30314  
O: (404) 215-2666 (24 hours)  
Alt. phone: (404) 427-7396 (*in case of power outage*)  
[campuspolice@morehouse.edu](mailto:campuspolice@morehouse.edu)

### Morehouse Student Counseling Center

**Location:** Sale Hall Annex  
Monday through Friday: 9 a.m. – 5 p.m.  
830 Westview Drive SW, Atlanta GA, 30314  
O: 470-639-0231  
[morehouse.edu/campus\\_life/counseling](http://morehouse.edu/campus_life/counseling)

Professional counseling services help students resolve personal difficulties and acquire the skills, attitudes, and knowledge that will enable them to take full advantage of their experiences at Morehouse College. Counseling services are free, confidential and available to currently enrolled students. Services include but are not limited to issues such as emotional crises, relationships, academic/educational issues, career concerns, and other personal issues.

### Morehouse Student Health Center

**James B. Ellison Sr. Student Health Center**  
**Location:** Brazeal Hall, Ground Floor (*north end of campus*)  
830 Westview Drive SW, Atlanta, GA 30314  
O: (470)639-0603  
F: (470)639-0973  
[morehouse.edu/campus\\_life/studenthealth](http://morehouse.edu/campus_life/studenthealth)

### Office Hours:

Monday through Friday, 8 a.m. – 5 p.m.  
(*Closed on weekends and College-recognized holidays*)

### Physician Hours:

Monday, Wednesday, and Thursday: 1 – 4 p.m.  
Tuesday: 12:30 – 3:30 p.m.  
Friday: 12:30 – 4:30 p.m.

### External Reporting

In addition to the internal resources described above, students may pursue complaints directly with the government agencies that deal with unlawful harassment and discrimination claims. A violation of this policy may exist even where the conduct in question does not violate the law. You may contact the following agencies:

### The Office for Civil Rights

**Atlanta Office**  
**U. S. Department of Education**  
61 Forsyth St. SW, Ste. 19T10  
Atlanta, GA 30303  
O: (404) 974-9406  
F: (404) 974-9471  
[OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

**U. S. Department of Education**  
**Office for Civil Rights**  
**Lyndon Baines Johnson**  
**Department of Education Building**  
400 Maryland Avenue SW  
Washington, D. C. 20202  
O: 800-421-3481  
F: 202-453-6012  
[OCR@ed.gov](mailto:OCR@ed.gov)

*Title IX investigations will not wait until the criminal justice system has run its course or for the conclusion of a criminal investigation. In fact, to do so violates the “promptness” mandate of Title IX, if the College declines to act because it is awaiting either the completion of a criminal investigation or prosecutorial decision as to whether charges will be filed and/or a final judgment made by a judge or jury.*

## F. Direct Communication

An individual may act on concerns about sexual harassment directly, by addressing the other party in person, or writing a letter describing the unwelcome behavior and its effect and stating that the behavior must stop. The Title IX Office can help the individual plan what to say or write, and likewise can counsel persons who receive such communications.

## G. Sexual Harassment and Sexual Violence Harassment by Third Parties

The College prohibits sexual harassment by third parties toward members of the College community when the third party has been brought into contact with the student or employee through a College program or activity. Although individuals who are not students or employees of the College are not subject to discipline under the College's internal processes, the College will take prompt, corrective action to eliminate sexual harassment and prevent its recurrence in those circumstances.

If a student or an employee believes that he or she has been sexually harassed in a College program or activity by an individual who is not a College student or employee, the individual should report the alleged harassment or act of violence to the Title IX Office and the Administrator responsible for that program or activity.

## I. Filing a Formal Complaint

- The applicable procedure depends on the circumstances and the status of the person bringing the charge and the person against whom the charge is brought. Generally the Complainant should provide a written statement of the incident underlying the complaint as soon as possible after the alleged sexual harassment occurs. The College can only take corrective action when it becomes aware of problems. Therefore, students and employees who believe that they have experienced sexual harassment or sexual violence, are encouraged to come forward with their complaint and seek assistance within the College. Likewise, students and employees who believe that they have witnessed sexual harassment are encouraged to report the alleged harassment or violence promptly.
- The Complainant may also provide pertinent records and documentation. Information that is helpful to an inquiry and resolution of the complaint includes:
  - Date, Time, Name, Email, Address and Phone Number of the Complainant
  - Complainant's title or program /year of study (student)
  - Complainant's department, division or business unit (employee)
  - Complainant's role in the incident, e.g., target

of alleged sexual harassment/violence, witness, friend

- Name of the alleged harasser ("Respondent")
  - Respondent's title or program/year of study (student)
  - Respondent's department, division or business unit (employee)
  - Relationship between the Respondent and the Complainant
  - Address where the alleged sexual harassment/sexual violence occurred
  - Date and time when the alleged sexual harassment/sexual violence occurred
  - A description of the alleged sexual harassment/sexual violence conduct, such as sexually degrading comments or gestures, inappropriate touching or sexual contact without consent, including sexual intercourse
  - Other circumstances which contributed to the incident, e.g., physical disability, alcohol
  - Other incidents of hostile conduct by the Respondent, if any
  - Other(s) involved in the incident as possible Complainant(s), witness (es) or additional Respondent(s)
  - What action by the College does the Complainant seek in response to the harassing conduct?
  - Has the Complainant made a report to others, e.g., local or Campus Police, faculty, students, or others?
  - Has the Complainant requested partial or complete confidentiality?
- ***The College must make a prompt, thorough and impartial inquiry, regardless of whether the Complainant makes a formal report, desires an inquiry, or requests that no inquiry be made.***
  - A request for confidentiality may limit the College's ability to respond to the complaint. The College will take reasonable steps to investigate and respond to the complaint consistent with the Complainant's requests, as long as doing so does not prevent the College from responding effectively to a hostile environment and preventing hostile behavior that may be directed toward others.

## J. Grievances and Appeals

The applicable procedure depends on the circumstances and the status of the person bringing the charge and the person against whom the charge is brought. A grievance or appeal should be initiated following the completion of the investigation by the Title IX Office, a decision in

the case, and any appeals. Proceedings are conducted by officials trained on sexual assault and other intimate partner violence issues, and will use the preponderance of the evidence standard (which is “more likely than not” and the standard used by civil courts in the United States). In addition, both Complainant and Respondent will be informed in writing of the final results within one business day of such outcome being reached.

## **K. Procedural Matters**

### **1. Investigations**

All complaints of alleged sexual harassment are investigated under the oversight of the Title IX Coordinator. The College will process all formal complaints it receives, regardless of where the conduct occurred, which is the basis for the complaint. The Title IX Coordinator may also determine that an investigation is warranted without a formal complaint if the College has sufficient notice that sexual harassment may have occurred.

An investigator will be appointed, as expeditiously as possible but within five calendar days, to investigate the complaint. The investigation will be conducted in such a way that respects the privacy of all persons involved to the reasonable extent possible, bearing in mind the safety of the campus community. External Title IX professional investigators may be asked to conduct or to assist in the investigation. The results of the investigation may be used in the third-party intervention process or in a grievance or disciplinary action.

*Title IX investigations will not wait until the criminal justice system has run its course or for the conclusion of a criminal investigation. In fact, to do so is in violation of Title IX’s “promptness” mandate if the College declines to act because it is awaiting either the completion of a criminal investigation or prosecutorial decision as to whether charges will be filed and/or a final judgment by a judge or jury.*

Pursuant to federal regulations, Title IX complaints, unlike criminal investigations, have no limits on how long it may take to conduct an investigation. Although there is no fixed period of time on how long an institution can take to conduct an investigation and finally resolve it, the College will resolve all complaints and issue a final resolution within a 60-day timeframe. More complex cases, such as those involving multiple incidents, may take longer. In short, “promptness” means prompt as to the final resolution, including all grievance proceedings (if any) and post-decision appeals, rehearings and requests for reconsideration.

The College will take any interim action, such as a no-contact order or interim suspension of the accused, needed to protect the alleged victim and the rest of the campus community.

Allegations falling under other policies and procedures, such as those relevant to student employment complaints, will be referred to the appropriate administrator for resolution.

In all circumstances, the Title IX Coordinator will conduct a Preliminary Review of the complaint and either proceed with the investigation or conclude the complaint process due to (a) insufficient information to support a finding of sexual harassment or sexual violence by a preponderance of the evidence or (b) finding that the complaint involves matters which are beyond the scope of applicable College sexual harassment policies.

At any time, the Title IX Coordinator may implement, or recommend to appropriate College administrators, measures to prevent a sexually discriminatory environment and prevent sexual harassment that may be directed toward others.

Upon completion of the final investigative report, the Complainant, Respondent and other persons whose actions are the subject of the complaint will be informed, in writing, of the outcome of any disciplinary proceeding that arises from an allegation or complaint of sexual harassment, including domestic violence, dating violence, sexual assault, or stalking. They will also be informed of any change in the results before they become final, as well as when the results become final. The Complainant and Respondent may comment, in writing, on the report as required under Title IX regulations. Such comments will be made a part of the investigative record.

### **2. Recordkeeping**

The Title IX Office will maintain and track all reports of sexual harassment and report, at least annually, concerning their number, nature and disposition to the President and administration. The Title IX Office will keep confidential records of reports of sexual harassment and the actions taken in response to those reports, and use them for potential legal purposes and to identify individuals or departments likely to benefit from training so that training priorities can be established. All records regarding sexual harassment complaint investigations will be maintained for at least three years.

### **3. Retaliation**

The College does not tolerate nor condone any form of retaliation against any Complainant or against any other person who participates in an inquiry or investigation of a complaint under this procedure.

## L. Exceptions

This policy does not supersede policies and procedures addressing issues specifically governed by other College policies, such as grade appeals and school dismissal appeals, disability and reasonable accommodation complaints.

Students and employees are expected to present such complaints in accordance with the applicable College policy and procedure.

## M. Complaints Involving Faculty and Staff

Many College students will be supervised by employees of the College during their educational experiences. If a student is aggrieved by sexual harassment or sexual violence in such a setting, the student should report the incident to the Title IX Coordinator who will then investigate the complaint. Morehouse College takes all claims of sexual misconduct made by students, faculty, or staff, seriously. All cases reported to the Office of Title IX are thoroughly investigated. Morehouse College's Sexual Misconduct Policy and Procedures provide for disciplinary action, including dismissal, if any student, faculty, or staff member engages in inappropriate behavior.

## CYBER-BULLYING, CYBER-HARASSMENT & CYBER-STALKING

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Colleges and universities have developed policies that prohibit electronic forms of communication that are a form of stalking and/or harassment. Below are some commonly used definitions for electronic communication about behaviors that are considered to be disruptive to the Morehouse College community.

### Cyber-Harassment

- Cyber-Harassment differs from Cyber-Stalking in that it does not generally involve a credible threat.

Cyber-Harassment usually refers to threatening or harassing someone via email messages, instant messages, blogs, or other electronic communications technologies that are designed to torment another person.

- Cyber-Bullying and Cyber-Harassment are used interchangeably. Cyber-Bullying refers to the use of electronic technologies to facilitate deliberate and repeated harassment or threats to an individual or group.
- Cyber-Stalking is the use of the internet, email or the electronic communication to stalk another person. It involves a pattern of threatening or malicious behaviors.

Cyber-Stalking is considered the most dangerous form of harassment, stalking, and/or Cyber-Bullying.

### Federal Violations

Cyber-Stalking, Cyber-Bullying, and Cyber-Harassment are violations of federal and state laws such as Title IV of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

### Examples of Cyber-Bullying

Any type of harassment or behavior intended to disturb or upset another person that is intentional, done repeatedly, and found to be threatening or disturbing.

- Teasing
- Telling lies
- Making fun of someone
- Mean and/or rude comments
- Spreading rumors
- Making threatening/aggressive comments
- Asking people inappropriate or insulting questions having to do with their sex life, which makes the person feel uncomfortable or emotionally violated
- Hazing another person
- Verbal speculation about one's sexual preference

### What are the tools?

- Blogs
- Chat Rooms
- Cell Phones
- Email
- Facebook
- Instant Messaging
- Text Messages
- Tumblr
- Twitter
- Websites

### Victim Experiences

Students who are victims of online behaviors experience anxiety and a variety of emotions. Below are examples of the behaviors victims are likely to experience:

- Anxiety roommate, peers, family members and others
- Alcohol and/or drug abuse
- Depression
- Poor or declining academic performance
- Poor relationships with
- Self-esteem challenges
- Social life challenges
- Stress
- Withdrawing from the community

## CYBER-BULLYING LEGAL ISSUES

### Criminal Law Limits

The following kinds of speech can lead to arrest and prosecution:

- Making threats of violence against people or their property
- Engaging in coercion
- Making obscene or harassing phone calls
- Harassment or stalking
- Hate or bias crime
- Creating or sending sexually explicit images of teens
- Sexual exploitation
- Taking a photo of someone in a place where privacy is expected

### Reporting Your Concerns

If you are a victim of online harassment, bullying or other inappropriate behaviors, please report incidents to any of the following:

Division of Student Services: (470) 639-0355

Office of Student Conduct: (470) 639-0421

Title IX Coordinator: (470) 639-0584

Counseling & Disability Services: (470) 639-0901

Campus Police: (404) 214-2666

### Harassment

Morehouse College prohibits and will not tolerate actions or behaviors of a harassing nature. This includes both sexual and discriminatory harassment and related retaliation. *Any member of the student body found to be in violation of this policy will be subject to disciplinary action, which may include, but is not limited to, written warning/reprimand, suspension or dismissal.*

### Discriminatory Harassment

Discriminatory harassment is defined as verbal or physical conduct directed toward an individual solely because of his or her gender, race, nationality, religion, creed, age, disability, citizenship and/or presumed or actual sexual orientation that (a) stigmatizes the individual as known by the speaker to invoke strong visceral contempt of other human beings, and is likely to invoke violence or imminent harm, or (b) is of a continual nature such that it creates an intimidating, hostile, or offensive working, academic, or campus environment or unreasonable interference with an individual's work or academic performance.

### Sexual Harassment

The College adopts the definition of sexual harassment as set forth by the Equal Employment Opportunity Commission guidelines, modified, in part, to meet the needs of the academic setting. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in an academic program or activity;
2. Submission to rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working, academic or campus environment.

### *Harassment may:*

- a. occur as a result of a power relationship, as in supervisor/supervised or faculty/student relationship; or
- b. arises from the creation of a hostile environment by another person, including one's peers or subordinates.

*The following are examples of behaviors that constitute or may constitute sexual harassment:*

1. Lewd remarks or whistles
2. Unwanted physical contact (including touching, hugging, brushing against)
3. Persistent, unwanted sexual/romantic attention (including asking for dates)
4. Sexually suggestive visual displays in offices (e.g., photographs, calendars)
5. Jokes, humor or insults of a sexual nature
6. Obscene messages (in notes, voicemail, or computer)
7. Taking sexual advantage of a person intoxicated or on drugs
8. Repeated, unwanted discussion of sexual matters
9. Discussion and rating of sexual attributes and attractiveness
10. Asking or commenting about someone's sexuality or sex life
11. Unwelcome, sexually suggestive gestures, body language or sounds
12. Sexual misuse or abuse of power or hierarchical authority
13. Subtle or overt pressure for sexual favors
14. Deliberate, repeated, gender-based humiliation/intimidation
15. Stalking
16. Sexual assault

## **MOREHOUSE COLLEGE ANTI-HAZING POLICY**

Morehouse College strictly prohibits any individual student or students, groups of students, or any student organization(s) affiliated with or otherwise associated with Morehouse College (each of the aforementioned groups, a "Morehouse College Student Organization") from hazing any student or engaging in any hazing activity in any way.

*For purposes of this Policy, "hazing" is defined to include, but is not limited to:*

1. any conduct involving pressuring or coercing a student into violating federal, state, and/or local law(s) or the Morehouse College Student Code of Conduct;
2. any conduct involving brutality of a physical nature, including, but not limited to, paddling, whipping, beating, pushing, shoving, tackling, branding, prolonged exposure to the elements, forced

calisthenics, or the forced consumption of food, liquor, drugs, or any other substance (whether legal or illegal), as well as other forced physical activities that may adversely affect the physical and mental health or safety of the student; and

3. any conduct that may adversely affect a student's mental health or dignity, including, but not limited to, sleep deprivation, forced exclusion from social contact with other individuals, servitude of any kind, and any forced conduct that would be considered demeaning or degrading, or result in extreme embarrassment.

*For purposes of this Policy, a person "engages in" in hazing if he or she:*

1. perpetrates hazing by aiding and abetting hazing activities;
2. is the object of, or consents to, hazing activities; or
3. observes or has knowledge of hazing activities and fails to report such hazing activities within 24 hours of their occurrence as required by this Policy.

For the purposes of this Policy, any activity described herein or any other activity that recklessly or intentionally endangers the physical or mental health of a Morehouse College student for purposes of initiation, admission into, continued membership, or affiliation with a Morehouse College Student Organization will be presumed automatically to constitute prohibited "hazing" and a forced activity, the willingness of the Morehouse College student to participate notwithstanding.

It will not be a defense to any student disciplinary process or procedure or other action brought pursuant to this Policy that:

1. the consent of the student was obtained;
2. the conduct or activity resulted in no injury to the student;
3. the conduct or activity was not an official Morehouse College event or was not otherwise sanctioned or approved by Morehouse College; or
4. the conduct or activity was not a requirement of, or, condition precedent to membership in a Morehouse College student organization.

Any individual or Morehouse College student organization found in violation of this Policy as a result of conduct occurring on-campus or off-campus will be, at a minimum, subject to appropriate sanctions imposed by Morehouse College. Morehouse College Student Organizations may also be sanctioned for any conduct or activity in violation of the Policy by any individual(s) or group(s) affiliated with any such organization, including



an organization's members, membership intake participants, and alumni.

Any penalty imposed by Morehouse College pursuant to this Policy or otherwise does not absolve the student(s), group(s) of students, or other student organization(s) affiliated with Morehouse College from any penalty imposed for violation(s) of the criminal laws of the State of Georgia, including, but not limited, to the penalty prescribed at O.C.G.A. § 16-5-61, which provides that hazing is a misdemeanor of a high and aggravated nature. Furthermore, any penalty imposed by Morehouse College does not absolve the student(s), group(s) of students, or other student organization(s) affiliated with Morehouse College from penalties imposed in any civil proceedings or otherwise or for any violation of any other Morehouse College policies to which the violator(s) may be subject as a result of engaging in conduct in violation of this Policy.

Every Morehouse College student organization is required to include in its bylaws an antihazing section fully incorporating this Policy. A copy of such bylaws will be submitted to the Department of Student Life at the beginning of each academic year. Every Morehouse College Student Organization shall have its members sign an acknowledgment of this Policy at the beginning of each fall and spring semester. All membership intake participants shall be required to sign an acknowledgment of this Policy prior to the commencement of each membership intake period. Every Morehouse College Student Organization will also submit a Hazing Compliance Agreement to the Department of Student Life within thirty days of the election of any new organizational serving officers certifying their personal acknowledgment of this Policy.

Any person, including Morehouse College trustees, administrators, faculty, staff, and students, having knowledge of or receiving information regarding any activity that may constitute hazing or a violation of this Policy shall contact the Morehouse College Department of Campus Safety at (404) 215-2666 and the Office of Student Services at (404) 653-7858 or (404) 215-2681, or complete a Morehouse College Hazing Incident Report Form (a copy of which is attached to this Policy) within 24 hours of obtaining such knowledge or receiving such information. Additional Hazing Incident Report Forms are available at the Office Student Services, the Office of Student Conduct, and the Office of the General Counsel. Any student(s), group(s) of students, or student organization(s) who fail to report hazing or any activity that may constitute a violation of this Policy may be subject to sanctions consistent with this Policy and/or the Morehouse College Student Code of Conduct.

## INDIVIDUAL STUDENT VIOLATIONS

Alleged violations of this Policy by an individual student or group of students shall be filed in the Office of the Vice President for Student Services using the Hazing Incident Report Form and investigated by the Department of Student Advocacy and Accountability and the Dean of the College in accordance with the procedures set forth in the Morehouse College Student Handbook.

Any Morehouse College student found to be in violation of this Policy shall be subject to sanctions, which may include the following:

### Warning

A written warning notice to the student that he is violation of institutional regulations.

### Probation

A written reprimand of probation for a violation of institutional regulations. Probation is for a definite period of time and includes the probability of more severe disciplinary sanctions if the student violates any other institutional regulation during the probationary period. Morehouse College reserves the right to prohibit students on probation from:

- a. Representing the College or their respective classes;
- b. Participating in extracurricular activities or as a representative of the College community;
- c. Participating in membership intake activities for any student organization;
- d. Occupying a position in a club or student organization or serving on a College committee or board;
- e. Attending or participating in any social club or organization's affairs, functions, or activities; or
- f. Participating in any College program abroad.

### Mandatory Activity

The student may be required to perform community service projects, participate in counseling or other education programs, or complete other assignments and activities as retribution for his violation of institutional regulations.

### Restitution

The student may be required to provide compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

### **Withholding of Grades**

Morehouse College may withhold grade(s), transcripts, and diplomas pending payment of fines or compliance with sanctions and the Morehouse College Student Code of Conduct.

### **Suspension**

The student may be suspended from the College for a definite period of time, after which the student may be eligible to return. Students who are suspended must leave the campus not later than 48 hours from the date of suspension.

### **Expulsion**

The student may be permanently separated from the College with no recourse for return.

For the avoidance of doubt, the terms in this Policy will be construed in accordance with the definitions provided in the Morehouse College Student Code of Conduct.

## **ORGANIZATIONAL VIOLATIONS**

Alleged violations of this Policy by a Morehouse College Student Organization shall be filed in the Office of the Vice President for Student Services using the Hazing Incident Report Form and investigated by the Department of Student Life. In all cases of alleged violations of this Policy by a student organization or student(s) affiliated with a Morehouse College student organization, the advisor and regional or national governing offices of such organization(s) will be notified, if applicable. During the period of investigation or adjudication of the alleged violations of this Policy, all membership intake activities and organization activities may be suspended in the sole discretion of the College.

Any Morehouse College Student Organization found to be in violation of this Policy shall be subject to sanctions, which may include the following:

### **Warning**

A written warning to the organization that it is in violation of, or has violated, institutional regulations.

### **Probation**

A written reprimand of probation for a violation of institutional regulations. Probation is for a definite period of time and includes the probability of more severe disciplinary sanctions if the organization or its members are found in violation of any institutional regulation during the probationary period. Morehouse College reserves the right to prohibit student organizations on probation from:

- a. Representing the College or their organizations;
- b. Participating in extracurricular activities;
- c. Participating in membership intake activities;
- d. Wearing organizational paraphernalia on-campus or at any College-related functions; or
- e. Having members occupy a position in a club or organization or serve on any College committee or board.

### **Mandatory Activity**

The student organization or its members may be required to perform community service projects, participate in education programs, or complete other assignments and activities as retribution for their infractions.

### **Restitution**

The organization may be required to provide compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

### **Organization Suspension**

The student organization may be suspended from the College for a definite period of time, after which the organization may be eligible for reinstatement as a student organization. During the period of suspension, the student organization may be prohibited from conducting any organization activities on-campus or off-campus; using College facilities, office space, or property; wearing organizational paraphernalia on-campus; or receiving any other benefits made available to Morehouse College Student Organizations.

National Pan-Hellenic Council organizations suspended pursuant to this Policy must submit all charter materials to the Office of Greek Life within 48 hours of the suspension. Other student organizations suspended must submit all charter materials to the Department of Student Life within forty-eight (48) hours of the suspension. Notification of organization suspension will be forwarded to the regional or national governing offices of the organization, if applicable.

### **Organization Expulsion**

The organization may be permanently separated from the College with no recourse for return. Expelled student organizations may not conduct any organized activities on-campus or off-campus. Student members of expelled organizations will be prohibited from wearing organizational paraphernalia on-campus or otherwise representing their organization on-campus. National Pan-Hellenic Council organizations expelled must submit all charter materials to the Office of Greek Life

within forty-eight (48) hours of expulsion. Other student organizations expelled must submit all charter materials to the Department of Student Life within forty-eight hours (48) of expulsion. Notification of organization expulsion will be forwarded to the regional or national governing offices of the organization, if applicable.

For the avoidance of doubt, the terms in this Policy will be construed in accordance with the definitions provided in the Morehouse College Student Code of Conduct.

## **RETALIATION PROHIBITED**

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Morehouse College strictly prohibits any person or Morehouse Student Organization, including, but not limited to, its trustees, administrators, faculty, staff, and students from retaliating against any student who is a victim of hazing, reported hazing, refused to participate in hazing, assisted in the investigation of hazing, or participated in the prosecution of any alleged hazing. Any person who experiences retaliation for reporting any activity that may constitute hazing or a violation of this Policy may file a retaliation complaint in the Office of Senior Student Affairs Officer using the Hazing Incident Reporting Form (a copy of which is attached to this Policy).

Please direct all questions regarding this Policy to the Office of Student Services, Kilgore Center, Suite 200, Phone: (470) 639-0421.

# Hazing Incident Report Form



Date of Incident: \_\_\_\_\_

Time of Day: \_\_\_\_\_

On-Campus or Off-Campus (Please Include Location/Address):  On-Campus  Off-Campus

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Accused (Organization and/or individual student(s)):

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Complainant(s):

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Has a Police Report Been Filed?  Yes  No

If YES, Case #: \_\_\_\_\_

Statement of Incident (Please use additional sheets if necessary):

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I understand that if I intentionally provide any false or misleading information on this form, I may be subject to sanctions under the Morehouse College Student Code of Conduct.

\_\_\_\_\_  
Signature of Person Making Statement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Person Making Statement

## **VIOLATION OF LAWS**

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### **Atlanta City Code Drug-Free Schools And Campuses Policy**

#### **Introduction**

It is the policy of Morehouse College (“the College”) to comply with the Drug-Free Schools and Campuses Regulations of 1990. The regulations require schools, colleges, and universities to implement and enforce firm drug and alcohol prevention programs and policies as a condition of eligibility to receive federal financial assistance.

Compliance with the Drug-Free Schools and Campuses regulations requires an institution of higher education (IHE) to provide written certification that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol abuse by students, faculty, and staff. A separate Drug-free Workplace Policy has been issued to faculty and staff.

In keeping with the College's efforts to maintain a healthy work environment, it is expected of all employees and students to demonstrate behavior that enhances a positive work environment including a drug-free campus. Alcohol abuse or the use of illegal drugs is incompatible with the educational mission of Morehouse. The illegal use or abuse of drugs and/or alcohol has a clear and adverse effect on the educational environment.

#### **Drug-Free Workplace and Campus Policy**

The College has adopted and implemented a drug and alcohol prevention program that includes the following components:

The annual distribution, in writing, to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illegal drugs and alcohol by students on College property, or as a part of any of its activities.
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illegal drugs and alcohol.
- A description of the health risks associated with the use of illegal drugs and the abuse of alcohol.
- A description of any drug or alcohol counseling, treatment, rehabilitation, or reentry programs that are available to students.
- A clear statement that the College will impose disciplinary sanctions on students (consistent with local, state, and federal law); and a description of those sanctions, up to and including expulsion,

or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

#### ***The College Policy prohibits the following:***

- The use, possession, manufacture, distribution, or sale of illegal drugs, controlled substances, or drug paraphernalia on College premises, in College supplied vehicles, or at any official function or College activity.
- The use, possession, manufacture, distribution, or sale of alcoholic beverages on College premises, in College-supplied vehicles, or at any official function or College activity.
- Being under the influence of an authorized controlled substance, illegal drug or alcohol on College premises, in College-supplied vehicles, or at any official function or College activity.
- The use of alcoholic beverages or drugs that adversely affect a student's academic performance, that is a threat to individual safety on the part of students, or that adversely affects the College's reputation in the public arena on the part of students.

#### **Sanctions for Violations of the Alcohol and Drug Policy**

A College student who violates the College's drug and alcohol Policy will be subject to sanctions set forth in the Student Code of Conduct. All violations are handled on an individual basis.

The College does not tolerate the misuse or abuse of illegal drugs or alcohol. The Student Conduct Administrator or designee and/or the College Judicial Committee will determine the nature of the sanctions against students who violate this policy. Disciplinary action includes, but is not limited to, warnings, probation, suspensions and expulsions or referral for prosecution and/or for the completion of a substance abuse assistance or rehabilitation program specified by Morehouse at the expense of the student. Specific sanctions include but are not limited to:

- Automatic suspension from the College for first-time violators of the policy on possession, distribution, sale or manufacture of illegal drugs;
- Automatic disciplinary probation for first-time violators of the policy on the possession and/or consumption of alcohol;
- Permanent expulsion from the College for second-time violators of the Policy on possession, distribution, sale or manufacture of an illegal drug;
- Suspension from the College for second-time violators of the Policy on the possession and/or consumption of alcohol;
- Permanent expulsion from the College for third-time violators of the Policy on the possession and/or consumption of alcohol.

Students who are expelled or suspended (for any length of time) should be aware that this action may impact the following:

- Tuition, Residence Hall costs, and fees (suspension does not forgive financial obligations)
- Student Financial Aid, including the Hope Scholarship
- Athletic participation and eligibility
- Health insurance (contact your personal health-care provider)
- College housing
- Meal plan
- Use of College resources and access to College facilities
- Immigration status for international students
- Veterans and dependents of veterans
- Internships, assistantships, and study abroad

### Student Organizations/Athletes

Student organizations in violation of the College's policy on drugs and alcohol will be subject to disciplinary action up to and including educational sanctions, suspension and/or revocation of their registration, and/or referral to the appropriate federal, state, or local authorities for prosecution in the courts.

When there is an alcohol or drug infraction, in addition to any criminal prosecution or College judicial code sanction, a student who is a member of any of the College's athletic teams may face additional sanctions based on rules established by the team and/or the NCAA Compliance Officer.

### Summary of Legal Sanctions Covering Alcohol and Drugs

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Convictions can lead to imprisonment, fines, and assigned community service. Courts do not reduce prison sentences in order for convicted persons to attend school or continue their jobs. A felony conviction for such an offense can prevent an individual from entering many fields of employment or professions.

Federal law penalizes the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of drugs ("controlled substances").

### Atlanta City Code

Local laws regarding the use of alcohol and drugs include, but are not limited to the following:

### Drug Offenses

**Section 178001:** Sale of model glue to persons other than bona-fide retail dealers prohibited. Punishable by a fine not to exceed \$1,000, or 60 days in jail, or 60 days of public work, or any or all of these.

**Section 178003:** Unlawful possession of one ounce or less of marijuana within corporate limits of the city is prohibited. This is punishable by a fine not to exceed \$1,000, or 60 days in jail, or 60 days of public work, or any or all of these.

**Section 178005:** Unlawful for any person to intentionally inhale spray paint containing halogenated hydrocarbons for the purpose of intoxication. This is punishable by a fine not to exceed \$250 or imprisonment for not more than 25 days.

### Alcohol Offenses

**Section 1711010(h):** Any person convicted of violating any prohibition related to: "furnishing to, purchasing of, or possession by persons under 21 years of age "alcoholic beverages" shall be punished by a fine not to exceed \$1,000 or imprisonment in the city jail or stockade for not more than six months or both. Any person who is under 21 years of age and convicted of purchasing or knowingly possessing any alcohol beverages shall be punished by not more than 30 days of imprisonment or a fine of not more than \$300 or both.

Any person charged with a second or subsequent offense shall be punished as for a misdemeanor of a high and aggravated nature in the court having general misdemeanor jurisdiction in the county in which the alleged offense occurred.

### State of Georgia Criminal Liability - Alcohol

The following alcohol-related offenses are misdemeanors under Georgia law and are punishable by up to one year in jail and a fine of \$1,000 [O.C.G.A. Section 3-3-9(b)].

#### **Offenses**

- Giving an alcoholic drink to a person who is in a state of noticeable intoxication [O.C.G.A. § 3-3-21].
- Selling, giving, or furnishing alcoholic drinks to a person under 21 years of age [O.C.G.A. § 3-3-23(a) (1)].
- Possession of an alcoholic beverage by a person under 21 years of age [O.C.G.A. § 3-3-23(a) (1)].
- Misrepresentation by a person under age 21 of his or her age for the purpose of obtaining an alcoholic beverage illegally [O.C.G.A. § 3-3-23(a) (3)].

#### **Penalties**

Penalties for supplying alcoholic beverages to persons under 21 years of age or the unlawful purchase and

possession of alcoholic beverages by any person under 21 years of age [O.C.G.A. § 3-3-23.1].

**First Conviction:** A misdemeanor punishable by not more than six months' imprisonment and/or a fine of up to \$300 [O.C.G.A. § 3-3-23.1(b)].

**Second Conviction:** A misdemeanor of a high and aggravated nature punishable by a fine of up to \$5,000 and/or up to one year in a county jail [O.C.G.A. § 3-3-23.1 and 17-10-4].

### State of Georgia Criminal Liability – Drugs

The following drug-related offenses are felonies under Georgia law [O.C.G.A. § 16-1330(c)].

#### **Offenses**

1. Purchase, possess or have under his or her control any controlled substance [O.C.G.A. § 16-13-30(a)].
2. Manufacture, deliver, distribute, dispense, administer, sell, or possess a controlled substance [O.C.G.A. § 16-13-30(b)].
3. Manufacture, deliver, distribute, dispense, administer, purchase, sell or possess with the intent to distribute marijuana [O.C.G.A. § 16-13-30(j) (1)].
4. Hire, solicit, engage, or use an individual under the age of 17 years for the purpose of manufacturing, distributing, or dispensing, on behalf of a solicitor, any controlled substance [O.C.G.A. § 16-13-30(k)].

#### **Penalties**

- A first conviction for violation of Offense 1: A felony and imprisonment for not less than two years and not more than 15 years [O.C.G.A. § 16-13-30(c)].
- Second and subsequent convictions for violation of Offense 1: A felony and imprisonment for at least five years and not more than 30 years [O.C.G.A. § 16-1330 (c)].
- A first conviction for violation of Offense 2: A felony and imprisonment for at least five years and not more than 30 years [O.C.G.A. § 16-13-30 (d)].
- Second and subsequent convictions for violation of Offense 2: A felony and imprisonment for at least 10 years and not more than 40 years or life imprisonment [O.C.G.A. § 16-13-30 (d)].
- Any conviction for violation of Offense 3: A felony and imprisonment for at least one year and not more than 10 years [O.C.G.A. § 16-13-30(j) (2)].
- Any conviction for violation of Offense 4: A felony and imprisonment for at least five years and not more than 20 years, or by fine not to exceed \$20,000 or both [O.C.G.A. § 16-13-30(k)].

### Federal Penalties and Sanctions For Illegal Possession of a Controlled Substance

#### **[21 U.S.C. 844(a)]**

- First conviction: Up to one-year imprisonment or a fine of at least \$1,000 or both. After one prior drug conviction: At least 15 days in prison, not to exceed two years, or a fine of at least \$2,500 or both. After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and a fine of at least \$5,000. Special sentencing provision for possession of crack cocaine: At least five years in prison is mandatory, not to exceed 20 years and a fine of at least \$1,000, if:
  - It is the first conviction, and the amount of crack possessed exceeds five grams.
  - It is the second crack conviction, and the amount of crack possessed exceeds three grams.
  - It is the third or subsequent crack conviction, and the amount of crack possessed exceeds one gram.

#### **21 U.S.C. 862 (b)-862(d) and 881 (a) (7)**

Forfeiture of personal and real property used to possess or facilitate possess of a controlled substance if that offense is punishable by more than one year of imprisonment. (See special sentencing provisions regarding crack.)

#### **21 U.S.C. 881 (a) (4)**

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

#### **21 U.S.C. 862**

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for the first offense, up to five years for the second and subsequent offenses.

#### **18 U.S. C. 922(g)**

Ineligible to receive or purchase a firearm.

### Miscellaneous

Revocation of certain federal licenses and benefits, such as pilot licenses and public housing tenancy, are vested within the authorities of individual federal agencies.

### Drug and Alcohol Abuse Programs

The College has an established substance abuse educational program that includes educational counseling through its Counseling Resource Center. The College may require, as part of disciplinary action, that the student receive treatment by a designated professional, and he may be referred to an appropriate organization for further assistance. Failure to comply with Morehouse's requirements is justification for immediate dismissal from the College and/or lesser sanctions.

### Health Risks and the Effects of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses of it significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants can have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### Local Alcohol and Drug Resources

The College recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also recognize that early intervention and support improves the success of rehabilitation. We encourage students to seek professional help for their drug or alcohol problems. Listed below are referral resources.

#### **Anchor Hospital**

5454 Yorktowne Drive  
Atlanta, GA 30349  
O: (770) 991-6044, ext. #3370

#### **Grady Hospital**

80 Jesse Hill Jr. Drive SE  
Atlanta, GA 30303  
O: (404) 616-4307

#### **St. Jude's Recovery Center**

139 Renaissance Parkway NE  
Atlanta, GA 30308  
O: (404) 874-2224

#### **Ridgeview Institute**

3995 South Cobb Drive  
Smyrna, GA 30080  
O: (770) 434-4567

### Annual Distribution of Drug and Alcohol Policy to Students

The Drug-Free Campus and Workplace Policy is distributed annually to each student by the Vice President of Student Development, Associate Vice President/Dean of College for Student Services. The Vice President for Student Development, Associate Vice President/Dean of College for Student Services is to ensure that the appropriate section of the Student Handbook references the annual distribution and related College policies and indicate where copies of the annual distribution may be obtained.

### Biennial Review of the Program

The Drug-Free Schools and Campuses Regulations require that every two years (on even numbered years) the College conduct an audit of the effectiveness of its Drug-Free Schools and Campuses Program by Oct. 1.

The Vice President for Student Development, Associate Vice President/Dean of College for Student Services is responsible for implementing this policy and for conducting the biennial reviews in accordance with the requirements of the Drug-Free Schools and Campuses regulations. The Vice President for Student Development, Associate Vice President/Dean of College for Student Services is also responsible for monitoring and enforcing the provisions of this policy.

### Records Management

The Vice President for Student Development, Associate Vice President/Dean of College for Student Services is responsible for the record retention and access requirements of the Drug-Free Schools and Campuses regulations. Copies of the annual distributions, the results of biennial reviews, and the detailed procedures for the distributions and the reviews are to be maintained by the Student Services office for three years after the fiscal year in which the record was created, as well as other required records reasonably related to the College's compliance with the drug prevention certificate.

### Liaison with Department of Education Reviewers

The Senior Vice President for Student Development, Associate Vice President/Dean of College for Student Services will provide the U. S. Department of Education access to personnel records, documents, and any other necessary information that is requested by the Department to review the College's adoption and implementation of its drug prevention program.

Upon request, the College will make the following records and information concerning its drug prevention program available to the Secretary of Education and the public: a copy of each component of the program, the annual distribution, and the results of the biennial reviews.



Furthermore, the College will retain the following records for three (3) years after the fiscal year in which the record was created: a copy of each component of the annual distribution and the results of biennial reviews, as well as any records reasonably related to the College's compliance with the drug prevention program certification.

As required by the Drug-Free Schools and Campuses regulations, the Secretary of Education will annually review a representative sample of IHE drug prevention programs. If the College is selected for review, the College will provide the Secretary access to personnel, records, documents, and any other necessary information requested by the Secretary to review the College's adoption and implementation of its drug prevention program.

## Student Conduct Code

### Article 1: Definitions

1. The term **"College"** means Morehouse College.
2. The term **"Student"** includes all persons taking courses at Morehouse College, both full-time and part-time, and those who attend post-secondary educational institutions other than the College and who reside in the College residence halls. Persons who have withdrawn after allegedly violating the Student Code, who have not officially enrolled for a particular term but who have a continuing relationship with the College or also have been notified of their acceptance for admission are considered "students," as are persons who are living in the College residence halls, although not enrolled in the institution.
3. **Non-Student** refers to any person who is not enrolled part-time or full-time, or auditing classes at Morehouse College.
4. **Group** refers to a number of persons who are associated with each other but who have not complied with College requirements for registration as an organization.
5. **Guest** refers to individuals or visitors on-campus including, but not limited to, the host student's residence hall.
6. The term **"Faculty Member"** means any person hired by Morehouse College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of the faculty.
7. **Staff** or administrative staff refers to all full-time and part-time non-teaching employees.
8. The term **"College Official"** includes any person employed by the College who performs assigned administrative or professional responsibilities.
9. **Member of the Morehouse College Community** includes any person who is a student, faculty member, College official, or any other person employed by the College. Any question concerning a person's status in a particular situation shall be determined by the Senior Student Affairs Officer and Dean of the College.
10. The term **"College Premises"** includes all land, buildings, facilities, and other property in possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
11. **College-Sponsored Activity** refers to any activity on or off College premises that is directly initiated or supervised by the College.
12. The term **"Organization"** means any number of persons who have complied with the formal requirements for College recognition.
13. **Peer Hearing Board** comprises students who hear cases, with a minimum of three (3) to five (5) students to hear a case.
14. The term **"Honor and Conduct Review Board, HCRB or College Judiciary Committee, CJC"** means any person or persons authorized by the Senior Student Affairs Officer and Dean of the College /or Director of Student Advocacy and Accountability and the Dean of the College to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions.
15. **Senior Student Affairs Officer and Dean of the College**, serves at the leisure of the President and is responsible for students and their learning experiences outside the classroom. He/she has administrative oversight and accountability for the wellness of students, conduct and discipline, housing and residential life, campus life health services, recreation and intramural sports and intercollegiate athletics. With the assistance of his managerial staff, the Senior Student Affairs Officer and Dean of the College helps students establish productive relationships within the College community. He/she also exercises general supervision and oversight of student concerns and welfare, and student organizations, as well as maintaining student personnel records. He/she is also a member of the College faculty.
16. **Associate Vice President**. He/she has the administrative insight to work within the broader Division of Student Development model that

improves the College's rates of retention, satisfaction, graduation, Career services, International students, residential life, Student Life, and Recreational rate of alumni participation. He/she is also responsible for managing Student Intramural and Fitness.

17. The term **Director of Student Advocacy and Accountability** means person designated by Senior Student Affairs Officer and Dean of the College/ or Associate Vice President for Student Services to be responsible for the daily administration of the non-academic student discipline program, including interpreting the Code of Student Conduct for students, faculty, and staff. The Director of Student Advocacy and Accountability is authorized on a case-by case basis to impose sanctions upon students found to have violated the code of Student Conduct violations. He/she also works with students, parents, academic colleges, staff in various offices and any other affected internal and external constituencies. The Senior Student Affairs Officer and Dean of the College or Associate Vice President for Student Services may authorize a designee to serve simultaneously as Director of Student Advocacy and Accountability and the sole member or one of the members of a HCRB or CJC.

18. The term **Director Title IX and Compliance Specialist** means the individual designated by the College with the ultimate oversight and responsibility for compliance with Title IX of the Higher Education Amendments of 1972 and the Morehouse College Sexual Misconduct Policy is responsible for building and maintaining a safe and healthy campus climate, and responding to complainants of sexual harassment, discrimination, or violence as defined by the College. The Title IX Coordinator leads Morehouse's sexual assault prevention and awareness education and training programs and serves as a resource for addressing issues involving sexual misconduct.

19. **Complainant** refers to any person who submits a report alleging that a student violated the Student Code of Conduct.

- The term **"Accused Student"** means any student accused of violating the Student Code of Conduct.
- **Respondent** refers to any person who is alleged to have violated the Student Code of Conduct.
- **Conduct Conference** is an informal/formal meeting to determine whether violations of the Student Code of Conduct have occurred.
- **Advisor** refers to a faculty or staff member, administrator, or student from the College, who may be present during a conduct hearing, assist

in the preparation of a hearing, and consult with the student during a hearing.

- **Violation** refers to a formal allegation about a student violation of the Student Code of Conduct. Violations are described in a letter sent to a student whose conduct is in question.

- The **"Appellate Board"** means any person or persons authorized by the Senior Student Affairs Officer and Dean of College or Associate Vice President for Student Services to consider an appeal from the HCRB and CJC's determination as to whether a student has violated the Student Code or from the sanctions imposed by the Director of Student Advocacy and Accountability and the Dean of the College.

- The term **"Designee"** means a College official authorized on a case-by-case basis designated by the Senior Student Affairs Officer and Dean of, Associate Vice President for Student Services and/or Director of Student Advocacy and Accountability and the Dean of the College to impose a sanction upon a student found to have violated the Student Code of Conduct.

- **Sanction** refers to official College responses to violations of the Student Code of Conduct. Sanctions are intended to educate students and redirect inappropriate behavior toward a more acceptable pattern consistent with community standards and values.

- The **policy** is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, other policies in the Morehouse College Student Handbook, the Undergraduate Catalog, the College web page, or computer use policy.

- The term **"Cheating"** includes, but is not limited to:

1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
2. use of sources beyond those authorized by the faculty in writing papers, preparing reports, solving problems or carrying out other assignments;
3. the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; and
4. engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

- **“Plagiarism”** includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

### **Inherent Authority**

The College reserves the right to take necessary and appropriate action to protect the safety and well-being of persons, property, or the campus community. Such actions may include taking disciplinary action against a student whose behavior on- or off-campus premises indicates that they pose a substantial danger to others. When the Vice President of Student Development, Associate Vice President/Dean of College for Student Services and Assistant Dean of the College for Student Conduct believe this to be the case, students or student groups will be issued an interim suspension until circumstances warrant that it is okay for said individual(s) to return safely to campus.

### **Interim Suspension**

The Senior Student Affairs Officer and Dean of the College, Associate Vice President for Student Services, Director of Student Advocacy and Accountability and the Dean of the College and/or designee may suspend a student from the College for any interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is information that the continued presence of the student at the College poses a substantial and immediate threat to himself, herself or to others.

A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Director of Student Advocacy and Accountability and the Dean of the College or a designee in order to discuss the following issues only:

- a. The reliability of the information concerning the student's conduct, including the matter of his or her identity; and
- b. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses a substantial and immediate threat to himself or herself, or to others.

### **Reciprocity With AUC**

As a member of the Atlanta University Center, the College has a reciprocal agreement with the other member institutions regarding student behavior and discipline. When a Morehouse College student is accused of an incident on the campus of another AUC institution, it is as if the matter occurred at the College. Likewise,

incidents involving students from other AUC institutions who engage in misconduct on the College campus will be addressed on their respective campuses.

### **A. Conduct – Rules and Regulations**

Any student found to have committed or attempting to commit the following misconduct is subject to disciplinary sanctions:

1. **Acts of dishonesty.** Such acts include but are not limited to:
  - a. cheating, plagiarism, or other forms of academic dishonesty
  - b. furnishing false information to any College official, faculty member, or office
  - c. forgery, alteration, or misuse of any College document, record, or instrument of identification
  - d. tampering with the election of any College-recognized student organization
2. **Disorderly Conduct.** Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities, including Morehouse public-service functions on- or off-campus, or other authorized non-College activities when the act occurs on College premises.
3. **Abusive Conduct.** Such conduct includes the following conduct:
  - a. physical abuse
  - b. verbal abuse
  - c. threats
  - d. intimidation
  - e. harassment
  - f. coercion and/or other conduct that threatens or endangers the health or safety of any person.
4. **Theft.** Theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
5. **Hazing.** Any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is considered hazing. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; it is in violation of this rule.
6. **Failure to comply.** Includes failure to comply with directions of College officials or law enforcement officers acting in the performance of their duties

and/or failure to identify oneself to these persons when requested to do so.

7. **Unauthorized possession, duplication or use of keys** to any College premises or unauthorized entry to, or use of, College premises.
8. **Violation of published College policies**, rules or regulations, whether available in hard copy or electronically.
9. **Violation of federal**, state or local law.
10. **Use, possession, the manufacture or the distribution of marijuana**, narcotics, or other controlled substances, except as expressly permitted by law.
11. **Use, possession, manufacturing, or distribution of alcoholic beverages** or public intoxication except as expressly permitted by the law and College regulations. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under 21 years of age.
12. **Possession** (including legal, illegal, or unauthorized) of firearms, explosives, other weapons, or dangerous chemicals on College premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear in others. Individuals who may legally carry a firearm in public areas must check those firearms immediately with the Campus Police Department upon entry onto the campus.
13. **Disruptive Campus Demonstration**. Includes: participation in a campus demonstration that disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; and intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on-campus.
14. **Obstructing traffic**. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
15. **Disorderly, lewd, or indecent conduct**. Includes: conduct that is disorderly, lewd, or indecent, or constitutes a breach of peace, as well as aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College. Disorderly conduct also includes, but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on the College premises, without his/

her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

**Abuse/misuse** of computer facilities and resources. This includes but is not limited to: unauthorized entry into a file to use, read, or change the contents, or for any other purpose;

- unauthorized transfer of a file;
- unauthorized use of another individual's identification and password;
- use of computing facilities to interfere with the work of another student, faculty member, or College official's use of computing facilities to send obscene or abusive messages;
- use of computing facilities to interfere with normal operation of the College computing system;
- use of computing facilities and resources in violation of copyright laws; and
- any violation of the College's computer use policy.

**Abuse of the Student Conduct System**, including but not limited to:

- failure to obey the summons of a HCRB and CJC or College official to appear for a meeting or hearing as part of the Student Conduct System
- falsification, distortion, or misrepresentation of information before an HCRB and CJC board
- disruption or interference with the orderly conduct of a Student Conduct hearing
- institution of a Student Conduct proceeding in bad faith
- attempting to discourage an individual's proper participation in, or use of, the student conduct system
- attempting to influence the impartiality of a member of an HCRB and CJC board prior to, and/or during the course of, the student conduct proceeding
- harassment (verbal or physical) and/or intimidation of a member of an HCRB and CJC prior to, during, and/or after a student conduct proceeding
- failure to comply with the sanction(s) imposed under the Student Code
- influencing or attempting to influence another person to commit an abuse of the student conduct system]
  1. **Unregistered motor vehicle**
  2. **Gambling**, which is defined as playing and betting for money or other things of value during any game played with cards, dice, or balls.

3. *Tampering with fire detection equipment*
4. *Disregarding a fire alarm signal*
5. *Throwing objects out of a window*
6. *Visitation*
7. *Unauthorized entry*
8. *College student identification cards theft/misuse*
9. *Actions leading to the conviction of a criminal offense*
10. *Unauthorized burning*
11. *Tampering with College equipment*

If someone threatens to harm or kill you, please contact Campus Police immediately. It is very difficult to determine an individual's intent to follow-through on a threat. Also, maintain evidence of harassing, threatening, and intimidating behaviors, and, if possible, be able to identify and/or name the student(s) you believe to be responsible for inappropriate acts.

It is important that you also establish a timeline of when the behavior began, up to the point you file an incident report. Take a minute to document the behaviors. Be specific as to when the behaviors started and document all occurrences, no matter how minor you think they might be.

### Student Conduct Violations Online

The Department of Student Advocacy and Accountability and the Dean of the College will work with Housing and Residential Education, Morehouse Information, and Campus Police to conduct a thorough review of all alleged incidents of harassment, bullying, threatening, and intimidating behaviors online. A conduct hearing may be held in cases that demonstrate a violation of Community Standards and/or our Code of Conduct. The possible consequences for an online violation of the Morehouse Community Standards and Code of Conduct may include suspension and/or expulsion from the College. A person may also be subject to criminal penalties.

### Additional Student Conduct Violations and Definitions

1. **Complicity.** Helping, procuring, encouraging, and/or cooperating with another person in the commission of a violation of the Student Code of Conduct.
2. **Destroying, damaging, or littering any property.** Intentionally or recklessly destroying, damaging, or littering personal or College property.
3. **Disorderly and Disruptive Behavior/Activities.**
  - a. **Disorderly Conduct.** An offense involving disturbance of the public peace, or displaying lewd, and indecent behaviors. This includes belligerent behavior toward students, faculty,

and/or staff in the performance of their duties. Belligerent behaviors include aggressive, argumentative, quarrelsome, loud-mouthed, confrontational, threatening remarks or gestures, as well as foul and/or abusive language.

- b. **Disruptive activity.** Participation in an activity that interferes with teaching, research, administration, student conduct proceedings, or other university functions, including public-service functions and off-campus activities. Representative actions include:
  - Leading or inciting others to disrupt scheduled and/or normal activities on College premises.
  - Classroom behavior that seriously interferes with either the instructor's ability to conduct the class, or the ability of other students to profit from the instructional program.
  - Any behavior in class or out of class that for any reason materially disrupts the academic work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the College.
4. **Electronic Copyright Infringement.** Using intellectual property without authorization from the owner. Downloading, uploading, or sharing copyrighted material without permission is illegal.
5. **Host Responsibility.** Students and student organizations are responsible for the behavior of their guests/visitors and compliance with College policies and procedures in academic and non-academic buildings, on the university-owned property, and at university-sponsored events. Any student's failure to fulfill his or her responsibilities will be subject to fines/charges for any damage and possible disciplinary action. Non-members of the Morehouse community whose behavior is detrimental to the College may have their visiting privileges revoked and/or be subject to charges of trespassing on Morehouse College property.
6. **Pets.** Pets and other animals are prohibited in all College buildings, with the exception of those approved by the College.
7. **Publicity/Posting Policy.** All flyers or other media used for marketing or event purposes that are not approved or aligned with individual building or College publicity and posting policies are not allowed.
8. **Safety and Equipment.** The following are representative actions that threaten the health, safety, and welfare of members of the Morehouse community:
  - a. Tampering with fire safety equipment, like fire extinguishers, smoke detectors, alarm pull stations, or emergency exits.

- b. Failure to comply with fire safety procedures.
  - c. Unapproved use of fire within College facilities, particularly within residential units.
  - d. Use of all candles and incense in student rooms. Open fires, including bonfires and campfires, are prohibited without university approval.
  - e. Grilling and other outdoor cooking outside of designated areas.
9. **Sales and Solicitation.** Solicitation is defined as requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets, or offering any other comparable event admission, materials, and privileges.
- a. Promoting sales in person or by handbills, through e-mail and/or internet, or through the use of posters or similar materials must be approved by the building coordinator and/or residence education and housing staff.
  - b. Soliciting and selling for private or commercial gain is not permitted on the Morehouse College campus.
  - c. Door-to-door solicitation is not permitted in any residential facility at any time, and the commercial stuffing of student mailboxes is strictly prohibited.

### **B. Violation of Law and College Discipline**

If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, ***disciplinary action may be taken and sanctions imposed for conduct that has an adverse impact on the College community.*** The College's disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and the Student Code (that is, both possible violations resulting from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Senior Student Affairs Officer and Dean of the College and Associate Vice President for Student Services and Dean of the College. Determinations made or sanctions imposed under the Student Code shall not be subject to change.

## **Student Conduct Policies**

### **A. Violations and Hearings**

1. Any member of the College community may file a student conduct violation against any student for violations of the Student Code. Allegations of

Student Code violations shall be prepared in writing and directed to the Director of Student Advocacy and Accountability and the Dean of the College or a designee responsible for the administration of the College system. Any violation should be submitted as soon as possible after the event takes place, and factual information shall be supplied to support the alleged violation of the Student Code, preferably within ***five days***.

2. The Director of Student Advocacy and Accountability and the Dean of the College or designee may conduct an investigation to determine if the (violation) charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to Director of Student Advocacy and Accountability and the Dean of the College. Such disposition shall be final, and there will be no subsequent proceedings. If any student conduct violations are not admitted to and/or cannot be disposed of by mutual consent, the Director of Student Advocacy and Accountability and the Dean of the College may later serve in the same matter as the HCRB and CJC or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing, if necessary, shall be limited to determining the appropriate sanctions.
3. Hearings normally will be conducted in private, and the admission of others is subject to the discretion of the chairperson. With the written consent of the students involved and approval from the Director of Student Advocacy and Accountability and the Dean of the College, a representative of the student media may be admitted, but shall not have the privilege of participating in the hearing.
4. The hearing shall be conducted by the College Judiciary Committee, Honor Conduct Review Board, or the Director of Student Advocacy and Accountability and the Dean of the College. The HCRB and CJC determination shall be based on whether it is a preponderance of information that the accused student violated the Student Code.
5. All student conduct violations shall be presented to the accused student in written form, hand-delivered, mailed, and/or sent by electronic notification from the Director of Student Advocacy and Accountability and the Dean of the College.
6. In hearings involving more than one accused student, the chairperson of the CJC or Chief Justice, in his or her discretion, may permit the hearings to be conducted separately.

7. The Complainant and the accused student have the right to be assisted by an advisor they choose; however, the advisor must be a member of the College community and cannot be an attorney or parent. The complainant and/or the accused student is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any hearing before an HCRB or CJC. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
8. The Complainant, the accused student, and the HCRB and/or CJC may arrange for witnesses who are identified by the Complainant and/or accused student at least two weekdays prior to the hearing. Witnesses will provide information and answer questions from the HCRB and CJC. Questions may be asked by the accused student and/or Complainant to be answered by each other and by other witnesses. This will be conducted by the HCRB and/or CJC with such questions directed to the chairperson, rather than directly to the witness. This method is used to preserve the educational tone of the hearing and to avoid the creation of an adversarial environment. Questions about whether potential information will be received shall be resolved in the discretion of the chairperson of the HCRB and/or CJC.
9. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the HCRB and/or CJC at the discretion of the chairperson or Chief Justice.
10. All procedural questions are subject to the final decision of the chairperson of the CJC or HCRB.
11. Formal rules of process, procedure, and/or technical rules of information, such those as applied to criminal or civil courts, are not used in Student Code proceedings.
12. After the hearing, the HCRB and/or CJC shall determine whether the student has violated the conduct code.

There shall be a single, verbatim record, such as a tape recording, of all hearings before an HCRB and/or CJC. The record shall be the property of the College. If a student fails to obey the summons of a College official, the student shall forfeit his opportunity to bring forth information and/or testimony.

### B. Alternate Dispute Resolution

Upon mutual request of the accused student and the accuser, and with the consent of the Director of Student Advocacy and Accountability and the Dean of the College, alternative dispute resolution, including negotiated settlements between the parties, mediation, or similar forums may be scheduled in lieu of formal conduct hearings.

### C. Sanctions

The primary purpose of sanctions in this code is to protect the College community from: behavior that is disruptive, threatening or dangerous to others; acts that are lewd, indecent, and obscene; or conduct that impairs the primary function of the College to educate students. Sanctions under the Student Code of Conduct may be tailored to suit the circumstances of each offense. In cases where alcohol and/or drug usage are known or where the accused student exhibits extreme violent or abusive behavior, the sanction imposed may be suspended pending drug and alcohol abuse assessment and counseling, or participation in anger management classes. The sanctions that may be imposed as a result of disciplinary proceedings include, but are not limited to, warnings, disciplinary probation, suspension, and dismissal.

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - a. **WARNING:** A notice in writing to the student that he is violating or has violated institutional regulations.
  - b. **PROBATION:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. Students on disciplinary probation are not allowed to:
    1. represent the College or their classes;
    2. take part in extracurricular activities involving events before or as a representative of the College community;
    3. participate in the selection/induction program of a fraternity or participate in any fraternity activities;
    4. occupy any position in a club or organization or serve on a College committee or board;
    5. attend or participate in any social club or organization affairs, functions, or activities; and
    6. participate in any College program abroad
  - c. **DISCRETIONARY SANCTIONS:** Students may be required to perform mandatory service

(a specific number of hours within a specific time period) for an on-campus department, division, and faculty or staff member. This sanction may be imposed in conjunction with other sanctions.

- d. **RESTITUTION:** Student may be required to provide compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- e. **REFERRAL TO COUNSELING:** In cases where students being disciplined manifest behaviors and/or attitudes that inhibit their ability to function effectively as members of the College community, they may be referred to counseling services available at the College.
- f. **RESIDENCE HALL SUSPENSION:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
- g. **RESIDENCE HALL EXPULSION:** Permanent separation of the student from the residence halls.
- h. **INTERIM SUSPENSION:** Temporary separation of a student from the campus when the Senior Student Affairs Officer and Dean of the College and/or Director of Student Advocacy and Accountability and the Dean of the College believes such separation is necessary, or from a classroom when requested by a faculty member.
- i. **COLLEGE SUSPENSION:** Separation of the student from the College for a definite period of time, after which the student is eligible to return. Students who are suspended must leave the campus within 48 hours of suspension. Conditions for re-admission may be specified at the discretion of the Director of Student Advocacy and Accountability and the Dean of the College.
- j. **COLLEGE EXPULSION:** Separation of the student from the College. Dismissal constitutes a student's involuntary separation from the College with no recourse to return. Dismissal, generally, is used for very serious infractions, which include, but are not limited to: violations of the College policy on drugs, such as: the illegal manufacture, sale, delivery, or possession with the intent to manufacture, sell or deliver any controlled substance and alcohol; physical altercations or abuse; theft; fraud; forgery; possession of a firearm or any weapon of mass destruction; and violations of other criminal laws. As a result of this sanction, the Campus Police will pursue a criminal trespass

warrant against any students who have been expelled, which prevents them from coming on to the College campus.

- k. **REVOCAION OF ADMISSION OR DEGREE:** Admission to, or a degree awarded from, the College may be revoked for fraud, misrepresentation, or other violations of College standards in obtaining the degree, or for other serious violations committed by the student prior to graduation.
- l. **WITHHOLDING DEGREE:** The College may withhold awarding a degree otherwise earned until the completion of the process as set forth in the Student Conduct Code of Conduct, including the completion of all sanctions imposed, if any.
  - 1. More than one of the sanctions listed above may be imposed for any single violation.
  - 2. Other than College *expulsion*, revocation, or the withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions, after the student appeals by application to the Director of Student Advocacy and Accountability and the Dean of the College. Otherwise, cases involving the imposition of sanctions, College suspension, College expulsion or revocation, or withholding of a degree shall be expunged from the student's disciplinary record seven years after final disposition of the case.

## Weapons

### O.C.G.A. § 16-11-127.1

Carrying weapons within school safety zones, at school functions, or on school property.

- a. As used in this Code section, the term:
  - 1. **"School safety zone"** means in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education and in, on, or within 1,000 feet of the campus of any public or private technical school, vocational school, college, university, or institution of postsecondary education.
  - 2. **"Weapon"** means and includes any pistol, revolver, or any weapon designed or intended



to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, a straight-edge razor, razor blade, spring stick, knuckles, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a *nun chahka*, *nun chuck*, *nun chaku*, *shuriken*, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any *stun gun or Taser device* as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher.

- b. Except as otherwise provided in subsection (c) of this Code section, it shall be unlawful for any person to carry to or to possess or have under such person's control, while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school, any weapon or explosive compound, other than fireworks, the possession of which is regulated by Chapter 10 of Title 25. Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, will be punished by a fine of not more than \$10,000, by imprisonment for not less than two nor more than 10 years, or both; provided, however, that upon conviction of a violation of this subsection involving a firearm as defined in paragraph (2) of subsection (a) of Code Section 16-11131, or a dangerous weapon or machine gun as defined in Code Section 16-11-121, such person shall be punished by a fine of not more than \$10,000 or by imprisonment for a period of not less than five nor more than 10 years, or both. A child who violates this subsection shall be subject to the provisions of Code Section 15-11-63.
- c. The provisions of this Code section shall not apply to:
1. Baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes;
  2. Participants in organized sport shooting events or firearm training courses;
  3. Persons participating in military training programs conducted by, or on behalf of, the armed forces of the United States or the Georgia Department of Defense;
  4. Persons participating in law enforcement training conducted by a police academy certified by the Georgia Peace Officer Standards and Training Council or by a law enforcement agency of the state or the United States or any political subdivision thereof;
  5. The following persons, when acting in the performance of their official duties or when en route to or from their official duties:
    - i. A peace officer as defined by Code Section 35-8-2;
    - ii. A law enforcement officer of the United States government;
    - iii. A prosecuting attorney of this state or the United States;
    - iv. An employee of the Georgia Department of Corrections or a correctional facility operated by a political subdivision of this state or the United States who is authorized by the head of such correctional agency or facility to carry a firearm;
    - v. A person employed as a campus police officer or school security officer who is authorized to carry a weapon in accordance with Chapter 8 of Title 20;
    - vi. Medical examiners, coroners, and their investigators who are employed by the state or any political subdivision thereof;
  6. A person who has been authorized in writing by a duly authorized official of the school to have in such person's possession, or use as part of any activity being conducted at a school building, school property, or school function, a weapon that would otherwise be prohibited by this Code section. Such authorization shall specify the weapon or weapons that have been authorized and the time period during which the authorization is valid;
  7. A person who is licensed in accordance with Code Section 16-11-129 or issued a permit pursuant to Code Section 43-38-10, when such person carries or picks up a student at a school building, school function, or school property or on a bus or other transportation furnished by the school or any weapon legally kept within a vehicle in transit through a designated school zone by any person other than a student;
  8. A weapon that is in the locked compartment of a motor vehicle or one that is in a locked

container in or a locked firearms rack on a motor vehicle that is being used by an adult over 21 years of age to bring to or pick up a student at a school building, school function, or school property or on a bus or other transportation furnished by the school, or when such vehicle is used to transport someone to an activity being conducted on school property which has been authorized by a duly authorized school official—provided, however, that this exception shall not apply to a student attending such school;

9. Persons employed in fulfilling defense contracts with the government of the United States or agencies thereof when possession of the weapon is necessary for manufacture, transport, installation, and testing under the requirements of such contract;
  10. Those employees of the State Board of Pardons and Paroles when specifically designated and authorized in writing by the members of the State Board of Pardons and Paroles to carry a weapon;
  11. The Attorney General and those members of his or her staff specifically authorized in writing to carry a weapon;
  12. Probation supervisors employed by and under the authority of the Department of Corrections pursuant to Article 2 of Chapter 8 of Title 42, known as the "State-wide Probation Act," when specifically designated and authorized in writing by the director of the Division of Probation;
  13. Public safety directors of municipal corporations;
  14. State and federal trial and appellate judges;
  15. United States attorneys and assistant U.S. attorneys;
  16. Clerks of the superior courts; or
  17. Teachers and other school personnel who are otherwise authorized to possess or carry weapons provided that any such weapon is in a locked compartment of a motor vehicle or one that is in a locked container in or a locked firearms rack on a motor vehicle; or
  18. Constables of any county of this state.
- d. 1. This Code section shall not prohibit any person who resides or works in a business or is in the ordinary course

of transacting lawful business or any person who is a visitor of such resident located within a school safety zone from carrying, possessing, or having under such person's control a weapon within a school safety zone; provided, however, it shall be unlawful for any such person to carry, possess, or have under such person's control while at a school building or school function or on school property, a school bus, or other transportation furnished by the school any weapon or explosive compound, other than fireworks, the possession of which is regulated by Chapter 10 of Title 25.

2. Any person who violates this subsection shall be subject to the penalties specified in subsection (b) of this Code section.
3. This subsection shall not be construed to waive or alter any legal requirement for possession of weapons or firearms otherwise required by law. (e) It shall be no defense to a prosecution for a violation of this Code section that:
  - i. School was or was not in session at the time of the offense;
  - ii. The real property was being used for other purposes besides school purposes at the time of the offense; or
  - iii. The offense took place on a school vehicle.
- f. In a prosecution under this Code section, a map produced or reproduced by any municipal or county agency or department for the purpose of depicting the location and boundaries of the area on or within 1,000 feet of the real property of a school board or a private or public elementary school that is used for school purposes or within 1,000 feet of any campus of any public or private technical school, vocational school, college, university, or institution of postsecondary education, or a true copy of the map, shall, if certified as a true copy by the custodian of the record, be admissible and shall constitute prima-facie evidence of the location and boundaries of the area, if the governing body of the municipality or county has approved the map as an official record of the location and boundaries of the area. A map approved under this Code section may be revised from time to time by the governing body of the municipality or county. The original of every map approved or revised under this subsection or a true copy of such original map shall be filed with the municipality or county and shall be maintained as an official record of the municipality or county.

This subsection shall not preclude the prosecution from introducing or relying upon any other evidence or testimony to establish any element of this offense. This subsection shall not preclude the use or admissibility of a map or diagram other than the one which has been approved by the municipality or county.

- g. A county school board may adopt regulations requiring the posting of signs designating the areas within 1,000 feet of school boards and private or public elementary and secondary schools as “Weapon-free and Violence-free School Safety Zones.”

## FAQS ON DISCIPLINARY SYSTEM AND HEARING PROCEDURES

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### **What is the relationship among the AUC institutions regarding disciplinary rules?**

As a member of the Atlanta University Center, the College has a reciprocal agreement with other AUC schools regarding student behavior and discipline. If a Morehouse student is accused of misconduct on one of the other AUC campuses, the College reserves the right to handle the case as if it occurred at the College.

### **Will I have a fair hearing, and will I be given an opportunity to present information on my behalf?**

Students will have a fair opportunity to explain their position and present information and witnesses on their behalf. *Parents and lawyers are not permitted* to attend the hearing or address the Assistant Dean of the College for Student Conduct, College Judiciary Committee or HCRB, or question witnesses while the hearing is in session.

## DEPARTMENT OF HOUSING AND RESIDENTIAL EDUCATION (DHRE)

**Location:** Kilgore Residential Commons  
Monday through Friday: 9 a.m. – 5 p.m.  
O: (404) 215-2634  
[TigerDen@morehouse.edu](mailto:TigerDen@morehouse.edu)

### Vision

The vision for the Department of Housing and Residential Education at Morehouse College is to become a premier collegiate housing and residential education program.

### Mission

The mission of the Morehouse College Department of Housing and Residential Education (DHRE) is to provide a living environment that promotes learning and development in the broadest sense with an emphasis on supporting the academic mission of the institution.

### Guiding Principles

The mission of Housing and Residential Education will be accomplished by embracing the Morehouse College core values (Accountability, Civility, Community, Compassion, Honesty, Respect, Spirituality, and Trust) and committing to the College and Office of Student Services goals. Additionally, the Department of Housing and Residential Education will:

- Focus on students' Intellectual and Personal Growth
- Focus on Character Development
- Focus on Servant Leadership
- Focus on Quality Service

### Tenets of the Department

DHRE aims to provide students with access to opportunities, experiences, and services that facilitate:

- seamless learning environments
- development of a sense of identify through educational opportunities
- independence and self-sufficiency through activities and educational opportunities
- development of mature styles of relating to others and living cooperatively with others
- appreciation of cultural differences, perspectives, lifestyles, spirituality, and other forms of diversity
- opportunities for analyzing, forming, and confirming values
- personal growth, reflection, and development
- development of balanced lifestyles embracing wellness

- respect for self, others, and property
- appreciation of new ideas
- development of a sense of justice and fairness
- leadership development, problem-solving, and decision-making
- interaction between students, faculty, and staff
- formation of study groups
- access to academic resources through technology
- acquisition and use of knowledge, skills, and values
- educational and career choices
- learning life skills, e.g., health, personal finance, and time management

*DHRE primarily focuses on creating environments where students come to live, live to learn, and leave to light up the world.*

### Houses

The 12 residential halls (houses) at Morehouse College vary in capacity from 40 to 360 residents. Generally, the houses are categorized as being for freshmen or returning students. There are also special themes associated with each residences hall. Each house is managed by a Community Director or Associate Director, who will be responsible for managing the student staff, consisting of Lead Residential Advisors (Leads) and Residential Advisors (RAs), who will have direct day-to-day contact with students.

### Residential Life Staff

The staff of each house consists of the following:

- **Associate Director of Residential Education** – a live-in professional who supervises the professional staff and supports students through programming and intervention services.
- **Community Director** – a live-in professional who supervises the student staff and supports students through programming and intervention services
- **Lead Residential Advisor (Lead)** – an upperclassman who leads the residential staff in the house in house programmatic and operational efforts.
- **Residential Advisor (RA)** – an upperclassman who serves as a peer mentor and assists students with their concerns.

The house staff works to create and promote an environment that supports respect, integrity, civility, accountability, and compassion among all residents. They also work with the day-to-day administrative duties, provide leadership in the houses, and conduct educational, cultural, social, personal, and career development programs for the residents.

## Housing Accommodations

### Three-year Live-on Requirement

The three-year live-on requirement is a commitment between the men of Morehouse and the Office of Housing & Residential Education to enhance the students' experience and success. This commitment requires students to live on-campus and have a meal plan for three years (depending on the house and student classification).

Morehouse College believes that students who live on-campus are more likely to stay enrolled, graduate on time, and feel connected to the campus community. In support of this commitment, the Division of Student Development will focus time and energy on campus resources to ensure student success. Research shows that living on-campus has several positive outcomes that help students developmentally. Empirical research reveals six areas in which residence halls have a significant impact on students (Blimling, 2003):

- **Retention:** They have greater expectations for academic achievement and are more likely to remain in college.
- **Co-curricular Involvement:** Students are more involved in campus activities. They learn to work with others, manage budgets, express their ideas in meetings, negotiate with others, and follow through with projects.
- **Personal Growth and Development:** Students meet more challenges, mature more quickly and learn to become interdependent.
- **Interpersonal Relationships:** Students build strong friendships and share more experiences. They interact more, develop more tolerance, and experience more cultural diversity.
- **Faculty Interaction:** Students have more contacts with faculty, both in the residence halls and, due to close proximity to faculty offices.
- **Positive Feelings about Campus Experiences:** Students feel that the campus is more comfortable, more educationally purposeful, supportive, and more enjoyable, yielding higher overall satisfaction with their college experience.

***The three-year live-on requirement is fulfilled by the following criteria:***

If the student has completed three full years of attendance at Morehouse College or another accredited post-secondary institution before the houses open for fall semester. For example, a transfer student who has attended another accredited institution for at least three years and lived on-campus is exempt from the live-on requirement. Experience must be at an institution of higher education and does not include high school or boarding school experience. If the student is legally

married or in a legal civil union, Morehouse requires a notarized copy of the official marriage or civil union documentation.

Students may petition to be released from the three-year live-on requirement and the housing contract based on the following criteria:

- Live at home with parents or legal guardians whose permanent home address is within 25 miles driving distance of campus.
- Medical Accommodation.
- Financial Duress.

To apply, the student must complete the exemption form located on the housing website.

### Incoming freshmen

All freshmen are required to live in a house on the Morehouse College campus unless they are granted a waiver from the Associate Dean of the College for Residential Education and Director of Housing to live off-campus due to extenuating circumstances. New students accepted to the College will apply online via **TigerDen**—the web-based housing application portal—after confirmation of the college's acceptance fee. Students are responsible for adhering to the application and financial deadlines outlined by the Office of Admissions. House and roommate requests are honored as space permits. Assignments for the fall semester are made on a "first-paid" basis and made available in the housing portal throughout the summer. Please note that incoming freshmen will be able to rank their preferences, but a preference is not guaranteed. Visit the housing website to view the housing options for incoming freshmen.

### Continuing Residential Students Housing Application Process

Due to the limited number of housing units available for returning students who wish to live on campus, the Office of Housing and Residential Education implements a housing selection process each spring semester. The process is designed to provide continuing students with an equitable system for obtaining on-campus housing assignments during the upcoming academic year.

In order to participate in the housing selection process, students must complete and submit a housing application to the Department of Housing and Residential Education along with payment verification of the housing reservation fee (if applicable). Continuing students' housing applications become available in mid to late spring.

Students living off-campus who wish to request on-campus housing for the next academic year must participate in the housing selection process listed above. No student can be considered for campus housing

without submitting a housing application and remit the housing reservation fee (if applicable).

In order to complete the housing selection process and secure their room assignments, students must assure the financing of tuition for the fall and spring semesters. The Office of Business and Finance determines if payments are necessary and the amount of these payments. Note that these payments are separate from the housing reservation fee, and payments must be made in order to continue through the housing selection process.

Students' room assignments are for the fall and spring semesters. Students will only be released from this obligation if they are no longer enrolled at Morehouse College and have completed the contract release form. Any additional exception must be granted by the Associate Dean of the College for Residential Education & Director of Housing prior to the end of the semester.

As space permits, house and roommate preferences will be granted to students who are selected into campus housing. Students with concerns about room assignments should contact the Department of Housing and Residential Education. Students with roommate problems should contact their respective RA and/or Professional Staff Member.

#### **On-Campus Housing Application Checklist:**

1. Complete and submit Housing Application via *TigerDen* – the web-based housing application portal.
2. Register for classes.
3. Remit housing reservation fee (if applicable).
4. Remit initial tuition, room and board, fees payment.
5. Remit final tuition, room and board, fees payment.
6. Check TigerDen Housing Portal website for room assignment.
7. Check-in: Be sure to bring approved items only.
8. Check-out: Be sure to clean up and return keys on time.

#### **Summer Term Housing**

Students must apply separately for summer term housing. Summer applications are available via *TigerDen* –the web-based housing application portal. Applications must be submitted by April 30. Students employed by the Summer Academy must apply through their designated program coordinator.

#### **Withdrawal from the Residential Community**

Any student who wishes to move out of campus housing for any reason (such as moving to off-campus housing or withdrawing from the College) must do the following:

- Complete and submit a Housing Contract Release Request Form to the Office of Housing and Residential Education.
- Remove all belongings from the assigned room upon approval of Housing Contract Release.
- Return the room key to the House staff.

Any assignment will be canceled, and financial reimbursement made if appropriate. Students who fail to vacate in accordance with this policy will be responsible for all applicable charges.

#### **Community Standards**

##### **Quiet Hours**

Noise should be maintained at a reasonable level at all times within the houses. All students are expected to be considerate of others who are studying or sleeping. During designated quiet hours, noise levels should not be loud enough to be heard outside students' rooms. Regular quiet hours are:

Sunday through Thursday: 10 p.m. – 8 a.m.

Friday and Saturday: Midnight – 10 a.m.

All residents must observe quiet hours 24 hours per day during the Reading Period through the end of Finals Week.

##### **Endangering Behavior**

Students who participate in endangering behavior may be removed from their houses, fined, and be subject to disciplinary action and/or criminal charges.

Endangering behavior includes, but is not limited to the following:

- tampering with fire equipment
- blocking a fire escape
- failing to evacuate a building during a fire alarm
- defacing or tampering with safety signs or equipment
- using or possessing firearms, explosives, firecrackers, and other highly flammable materials
- removing windows or screens
- throwing objects out of windows
- using open flame devices such as candles, oil lanterns, and propane torches
- careless use of appliances and/or use of appliances that are prohibited
- tampering with wiring
- installing of partitions, paneling, or lofts
- careless use of any other material that may result in danger to the College community
- entering or exiting designated emergency exits

### Fire Safety

Making false fire reports, tampering with firefighting equipment (including removing fire extinguishers from their proper stations or discharging them other than to put out fires), and interfering with firefighters are all criminal offenses. Fire doors that close should never be propped open, blocked or otherwise tampered with, nor should fire escapes be accessed for any purposes other than emergency evacuation. Repair and/or replacement costs will be assessed to students responsible for such acts or prorated among the occupants of a house. In addition, all responsible parties may be subject to disciplinary action, fines, and/or criminal charges.

### Smoking Policy

Smoking is prohibited in the houses or within 15 feet of a hall. This policy is strictly enforced. Violators may be required to move off-campus immediately and may be denied on-campus privileges in the future. Also included in this policy is a strict prohibition of the following combustible items:

- Incense
- Candles
- Cigars
- Fireworks

### Appliances

Television sets (if outside antenna or other exterior reception devices are not used), electric flat irons, small compact refrigerators, hair dryers and fans are permitted in houses. Microwave ovens, electric skillets, hot plates, coffeepots and all forms of cooking equipment are not allowed in individual student rooms.

Occupants of rooms where prohibited appliances are found may be subject to disciplinary action and/or a fine. Students with certain medical conditions may apply to the Director of Housing for permission to use special appliances in their rooms.

### Maintenance

Any item in need of repair and or replacement should be brought to the attention of a House Staff person. The process/procedures for notifying an RA about repairs/ replacement of house items will be disseminated during the first hall/floor meeting during the fall semester.

***The College will not be liable for the loss of money or valuables or for damage to the property of any student who resides in campus housing.***

Any incidents that result in the loss or damage to property should be reported to the Campus Police and the House Dean. Students are strongly encouraged to obtain renter's insurance on their personal property or extend their parents' homeowner's coverage to include their property away from home.

Each student also shares responsibility for the overall condition of his room, house, and its furniture. Students will be held responsible and charged if any damages are made to the room, house, and/or its furniture beyond normal wear and tear.

The house staff makes monthly room checks to ascertain the condition of rooms. If at the end of a term a room is left in such condition that it requires more than routine cleaning, a fine will be assessed to each resident of the room.

### Entry into Your Room

The College may permit authorized personnel to enter a student's room under the following circumstances:

- for routine health and safety room inspections
- when repairs or maintenance are needed
- when there is a reason to believe the room is being used for illegal purposes
- when there is a reason to believe the occupant's life or health is in danger
- when necessary to ensure that the College's policies and procedures are followed

### Custodial Services

Custodial services are provided to every house to keep the common living areas clean and keep buildings up to College standards. Residents are responsible for the general cleaning of their rooms and removing excessive trash from the common areas. Students are expected to keep their rooms reasonably clean and orderly so as not to endanger the health and safety of themselves or others. If, after appropriate warning, a student does not maintain his room in reasonable order, he may be required to vacate the room without a refund.

### Damages

During check-in, students are required to complete a Room Condition Report (RCR) outlining any existing damages in their room. Residents are liable for any damage and/or loss to their room, or its furniture not reported on the RCR. Repair or replacement costs will be assessed to the individual or individuals responsible. In common areas or when this is not possible, costs can be prorated among the residents of a building, floor or wing. Students are encouraged to report any information regarding specific acts of vandalism to the Office of Housing and Residential Education.

### Room Keys

Room keys are issued to each student assigned to a house room. During check-in, students will receive room keys from the house staff and must return keys to the house staff when the room is permanently vacated at the end of each semester. Students moving out

before check-out must get approval from the house staff. Students who fail to return keys immediately in accordance with the established procedure will be charged a late departure fee. Students are responsible for locking their rooms whenever they are not present (i.e., going to the shower, laundry, or visiting another resident). Students should ALWAYS lock their room doors at night. New or additional locks may not be affixed to doors, and keys may not be duplicated. **Lost keys should be reported immediately to the RA** who will take appropriate actions to have the locks changed and new keys issued at the student's expense.

### Lockout Policy and Procedure

Residents are expected to maintain control of their house room key at all times. Students are not to give their room key to anyone and should have their key in their possession whenever they leave their room.

***Residents must keep their keys with them at all times.***

The Office of Housing and Residential Education cannot emphasize enough the importance of adhering to this policy. Lost room keys and lockouts are the most common issues faced by our residents. It is imperative that residents exercise responsibility for their personal property, fellow residents' safety, and their college home.

House Deans have office hours from 9 a.m. to 5 p.m. daily. There is an "Administrator on Duty" during after-hours to assist with emergencies. Should a student become locked out of his room, he should follow the procedure below:

- During standard business hours (9 a.m. to 5 p.m.), students are to contact their RA for assistance. If the RA is unavailable, students are to contact their Lead.
- During after-hours (5 p.m. to 3 a.m.), the student should contact the RA on-duty. If the RA on-duty is not available, then the student can call Campus Police, who will contact the Administrator on Duty.
- The RA on Duty assists with lockouts during the following scheduled times ONLY: 7 p.m., 9 p.m., 11 p.m., 1 a.m., and 3 a.m. Any residents locked out between these times must wait for the next scheduled lockout assistance time. Weekends hours (Sat.- Sun) are 9 a.m., 1 p.m., 5 p.m., 7 p.m., 11 p.m., 1 a.m. and 3 a.m.
- Lost keys must be replaced by the end of the next business day.
- **Note: There will be no lockout assistance from 3 a.m. to 9 a.m.**

### Lockout Fees

Due to the significant costs and safety hazards that lost room keys cause the entire Morehouse College community, the Office of Housing and Residential

Education strongly urges residents to make a conscious effort to secure their keys. Lack of responsibility with room keys will result in fines as follows:

- **First incident:** Lockout Standard Fee of \$25.
- **Second incident:** Lockout Standard Fee of \$50.
- **Third incident:** Lockout Standard Fee of \$75.

More than three lockouts in any academic year will result in a hearing before the House Dean. Action may include additional fines, restrictions on co-curricular activity participation, and/or serious disciplinary action.

### Laundry Service

Laundering facilities are located in the lower level of Archer, Graves, and Perdue halls. Card-operated machines and folding tables are available.

### Pets

Pets and animals may not be kept in houses; however, arrangements will be made to accommodate dogs that assist students with disabilities, e.g., guide dogs for students who are blind and companion dogs for students who are hearing or mobility impaired. Students who need animals to assist them because of a disability must contact the Counseling & Disability Resource Center, which will provide documentation to housing. Students who keep pets or animals inside or outside any house will be fined for each offense and may be held responsible for the extermination or other costs associated with the pets or animals.

### Solicitation and Selling

Neither students nor non-students may solicit or sell any products or services or post any advertisements in the houses. The house staff will immediately remove unauthorized advertisements that are posted.

### Decorations

Although individuality and creativity are encouraged, students are not to decorate in a manner that permanently alters their rooms. Materials may not be used if they cause damage to the paint, walls, ceilings, or floors. To hang items on walls, please use map tacks, thumbtacks, or blue painter's tape.

### Flyers

All notices and signs posted by organizations in houses must show approval stamps from the Office of Student Life on the documents and must be approved by the House Dean of the respective house. Flyers should clearly state the name of the responsible organization and should be posted only on designated bulletin boards. No notices or signs may be placed on the interior or exterior walls, windows, or doors. Signs and notices that are posted improperly will be removed, and the responsible organization may be fined and charged the



cost of any repairs. Please contact the Office of Housing and Residential Education for further clarification.

### Storage

Storage is not available in the houses. Students who need to store items must make their own arrangements with a commercial storage company.

## **Guests and Visitation**

### Guest Policy

Guests are any people other than authorized College officials, who do not live in a specific house. Students will be held responsible for their own conduct, as well as that of their guests. Students who invite guests to campus and the houses are expected to inform them of all rules and regulations. All guests must present picture IDs upon request by the house staff.

### Community Information Desk (CID)

The Community Information Desk is the checkpoint for guest entry to any house. The primary purpose of the CID is to monitor and facilitate guest visitation. The management of the CID is coordinated by the House Dean. All visitors must provide a student ID or other picture ID when requested by the house staff. If confiscated, the ID card will be given to the House Dean.

### Overnight Guests

Students are prohibited from having overnight guests in their rooms. While the College is fully aware and sensitive to the fact that students participate in late-night study and discussion sessions from time to time, all students are encouraged to return to their own rooms and/or dwellings to sleep.

### Visitation

Guest visitation in houses is a privilege, not a right, and therefore may be suspended by the Associate Vice President for Student Services & Dean of the College, the Associate Dean of the College for Residential Education & Director of Housing, or the House Dean. ***Residents must have their roommates' consent before inviting female visitors to their rooms, and female visitors must not interfere with the academic pursuits of residents or their roommates.***

### Freshmen Visitation Policy

There is no visitation for individuals not affiliated with the College in the freshmen houses for the first semester until the weekend following Homecoming. In addition, visitation ends the last day of finals. In the second semester, visitation for those not affiliated with Morehouse begins at the discretion of the house dean and ends the last day of finals.

Freshmen hours for female visitation, beginning the Friday after Homecoming are:

Sunday through Thursday: 6 – 11 p.m.

Friday: 6 p.m. – Midnight

Saturday: 6 p.m. – Midnight

### Upperclassmen – Visitation Policy

Visitation for the first and second semesters begins at the discretion of the House Dean and ends the last day of finals. The hours for visitation for those not affiliated with Morehouse are as follows:

Sunday to Sunday: 6 p.m. – Midnight

### Otis Moss Jr. Residential Suites

The Otis Moss Residential Suites is an upperclassman house composed of an East and West building capable of housing up to 360 students. The apartment-style living quarters allows students to accept greater responsibility for their daily activities within the guidelines of the College and the Office of Housing and Residential Education. Students have the option of staying on a meal plan or utilizing the kitchens to prepare meals.

## **Dining Services**

### Meal Plans

Meal plans may be required depending on the classification and house.

In traditional houses, students will select their meal plans during the housing application process:

- All residential freshmen are required to have the unlimited meal plan.
- Sophomore students may choose between the unlimited and 14-meal plans.
- Juniors may choose among unlimited, 14-, and 10-meal plans.
- Seniors may choose from any option available.

In the Otis Moss Suites, students may select any meal plan option or choose not to purchase a meal plan. Each student select his meal plans on the dining services web page and must have a credit on his student account for the amount of the selected meal plan.

The meal contract is offered for the academic year. Exceptions: Only two (2) meals are served per day on the following holidays: Thanksgiving, Dr. King's birthday, Spring Break, and Good Friday.

Each student who resides on campus is issued an ID/meal card, which must be presented for entrance into the dining hall. The meal plan is also available for purchase by students who live off-campus.

ID cards are not transferable – the right to use them may not be given or sold to another person. All ID cards are the property of the College and must, therefore, be returned upon request. Lost cards should be reported to the ID Card Office – Access Control, which will charge students a fee for a replacement card. The meal plan for the semester ends with dinner on the last day of finals.

### **Cash Meals**

Residential students are admitted to the dining hall when they present their meal cards. Guests and visitors accompanied by residential students must pay cash for their meals when they enter the dining hall. Because of space limitations, only those who are receiving meals are admitted to the dining hall during meal hours.

### **Off-Campus Meal Plans**

Students living off-campus may purchase off-campus meal plans that fit their needs. Students should consult the schedule of fees to obtain information on the various off-campus meal plans. Meal plans are purchased through the student accounts in the Business and Finance Office.

### **Special Diets**

Requests for special diets will be honored by the dining hall staff within their capabilities. Students cannot be released from their house contract, which includes room and board, because of their requests for special meals.

### **Health Services**

#### ***James B. Ellison Sr. Student Health Center***

**Location:** Brazeal Hall, Ground Floor (*north end of campus*)

O: (404) 215-2637

[shc@morehouse.edu](mailto:shc@morehouse.edu)

The Morehouse College Student Health Center seeks to provide the most comprehensive medical care and education for all students registered for four (4) or more credit hours. Services include basic medical care, health education, and the use of preventive medical techniques. The Student Health Center also serves as an advisor and works in coordination with The Counseling Center for those students requiring psychiatric evaluations and services.

The Student Health Center also provides the following services:

- Diagnostic testing (urinalysis, blood sugar, strep and mono)
- Referral Services

- Allergy Injections after consultation with M.D.
- Flu Shots
- Travel Immunizations
- Stabilization of emergencies
- Pharmaceuticals
- Confidential HIV and STI testing
- Laboratory Services
- Health Screenings

### **Costs**

Medical treatment is free to all eligible Morehouse College students. A portion of student fees is designated to defray the cost of campus health services. Students are not required to pay for diagnosis, treatment, or medications dispensed from the drug formulary. Students who may require laboratory testing and referrals may incur a fee depending on insurance coverage. Students and/or parents are responsible for all costs NOT covered by insurance.

### **Physical Exams**

A recent physical examination is required of all new and transferring students prior to enrollment.

Any student who wishes to participate in a College athletic program (basketball, football, tennis, track, etc.) must have a recent complete physical exam. The physical must be obtained before engaging in any formal athletic activity, sanctioned training or practice sessions. In addition, any student desiring to participate in the College's athletic program must complete and return an insurance information form.

### **Immunizations/Tests**

For the health and safety of students/staff/faculty, Morehouse College has established immunization requirements that must be met prior to enrollment and are included in the Pre-Entrance Health Record.

Follow the link for a detailed listing of required immunizations within the Pre-Entrance Health Record: [morehouse.edu/student\\_life/studenthealth/forms.html](http://morehouse.edu/student_life/studenthealth/forms.html)

### **Medical Emergencies**

In case of an emergency during hours when the Student Health Center is closed, Campus Police should be contacted and ambulance services summoned as needed. ***Fees resulting from the use of ambulance services are the students' and/or parents' responsibility.***

## STUDENT COUNSELING & DISABILITY CENTER

### Sale Hall Annex

Monday through Friday: 9 a.m. – 5 p.m.

O: (470) 639-0231

F: (470) 639-177

[morehouse.edu/campus\\_life/counseling\\_serv/](http://morehouse.edu/campus_life/counseling_serv/)

Appointments may be made by calling the Student Counseling & Disability Services Center (returning clients), or by coming into the office in person. Appointments will be scheduled as soon as possible after the initial request, depending on the urgency of the situation and staff availability.

### Services

The Student Counseling & Disability Services Center facilitates institutional goals by working closely with faculty, administrators, and staff to provide a supportive campus climate.

The Center offers a broad array of services designed to meet the demands of College students, faculty, and staff. Services include: individual and group counseling; crisis intervention; workshops; seminars; disability services; and referral services for students in need of psychiatric help and counseling.

The Center also provides professional development and is available to campus organizations, academic departments, administrators, and staff on topics including "Identifying Signs of Psychological Distress," "Recognizing Symptoms of Depression," and "Addressing Substance Abuse." Counseling programs also provide support for students in need of individual assistance, as well as staff who could benefit from psycho-education on health and wellness-related topics.

- **Individual counseling** is available to help students develop and expand coping strategies that will enable them to more effectively handle situations they may encounter during their College years. The Counseling Center offers students a safe place to explore, develop, and learn more about themselves and their relationships with others. All students are encouraged to use the Center's confidential and free services.
- **Group counseling** is for students seeking peer support on topics of social and academic adjustment, identity, love and sexuality, men's issues, addiction, and relationships. All topics are explored in a supportive and confidential environment.
- **Workshops and seminars** are available throughout the semester to provide psycho-educational programs and skill development in time management, career decision-making, stress management, study methods, interpersonal relations, and drug and alcohol awareness.

- **Disability services** are provided to assist the College in fulfilling its commitment to educate and serve students with disabilities. This service is committed to making the College an accessible academic, social, and physical environment for students with physical and learning challenges.
- **Crisis intervention** is available with an on-call counselor after hours during the work week and during weekends to respond to urgent matters. If you need emergency assistance, call Campus Police, which will dispatch your information to the counselor on call, who will immediately return the call.

### Confidentiality

Confidentiality obliges staff at the Student Counseling & Disability Services Center not to discuss information about a client with anyone. The purpose of confidentiality in psychological counseling, psychotherapy, and disability services is to enable students to discuss problems they are experiencing honestly and privately in a trusting environment.

Safeguarding information shared by students in the context of the counselor/therapist-patient relationship is an ethical and legal responsibility. The Student Counseling & Disability Services Center strictly protects the confidentiality of shared information during sessions.

### Limits of Confidentiality

There are exceptions to the confidentiality of therapist-patient information set by the state of Georgia.

Examples include:

- Issues of child abuse if under the age of 18 years old.
- Imminence of danger to self or others.
- If you tell your therapist that you actually intend to cause imminent, life-threatening harm to yourself, the therapist is legally obligated to take whatever actions seem necessary to protect you from harm.
- If you tell your therapist that you actually intend to do imminent bodily harm to another person(s), by law, your therapist will inform the authorities of the intent and take additional action if necessary.
- If a court of law orders a counselor or therapist to release information, then that person is bound by law to comply with such an order.

### Release of Information

With the exceptions noted above, information about students, including their use of counseling and disability services, cannot be released to anyone outside the Student Counseling & Disability Services Center without written permission. If a student asks the Center to release information, he will be asked to sign a form authorizing its

release. Any student may revoke this permission at any time by giving the Center written notice.

### **Content of Disclosure**

If you decide that you want to authorize the Student Counseling & Disability Center to disclose information contained in your record, you determine what information is disclosed. You can:

- Designate to whom the disclosure is to be made
- Specify the purpose or need
- Expressly limit what information you authorize to be released
- Revoke the authorization at any time
- Indicate when the authorization expires

### **Disability Services**

**Location:** Sale Hall Annex, Suite 100

O: (470) 639-0231

F: (470) 639-0177

Disability Services functions to ensure that all students with disabilities have equal access to educational opportunities at Morehouse College. A wide range of services and accommodations is offered for students with disabilities. These services are based on the specific needs of each student as identified by the Coordinator for Disability Services.

Disability Services provides support for students with disabilities of all kinds, including: mobility, visual, or hearing impairments; speech impairments; chronic illnesses, such as AIDS, diabetes, and lupus; seizure disorders; head injuries; painful conditions like back injuries and carpal tunnel syndrome; psychological disabilities such as bipolar disorder and severe anxiety or depression; attention deficit disorder; and learning disabilities.

**Qualified disabilities** as defined by the Americans with Disabilities Act (ADA), involve a physical or mental impairment that substantially limits one or more major life activities (walking, seeing, hearing, speaking, breathing, learning, or working). Qualifying students must meet the academic requirements for admissions to Morehouse College and have disabilities such as:

- Attention-Deficit Hyperactivity Disorder
- Autoimmune Disorders (lupus, HIV/AIDS)
- Blindness or Visual Impairments
- Blood Disorders (like sickle cell anemia)
- Cerebral Palsy
- Communication Disorders
- Hypertension

- Learning Disorders
- Multiple Sclerosis
- Orthopedic Impairments
- Psychiatric Disabilities
- Spinal Cord or Traumatic Brain Injuries

### **Obtaining Accommodations**

- Self-identification of disability
- Submit required documentation (psychological assessment or physician's statement)
- Schedule appointment with Disability Services Coordinator
- Complete Disability Services Intake Packet
- Request accommodations

### **Academic Accommodations**

The disability services coordinator determines which accommodations are appropriate given a student's particular disability or disabilities. Following are some of the more commonly prescribed accommodations:

- Handouts in large print
- Course materials in electronic format
- Extended time on exams
- Alternate formats for testing (oral, multiple choice)
- Testing in a distraction-reduced environment
- Reader or scribe for exams
- Textbooks on tapes
- Program modifications
- Use of assistive devices
- Tape-recorded lectures
- Note-takers
- Preferential seating
- Permission to make audio-recordings of class lectures
- Extended time on examinations
- Frequent breaks for rest, medication, food, or exercise during exams
- Copies of examinations in large-print format
- Permission to use a basic four-function calculator during examinations
- Use of a laptop computer during examinations: For example, a student is not penalized for mechanical errors (spelling, punctuation, capitalization, handwriting, and proofing) on in-class writing assignments and examinations.
- Instructor's use of alternative testing formats for the student's exams: For example, oral rather than written,

short-answer tests rather than multiple-choice (or vice versa), or essays rather than multiple-choice tests.

### **Program Modification**

- Foreign language or math substitutions
- Part-time or reduced course load

### **Support Services**

- Special housing arrangement
- Self-advocacy training
- Counseling/disability management
- Study skills, time management, and organizational strategies enhancement

The disability services coordinator may recommend a reduced course load (for a single semester or for a student's entire academic career) when the student's disability makes it necessary to work more slowly and spend more time on each course. The disability services coordinator can assist students in securing approval from the deans of their colleges for reduced course loads. The coordinator also works with the Financial Aid Office to protect the student's award from being impacted by taking a reduced course load.

Occasionally, a student's disability necessitates an adjustment in required courses. The disability services coordinator determines whether learning disabilities will prevent the student's mastery of course material in mathematics or foreign languages. If so, the coordinator advises the student about the procedures to be followed in seeking adjustments. Both the disability services coordinator and the student must write to the dean, explaining the special requests.

### **Mandatory Medical Leave of Absence**

The College Physician, the Director of Counseling Services, Medical Director, or the Academic Deans, may recommend or require that a student be withdrawn from the College or placed on a mandatory medical leave of absence when the student's health or medical condition deteriorates to the point of becoming life threatening, impedes his academic progress, is disruptive to the normal life of the College community, or endangers the health and safety of the College community.

### **Medical Leave of Absence**

A student whose health prevents him from making academic progress may request a leave of absence by consulting with his academic dean. If he elects to take a leave, he must complete the appropriate paperwork.

### **Resuming Studies after a Medical Leave of Absence**

A student who is placed on a leave of absence must go through the Counseling or Health Center offices to be reinstated to the College. He must provide official documentation about the medical or health problems that resulted in a leave of absence. This information must be submitted to the Vice President of Enrollment Management and Student Services, the Director of the Health Center, and the Director of the Counseling Center by *Nov. 1 for a student who wishes to resume his studies during the Spring Semester and March 1 for the Fall Semester*. The College Physician or the Director of the Counseling Center has the authority to determine whether it is appropriate for a student to be permitted to resume his studies after a Medical Leave of Absence.

### **Auxiliary Services**

The disability services coordinator determines which Auxiliary Services are appropriate given a student's particular disability or disabilities.

### **Assistive Technology**

Several types of technology are made available to students by disability services to help offset the effects of their disabilities. Computer-based technology is located in the Learning Resource Center.

Students with documented disabilities that affect their ability to read print may be eligible for textbooks and other class materials on CD. The disability services coordinator helps students order these recordings of textbooks on a CD format through Recordings for the Blind and Dyslexic.

### **Disability groups for students**

The Coordinator of Disability Services informs students about the staff- and student-run disability groups, as well as local, state and national organizations. Students are encouraged to become informed and active in decisions regarding disability law and services.

### **Financial Advising**

The Office of Financial Aid administers loans, grants, and scholarships for which students with disabilities may be eligible. The Director of Financial Aid can assist students in understanding the relationship between Morehouse College's Financial Aid and other sources of assistance, such as those from the Department of Rehabilitation and the Social Security Administration. The Coordinator of Disability Services assists students in informing the Financial Aid Office about any special disability circumstances that may affect their eligibility for financial aid. These circumstances include course loads and disability-related extra expenses.

## Housing Assistance

The Department of Housing at the College allots a certain number of spaces within the residence halls that can be used to accommodate the needs of students with disabilities. In order to use one of the allotted spaces, a student must provide disability services with documentation of a disability-related need for special housing.

## Designated Coordinator Level

If an individual wants to file a formal, written grievance, he should promptly submit the grievance to the Coordinator of Disability Services.

The grievance must be submitted in writing on the Grievance Form. Complete this form in full to receive proper consideration by the director. (Upon request, the director or a representative will provide assistance in completing the form.)

A College official, appointed by the respective vice president, will investigate the grievance and make reasonable efforts to resolve it. A written response will be provided to the Complainant within 10 school days after receipt of the fully completed Grievance Form.

## Final Review Level

If the Complainant is not satisfied, or if a reply has not been received within the specified time, the student may then appeal, in writing, within 10 school days, to the Vice President for Academic Affairs (if it is an academic matter) or to the Vice President for Student Services (if it is a student services matter). A written response will be given to the individual within 10 school days.

If the individual is still not satisfied, he may appeal in writing within 10 school days, from receipt of the final response to the College President.

## Grievance Records

Grievance records will be maintained for at least one year by the Coordinator of Disability Services.

## The Bonner Office of Community Service (BOCS)

**Location:** Leadership Center, 4th Floor, Room 425

Monday through Friday: 9 a.m. – 5 p.m.

O: (470) 639-0594

F: (404) 507-8600

Morehouse College is committed to developing leaders who will be positive role models and make significant contributions to society. The Bonner Office of Community Service (BOCS) seeks to utilize its resources to develop and encourage volunteerism. BOCS wishes to perpetuate a culture of service on the Morehouse campus that will strengthen our resolve to be accountable as leaders, with the desire to be stewards of positive social change.

Students and others in the Morehouse College family know that the path they walk in service extends beyond the classrooms and/or offices of the Atlanta University Center. BOCS supports and facilitates the involvement of Morehouse students, faculty, staff, and administration in community service work through a variety of programs and opportunities, both on and off campus. These require commitments ranging from just a few hours each semester to several hours each week.

Through the efforts of the Bonner Office, Morehouse College better fulfills her mission of *“developing men with disciplined minds who will lead lives of leadership and service.”*

Although a good number of students engage in community service on a volunteer basis, BOCS offers a limited number of scholarships and/or stipends for eligible students.

The Bonner Office of Community Service currently sponsors or co-sponsors the Bonner Scholarship Program, the Emma and Joe Adams Scholarship Program, and the Federal Work Study Community Service Program.

## THE DEPARTMENT OF CAREER DEVELOPMENT AND ENGAGEMENT

### Mays Commons

Monday through Friday: 9 a.m. – 5 p.m. or

by appointment

O: 470-639-0247

### Mission

The mission of the Department of Career Development and Engagement is for all majors to fulfill the mission of Morehouse College. The Morehouse Mission states that Morehouse prepares its students for leadership and service through instructional programs and extracurricular activities that foster understanding and appreciation of the specific knowledge and skills needed for the pursuit of professional careers and/or graduate study.

### Objectives

- To educate all Morehouse College students in the lifelong process of successfully preparing for and seeking career opportunities.
- To provide individual counseling to current students exploring career possibilities, choosing majors, identifying relevant campus-wide resources, and designing targeted career development strategies.
- To provide current students with direct access to career opportunities through e-recruiting, On-Campus Recruitment Interviews, website information and

linkages, Employer Information Sessions, networking events, and career fairs.

- To present career training programs to educate students on current career development issues.
- To develop and manage mutually effective working relationships among students, student organizations, employers, alumni, staff, and faculty to support career development programs and services, and recruitment efforts.
- To help students develop self-knowledge related to career choice and work performance by identifying, assessing and understanding students' competencies, interests, values, and personal characteristics;
- Obtaining educational and occupational information to aid students' career and educational planning, and helping students to develop an understanding of the world of work;
- Selecting personally suitable academic programs and experiential opportunities that optimize future educational and employment options;
- Helping students take responsibility for developing career decisions, graduate/professional school plans, employment plans, and/or job-search competencies;
- Prepare students to seek suitable employment by developing job-search skills, effective candidate presentation skills, and an understanding of the fit between their competencies and both occupational and job requirements;
- Helping students to gain experience through student activities, community service, student employment, research projects, cooperative education, internships, international exposure, and other opportunities;
- Linking students with alumni, employers, professional organizations, and others who will provide opportunities for students to develop professional interests and competencies, integrate academic learning with work, and explore future career possibilities;
- Assist students seeking a desired employment opportunity or entry into an appropriate educational, graduate, or professional program; and
- Helping students prepare to manage their careers after graduation

### **Our Resources, Services, and Events**

Resources provided by this department include: access to Atlanta University Center Career Planning and Placement Services, and partnership with the Morehouse College Corporate Alliance Program.

### **Services include:**

- Career Counseling
- On-Campus Interviews
- Recruitment Information Sessions
- Resume Preparation, Development, and Critiquing
- Interview Preparation and Feedback
- Mock Interviews
- Resumé Referral
- Job Postings
- Career Development Workshops
- Job Search Strategies
- Internship Search Assistance
- Business and Dining Etiquette

### **Post-Baccalaureate Services**

The Department of Career Development and Engagement also assists students with preparation for graduate and/or professional school. Students are able to gain knowledge of the application process. In addition, emphasis is on increasing the performance levels of admission tests scores, such as those for the GRE, LSAT, MCAT and the GMAT.

### **Services include:**

- Assisting students who are researching graduate and professional schools
- Preparing students for admissions tests, such as the GRE, LSAT, and GMAT
- Providing technical assistance with appointments with graduate schools and companies
- Providing career assessment and career guidance
- Obtaining a clearinghouse of information on graduate and professional schools and companies, including internships
- Disseminating information pertaining to graduate and professional schools and companies

### **Staff**

#### **Douglas Cooper**

*Executive Director of Career Development & Engagement*  
O: (470) 639-0370  
[douglas.cooper@morehouse.edu](mailto:douglas.cooper@morehouse.edu)

#### **Bridget Baggett**

*Associate Director of Career Development & Engagement*  
O: (470) 639-0723  
[bridget.baggett@morehouse.edu](mailto:bridget.baggett@morehouse.edu)

**Priscilla Hubbard**

Career Data Resource Development Manager

O: (470) 639-0551

[priscilla.hubbard@morehouse.edu](mailto:priscilla.hubbard@morehouse.edu)

**Christina Womack**

Recruiting Coordinator

O: (470) 639-0247

[christina.womack@morehouse.edu](mailto:christina.womack@morehouse.edu)

## INTERNATIONAL STUDENT SERVICES

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**Kilgore Center**

Suite 200

Monday through Friday: 9 a.m. – 5p.m.

O: (470) 639-0331

[harry.wright@morehouse.edu](mailto:harry.wright@morehouse.edu)

Morehouse College invites men from other countries to join the Morehouse community as regular, full-time students or as exchange students. Special services are offered to address their needs or concerns.

The Office of International Student Services (OISS) serves as the central resource and liaison for the international student community at Morehouse College. The mission of OISS is to facilitate programming and delivery of immigration services. Services offered include: immigration counseling, pre-arrival and orientation information, transfer of schools, Form I-20 issuance, employment, change of status/ reinstatement of status, cross-cultural activities and communications, and tax information.

More specifically, the international student advisor provides activities and services related to pre-arrival communications, orientation, general advising and counseling, cultural education, community outreach, and assisting the international student organization. The immigration focus is with the implementation of and compliance with SEVIS (the Student Exchange and Visitor Information System), all matters related to maintaining immigration status, as well as issuance of the Form I-20 and employment authorization.

The Office of International Student Services is located in The Kilgore Center, Suite 200. Contact the advisor at (470) 639-0331 or by email at [harry.wright@morehouse.edu](mailto:harry.wright@morehouse.edu).

## DEPARTMENT OF RECREATION, INTRAMURALS & FITNESS (RIF)

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**Samuel H. Archer Recreation Center**

Monday through Thursday: 8 a.m.–10 p.m.

Friday: 8 a.m. – 11p.m.

Saturday: 9 a.m. – 11 p.m.

Sunday: 1 – 9 p.m.

*(Hours of operation are subject to change on holidays, and during special events and the summer semester. Also, the weight room, game room, cardio room and basketball court will close 30 minutes before the building closes.)*

**Telephone:**

(470) 639-0651

**Pool Hours:**

Monday through Friday: 3–7 p.m.

Saturday: 10 a.m.–2 p.m.

Sunday: Closed

*(Pool hours are determined by the Work-Study Student's schedule. The pool will NOT open without a certified lifeGuard on duty)*

**Weight Room Hours:**

Monday through Thursday: 3 – 9:30 p.m.

Friday: 3 – 7 p.m.

Saturday: 9:30 a.m. – 10:30 p.m.

Sunday: 1:30 – 8:30 p.m.

**Philosophy**

Morehouse College has long recognized that a quality education includes both the classroom and cocurricular opportunities. The College has endorsed the concept of a healthy mind in a healthy body through the funding of the Samuel H. Archer Recreation Center. Archer Recreation Center is a 53,808-square-foot facility that houses a swimming pool, television lounge, game room, locker rooms, gymnasium, and meeting rooms. Here, fitness, wellness, and intramurals, as well as recreational programs and activities, are provided for the students, alumni, faculty and staff, as well as their spouses and children. The facility provides a unique environment for students to interact with other members of the larger Morehouse College community. The Center also houses the Offices of the Student Government Association, "Maroon Tiger" Student Newspaper, "The Torch" College Yearbook, Student Life, Access Control, and the Academic Success Center.

**Entrance and Usage Policy**

Each students must have a valid Morehouse College photo ID card with a decal reflecting the current academic term to enter Archer Recreation Center. Students are required to have their ID cards in their possession at all times and should present them when requested by a member of the RIF staff as a means of identification. Students who fail to present their ID cards upon request will be asked to leave the facility and may be subject to disciplinary action.

Before using the facilities, students are required to complete a liability waiver form, which is available in the main office #203. Morehouse students are permitted to have a maximum of two guests. Students must remain with their guest(s) throughout their visit. Guests must present photo ID cards and sign the guest registry.



## Facility Reservations

The RIF Department offers Morehouse College approved, registered, student organizations, departments, and Morehouse College community organizations the opportunity to reserve the Archer Recreation Center for tournaments and special events. Experienced facility staff will help groups plan their events by assisting with such details as room layout, completion of necessary work orders, understanding parking options, and complying with university rules and regulations. Approval of request is based on space accommodations, function purpose, and availability.

## Lockers

Locker rooms for students, faculty, staff, and guests are open during the hours the Archer Recreation Center is open. Users are responsible for their own combination locks and may choose any available locker in the dressing area. Locks must be removed daily, or they will be cut off.

## Equipment

A wide assortment of equipment is available for use by Morehouse students, faculty, and staff in the weight room and cardio rooms on the first and third floors, respectively.

## Basketball

The Archer Recreation Center has one full-size varsity court/floor and two side courts. Availability depends on the scheduling of physical education classes, intercollegiate sports, intramural programs, and other student activities.

## Swimming

The James E. Haynes swimming pool is located in the Archer Recreation Center and is used for instruction in physical education classes and for recreational swimming. Recreational swimming program hours vary but generally are Monday through Friday, from 3–7 p.m. Summer hours will be determined by the Recreation Coordinator/Aquatics. For more specific schedules, contact the RIF Office at (470) 639-0651.

## Tennis Courts

Six outdoor, lighted tennis courts are located on the Morehouse campus. Availability depends on the scheduling of physical education and athletic programs. Courts generally are available to students before 11 p.m. except during classes and special events.

## Bodybuilding

Nautilus and free weight equipment are available on the first floor of Archer Recreation Center, which generally is open for use during regular schedule hours.

## Intramural Sports Program

The Intramural Sports Program is a vital component of the Department of Recreation, Intramurals & Fitness within the Division of Student Services at Morehouse College. The goal of the Intramural Sports Program, which makes physical and recreational activities available to all members of the Morehouse community, is designed to provide an opportunity for each student to participate in a competitive sports activity as frequently as his interest, ability, and time permit.

While certain sports form the core of the Intramural Sports Program at Morehouse, and thus are promoted, each school year, the program changes as student needs and interests change. Schedules are available in the Intramural Office in Archer Recreation Center (#204 Archer Hall) and in each Residence Hall Director's office.

### Organization of Intramural Teams

Participation in the Intramural Sports Program is open to all Morehouse students, faculty, staff, and administrators. Interested parties should contact the Intramural Sports Program Office.

Each team participating in Intramural Sports must have a team captain who serves as the primary liaison between the Intramural Office and the team. Other duties of the team captain are outlined in the Intramural Calendar brochure, which is available in the Intramural Office (#204 Archer Hall).

All campus organizations may enter teams in the intramural competition. Separate tournaments are organized for residence halls, independent groups, and fraternity organizations.

### Eligibility

Eligibility rules for competing in intramural sports are found in the Intramural Calendar Brochure. Copies are available in the Intramural Office.

### Student Staff Work-Study Program

The Department of Recreation, Intramurals & Fitness is looking for enthusiastic, dedicated, and hard-working students who enjoy interacting in a positive way with our guests. Our department wishes to provide a safe and exciting arena for recreation. Our guests use the recreation facilities to have fun, stay fit, enjoy friendly competition, and relieve stress in a clean, healthy environment. Our student staff plays a valuable role in meeting the needs of our guests by providing excellent customer service. Working in the Department of Recreation provides valuable work experience, certifications, measurable achievements, competitive wages, lifelong learning opportunities, and lasting friendships.

Federal Work Study positions are available in a many different areas and with a wide variety of responsibilities. The following student positions are offered throughout the year: Facility Attendant, Marketing Assistant, Intramural Coordinator, Lifeguard, and Office Assistant. For more detailed job descriptions and current openings, please consult the main office.

### Student Officials

Student officials are hired by the Office of Intramural Sports or recruited from the work-study program. Applicants should have a good working knowledge of the rules of play, be determined and willing to improve their officiating skills, and be responsible for all intramural equipment used during the activity. Meetings are held to inform all officials of important rules interpretations, departmental policies, and first-aid procedures.

### Intercollegiate Athletics

Morehouse students compete on the intercollegiate level in the Southern Intercollegiate Athletic Conference (SIAC), the National Collegiate Athletic Association (NCAA) Division II, and in national championship tournament meets, both individually and members of qualifying teams. Teams compete on the intercollegiate level in tennis, track & field, cross-country, baseball, golf, basketball, and football. Eligibility on a varsity team is governed by the NCAA, SIAC and Morehouse College. For more information, contact the Director of Athletics.

### Sports Information

The Office of Sports Information disseminates information about varsity intercollegiate athletic teams, the NCAA, SIAC, and other athletic conferences and professional organizations to news outlets, websites, and radio, and television media throughout the country. The Office also prepares hometown news releases on student-athletes, publishes programs and literature related to the Athletic Department, and maintains individual and team records. The Sports Information Office is a ready source of information on team and individual performances during each season, as well as background information on coaches and administrators.

## STUDENT ORGANIZATIONS

### The Department of Student Life

**Location:** Kilgore Center, Suite 200

Monday – Friday: 9 a.m. – 5 p.m.

O: (470) 639-0309

F: (404) 222-2597

[morehouse.edu/studentlife/](http://morehouse.edu/studentlife/)

### Annual Registration of Students Organizations

Recognized student organizations must register each year with the Department of Student Life. Organization registrations are due in the Department of Student Life on or before the close of business on the second Friday in April. The registration form can be found on the Student Life website. Once approved, organization registration is valid from **September–May**.

Applications for new organizations are only accepted once a year and must be submitted before the close of business on the **second Friday in April**. To become recognized by the College, each student organization is expected to file the following items with the Department of Student Life:

1. New Student Organization charter application found on the Student Life website
2. Membership Roster Form (Greek Letter Organizations) & Officers' List
3. Advisor Responsibility Agreement Form (2)
4. Constitution and Bylaws
5. Tentative activity calendar for the upcoming academic year

### Student Organizations Requirements & Consequences

- The president or an executive officer of the organization is expected to attend all of the President's Council meetings for the Fall and Spring Semesters. The president and/or executive officer may miss one meeting each semester without penalty. In the event of a president's inability to attend a President's Council meeting, he may send a representative in his place.
- The organization must host at least three events/ programs: social, raising academic awareness and community service-based.
- The organization must submit an electronic review journal at the last official President's Council Meeting of the school year.
- The journal should include pictures, program evaluations, flyers and/or other artifacts that verify the activities of the organization.
- Failure to complete the journal will place the organization on probation for the Fall Semester.

- Failure to meet the Fall Semester requirements will result in the organization and leaders losing their charter and the opportunity to re-charter for two years.
- The organization must register and provide new updates concerning executive officers, advisors, and any other changes that have been made by *the second Friday in April*.
- All organizations are required to have a logo that is deemed accepted by the Department of Student Life.
- An organization that wishes to end its charter must submit a written statement. The executive officers of that organization will not be able to re-charter another organization for two semesters.

### **Probation**

- The probation limit for an organization is subject to change based upon the offense in question.
- Initial probation does not restrict organizations from hosting meetings. It can, however, result in the organization losing its charter for two years.
- Organizations on probation are not able to host events.
- If an organization is placed on initial probation, it will hold its position for two semesters before the organization's charter is revoked.
- A two-year suspension can and will result from repeated offenses including failure to meet the specified requirements listed above.

***An organization that remains inactive for two years will have its charter revoked.*** The organization must reinstate its charter by filing a request for renewal. A student organization may have its registration suspended or its charter revoked if it is found guilty of any or all of the following:

1. Submitting falsified information;
2. Violating policies and regulations of Morehouse College; and
3. Failing to discharge its financial obligations to the College.

All officers of any chartered student organization must have at least a 2.7 GPA for active participation. Some organizations may require higher standards. Upon approval, an organization will be listed in one of the following categories:

### **Academic/Pre-Professional**

Academic/Pre-professional organizations foster the appreciation of a particular academic field or discipline among the student body or serve as a governing body within a particular college division. Academic/Pre-Professional organizations provide an opportunity for

individuals to discuss and share information related to a specific academic field, topic or interest. Additionally, these organizations aid in developing professional standards among members and in a particular field or related career path.

### **Athletic**

Athletic organizations encourage participation in sports activities. They also aid in the development of skills, knowledge, and support of a particular sport or leisure activity.

### **Cultural**

Cultural organizations encourage appreciation for cultural diversity among their members and the campus community.

### **Religious/Spiritual**

Religious/Spiritual organizations assist in the spiritual development, instruction and fellowship of students. These organizations foster interdenominational, denominational or specific spiritual and/or religious tenets.

### **Residential Hall Association/Hall Council**

Residential Life Government organizations serve as a liaison between the Morehouse College community and the members of the various residence halls, with the overall goal of enhancing student life and residential living.

### **Service**

Service organizations focus on outreach efforts for the campus as well as community projects. Service organizations are an excellent way to give back to the community and gain experience in your field. These organizations provide philanthropic and/or altruistic service to the campus and/or community.

### **Social/Political Action**

Social/Political Action organizations address social, political and governmental concerns and promote interest in these areas at the campus, local, state and national levels.

### **Special Interest**

Special Interest organizations encourage students to discuss and share information regarding a particular area of interest and/or awareness of a topic not necessarily related to other specified categories.

### **State/International Club**

State/International organizations help students maintain contact with their home state or international country by strengthening friendships among students from the same state or country. These groups hold social activities, establish travel connections among students, and perform social service projects for the College and the community.

An updated list of student organizations is available each year from the Department of Student Life.

## Academic Organizations

### Debate

The English Department sponsors the Forensics program in association with the College Speech program. The Forensics program provides curricular and extracurricular learning and experience in forensics, including tournament competition in debate, public speaking and oral interpretation of literature.

### Band

The Music Department sponsors the concert, jazz, and marching bands. For more information, contact the Music Department.

### Glee Club

The Glee Club is the official singing organization of Morehouse College and is on duty to serve the President at all times throughout the year. Along with local concerts, there is an annual spring tour, which averages 10 to 15 cities in two to three weeks. The members do not receive academic credit. Auditions are held at the beginning of each semester, and all majors may participate.

## Fraternal & Social Fellowship Organizations

Fraternal and social fellowship organizations are extracurricular organizations chartered by the College. The College encourages fraternities to contribute to the fulfillment of its mission by promoting academic excellence, exercising collegial spirit, celebrating diversity, recognizing the interdependence of campus organizations, and respecting the dignity of the entire College community. The College does not recognize fraternities and social fellowship organizations as secret societies because secrecy is incompatible with the College's mission to maintain an open exchange of ideas and information.

To be classified as a fraternity or social fellowship organization and operate on campus, organizations must be nationally affiliated and adhere to various rules and regulations established by the College. Compliance with College policies, procedures and regulations always supersede any oaths of secrecy fraternity members may take. The College recognizes the following fraternal and social fellowship organizations:

- Alpha Phi Alpha Fraternity Inc.
- Omega Psi Phi Fraternity Inc.
- Phi Beta Sigma Fraternity Inc.
- Iota Phi Theta Fraternity Inc.
- Phi Mu Alpha Sinfonia Music Fraternity Inc.
- Groove Phi Groove Social Fellowship Inc.

## Coordination of Greek Life on Campus

The Department of Student Life/Greek Life Committee governs Greek-letter fraternities and social fellowship organizations. The Department is charged with such activities as policy making, policy enforcement, training, conduct monitoring and coordinating College activities and policies with the local, state, regional and national representatives of each fraternity and social fellowship organization. The Greek Life Committee conducts a mandatory in-service training seminar at the beginning of each school year for Chapter Advisors, Chapter Officers, and other organizational representatives.

The Department of Student Life also will conduct a RUSH for students interested in membership intake at the beginning of each semester.

*\*See Hazing Policy on page 48-51*

### Rush

Students interested in membership intake must attend the Rush. Students will be provided with general information about each organization (e.g., academic requirements, monetary requirements, community service requirements, etc.). Students will be permitted to meet with the organization(s) of their choice.

Rush will take place over three days. Students interested in an organization are encouraged to attend all sessions. Each organization is responsible for selecting students for its membership intake program. No more than 25 students may be selected for any membership intake program per semester.

### Advisors to Greek Letter and Social Fellowship Organizations

All Greek Letter and social fellowship organizations must have a minimum of two advisors who work closely with the organization and serve as its liaison with the Department of Student Life.

The Campus Advisor must be a member of the faculty or professional staff whose primary duty is to counsel the organization. The Off-Campus Advisor must be a graduate of an undergraduate institution and have completed an undergraduate study for at least four years prior to becoming an Advisor. The Advisor should be a member in good financial standing of the Greek-letter organization. Advisors are subject to approval by the Department of Student Life's/Greek Life Committee

In brief, the duties of a Chapter Advisor include:

1. Ensuring that all activities are in keeping with College regulations
2. Ensuring that all activities are in keeping with the objectives of the national organization

3. Meeting with the chapter at all meetings when possible or having a representative present
4. Serving as an Advisor and consultant on all fraternity matters
5. Serving as a liaison between the chapter and the College, local graduate chapter and all levels of the organization
6. Ensuring that students in the chapter are familiar with Georgia law on hazing
7. Supervising record-keeping, financial transactions, and intake activities in accordance with College and fraternity policies

Advisors or their designee(s) must attend all major functions of the organization (e.g., parties, fundraisers, etc.). If an Advisor cannot attend an event, he must notify the Department of Student Life at least four business days in advance of the activity. The Advisor must designate another member of the faculty or staff to attend. An Advisor must notify the Department of Student Life and Planning immediately, in writing, if he cannot continue to advise an organization.

Fraternal organizations play an important role on the college campus. Each chapter is expected to be responsible, productive, and a cooperative member of the College community.

Much care should be given in choosing an Advisor. The constant guidance and assistance that must be provided to fraternal organizations require maturity and wisdom usually found in more experienced members, especially in the operations of the particular chapters.

Advisors are expected to help members of the undergraduate chapter develop into the kind of men of whom their organization can be proud and to whom the organization can look for assistance in carrying out its programs on the national, regional, state and local levels.

### **Membership Selection**

Because the College recognizes fraternal and social fellowship groups as private organizations, these groups may select student members according to their criteria. These criteria must not discriminate against students in an arbitrary and capricious manner and must be functionally related to the explicit goals of the organization and the mission of the College. Prospective members of a fraternal organization have the right to learn about the organization, its rules, responsibilities, and benefits of membership in an environment that poses no risk or threat to them.

Fraternal and social fellowship organizations must comply with the College's Certification Procedures, which require that the candidates selected for the intake meet the following criteria. Organizations may induct into their membership any student in good standing who has a minimum **3.0 cumulative grade-point average** and has earned at least **30 hours of college credit at Morehouse**. Transfer students must have a minimum **3.0 grade-point average** and have earned at least **15 hours of college credit at Morehouse**. No student may be selected for membership unless he has achieved sophomore status. The Department of Student Advocacy and Accountability (Student Conduct) must verify that candidates selected for membership do not have any disciplinary sanctions. Students must be in good financial status with the College. ***Morehouse College does not honor any legacy clause; each student will have an equal opportunity based on the approved selections criteria.***

### **College Certification Procedures**

The Department of Student Life will verify with the Office of the Registrar that each student has the minimum 3.0 grade-point average and the earned hours required for membership intake. In addition, the Department of Student Life will confirm with the Department of Student Advocacy and Accountability (Student Conduct) that those applying for membership intake do not have any disciplinary sanctions. Moreover, the Department of Student Life will make sure that the student is financially cleared through the Office of Financial Aid. The Department of Student Life will notify the respective organizations concerning the eligibility or ineligibility of students invited for membership intake. The membership intake program **MAY NOT** begin until the Department of Student Life sends official approval to the Organization. Violation(s) of this process may be grounds for disciplinary action.

Organizations requiring copies of academic transcripts should request them directly from the Office of the Registrar and are responsible for ensuring that students complete the required transcript request forms and pay any associated fees.

### **Membership Intake**

Membership intake is the process by which students become members of a fraternal organization. Chapters wishing to participate in membership intake must meet with the Assistant Director of Student life in order to gain permission. The intake chairperson and chapter president must be present at this meeting. Membership Intake is usually conducted by regional teams composed of members of the fraternity selected by the national or regional representatives. It does not involve any pledging activities. ***Most Greek letter fraternities no longer permit pledging.***

### Student Government Association (SGA)

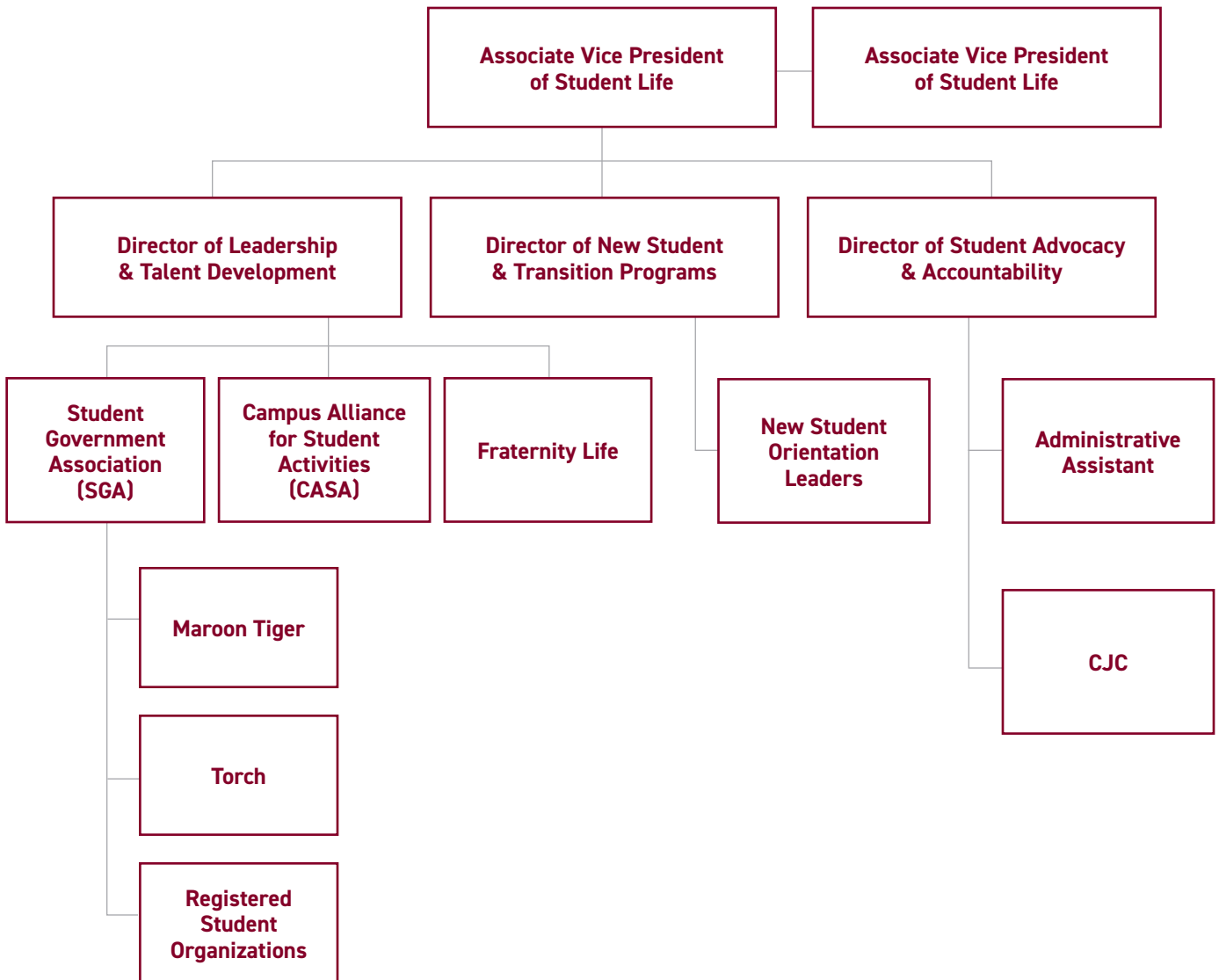
The Morehouse College SGA is the official medium for addressing student concerns and the chief avenue for promoting campus livelihood and involvement. It offers students an opportunity to develop sound judgment, maturity and leadership skills by taking an active role in issues that govern student life at Morehouse College.

The SGA is composed of the Executive Board, the Student Senate, and the Honor and Conduct Review Board. It also incorporates Class Council and Student Trustee concepts of student governance. Elections for SGA office take place during the Fall Semester for new students and during the Spring Semester for upperclassmen. Student candidates desiring to campaign for office must be in good standing and have a minimum 2.7 cumulative GPA.

### Campus Alliance for Student Activities (CASA)

Morehouse College CASA is responsible for the development of activities and programs for the student body. Programs and activities are developed to enrich the social, physical, intellectual, cultural, educational, and spiritual lives of students. In addition, CASA encourages students to be active members of the campus community through developing character, transferable skills, camaraderie, and scholarship among the student body at Morehouse College, as well as the Atlanta University Center. Student candidates desiring to serve on CASA must be in good standing, complete the application and interview process, and have a minimum 2.7 cumulative GPA.

## DEPARTMENT OF STUDENT LIFE STRUCTURE



# THE CONSTITUTION OF THE MOREHOUSE STUDENT BODY

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## History

Last revised by the 74th Senate; ratified by order of the 76th Senate, and enacted into law by President Dewey Fowler, August 2006.

## Preamble

We, the students of Morehouse College, in an effort to govern ourselves by just laws, to maintain a medium for the expression of equality and justice, to promote widespread interest in student affairs, to provide a means by which to avoid and settle disputes, and to enrich our college lives, do hereby adopt and promulgate this Constitution as the governing document of the Student Government Association of Morehouse College.

## Article I. Name and Purpose

The name of this association shall be deemed the Student Government Association (SGA) of Morehouse College. The Student Government Association is the official entity in the College's governance structure that represents all enrolled students at Morehouse College.

## Article II. Membership

All students enrolled at Morehouse College shall be members of the Student Government Association.

## Article III. Governance Structure

The structure of the Student Government Association shall consist of the following:

- a. The Executive Branch (SGA Executive Board)
- b. The Legislative Branch (Student Senate)
- c. The Judicial Branch (Honor and Conduct Review Board)

## Article IV. Mission Statement

The Student Government Association is to provide a medium through which student concerns may be constructively addressed. To provide Morehouse students with the opportunity to govern themselves, to ensure equality of all students regardless of nationality, race, religion, sexual orientation, or socioeconomic status, and to control and direct student activity in concordance with the best interests of the students of Morehouse College.

## Article V. Executive Branch: SGA Executive Board

**Section 1.** The officers of the Student Government Association shall be those of the Executive Board. They shall be:

- a. President
- b. Vice President
- c. Treasurer
- d. Executive Secretary
- e. Executive Director
- f. Senior Board of Trustee Representative (SBT) – Ex Officio
- g. Junior Board of Trustee Representative (JBT) – Ex Officio
- h. Attorney General

**Section 2.** The duties of the SGA President are:

- a. to preside over all meetings of the executive board and student body meetings;
- b. to make appointments and recommendations for dismissal of Executive Positions;
- c. to appoint the Chief Justice of the Honor and Conduct Review Board;
- d. to nominate, and, with the concurrence of the Student Senate, appoint an Attorney General as an Ex-Officio and Non-Voting member of the Student Government Association;
- e. to receive legislation and appropriations to be approved or vetoed upon one week of receipt from the Senate; and
- f. to establish committees, whether standing or temporary in nature;
- g. should he see fit, to appoint a staff (subject to confirmation by the Senate) to aid him with the management of the Executive Board and to carry out the duties of the Office of the President and said staff.

**Section 3. The duties of the Vice President are:**

- a. to act in the full capacity of the SGA President in case of his absence, resignation, or dismissal;
- b. to attend all meetings of the Executive Board and student body;
- c. to preside over all regularly scheduled meetings of the Student Senate;
- d. to uphold the name of Morehouse College, enforce this Constitution, and to initiate, coordinate, and implement programs in conjunction with the SGA President, for the benefit the student body; and
- e. to perform all other reasonable tasks delegated by the SGA President.

**Section 4. The duties of the Treasurer are:**

- a. to consistently maintain accurate records of all financial expenditures and revenues handled by the Executive Board during his tenure;
- b. to process financial requisitions in a timely manner upon request from the SGA President or Student Senate, according to the defined budget guidelines;
- c. to submit an accurate, written report of all financial transactions to the Business Office and the Student Senate upon request;
- d. to serve as a liaison to the Vice President of Business and Finance and to carry out all requisite duties that accompany this role as defined by the SGA President or by legislation;
- e. to attend all meetings of the Executive Board and student body;
- f. to uphold the name of Morehouse College, enforce this Constitution, and to initiate, coordinate, and implement programs, in conjunction with other executive staff to benefit the student body; and
- g. to perform all other reasonable tasks delegated by the SGA President.

**Section 5. The duties of the Executive Secretary are:**

- a. to accurately enter and prepare all minutes from Executive Board meetings;
- b. to type and prepare all outgoing correspondence material;
- c. to attend all meetings of the Executive Officers and the student body;
- d. to uphold the name of Morehouse College, enforce this Constitution, and to initiate, coordinate, and implement programs, in conjunction with the President, to benefit the student body; and
- e. to perform all other reasonable tasks delegated by the President.

**Section 6. The duties of the Executive Director are:**

- a. to attend all meetings of the SGA Executive Board,

Senate, CASA, and Student Organization President's Council;

- b. to keep accessible records and proceedings of all SGA Executive Board, Senate, CASA, and Student Organization Presidents Council Meetings;
- c. maintain a working calendar of the SGA Executive Board, Senate, CASA, and Student Organization Presidents Council events;
- d. be responsible for all SGA Executive Board and CASA correspondence, and solicit ideas from the student body regarding social programming initiatives for consideration by CASA.

**Section 7. The duties of the Senior and Junior Board of Trustees are:**

- a. to attend all Student Welfare Committee meetings associated with the Board of Trustees (BOT);
- b. to conduct a meeting open to all students, for the purpose of addressing student concerns to be brought to the attention of the BOT (this meeting must be held at least two weeks prior to each meeting of the BOT);
- c. to attend all meetings of the Executive Board and the student body;
- d. to compile a written report of their findings of student concerns that should be published for the student body after each BOT meeting;
- e. to uphold the name of Morehouse College, enforce this Constitution, and to initiate, coordinate, and implement programs, in conjunction with the SGA President, to benefit the student body; and
- f. to perform all other reasonable tasks delegated by the SGA President.

**Section 8. The Advisory Board shall be a committee not be identified as members of the Executive Board whose duties are:**

- a. Secretary of Academic Affairs
- b. Secretary of Student Services
- c. Secretary of Campus Operations
- d. Secretary of Institutional Advancement
- e. Secretary of Information Technology
- f. Treasurer, Executive Board

**The duties of the board shall include:**

- a. attending all meetings of the Executive Board, the Senate Student Welfare and Concerns Committee, and the Student Body;
- b. to work in conjunction with the Student Senate Student Welfare and Concerns Committee;
- c. to uphold the name of Morehouse College, enforce this Constitution, and to initiate, coordinate, and implement programs for the benefit of the student body according to their position;



- d. to provide counsel and advice to the SGA when pertaining to their specialized positions, and to carry out all tasks as delegated by the SGA Executive, Legislative & Judicial branches; and
- e. to make sure to correspond with the Vice President of Business and Finance (the Treasurer) and, in addition to regular duties, act in the same manner as the Advisory Board.

**Section 9.** The Attorney General shall serve as an officer on the Executive Board, whose duties are to:

- a. file formal grievances with the Office of Student Services;
- b. present impeachment cases to the Senate. In the event the Attorney General is under impeachment charges, a representative from the judicial board will present the case to the Senate;
- c. prepare and represent student griever if there is a hearing with the CJC/HCRB;
- d. provide advisement on constitutional and conduct matters; and
- e. provide for the reprimand of appointed officers, for bad behavior, conduct, or actions opposite to the agenda and direction of the SGA.

**Section 10.** There shall be a maximum of three faculty Advisors to the Executive Board without a vote. Advisors shall be chosen by a simple majority vote of the Executive Officers.

**Section 11.** Executive Officers are prohibited from serving as officers in any other campus organizations when a conflict of interest occurs, which is to be determined by judiciary hearing. Each officers must maintain a cumulative 2.70 GPA during his tenure in office.

## Article VI. Legislative Branch: Student Senate

**Section 1.** Representation in the Student Senate shall consist of 26 senators elected to serve one-year academic terms.

Article VI was amended during the Spring 2004 General Election.

**Section 2.** The Senate shall be composed of no more than 26 senators, according to the following breakdown:

- a. Five senators shall be elected from each class (freshman, sophomore, junior, and senior).
- b. Six senators shall be elected from the student body at-large. Three at-large senators shall be elected during the general elections of the Spring Semester, and three at-large senators shall be elected during the Fall Semester in the September General Election.
- c. In the event that a class Senate seat becomes vacant, it shall be filled by appointment of the president of that class and is not subject to the

confirmation of the Senate. In the event that an at-large Senate seat becomes vacant, that seat shall be filled by appointment by the President of the Senate and is subject to confirmation by the Senate.

- d. In the event that a Senate seat is not filled after certification of the elections results, it shall be deemed vacant and filled by the procedure prescribed in part C of this section.
- e. Prior to submitting a petition for candidacy, potential candidates will choose to seek election to class Senate seats or at-large Senate seats. Freshmen seeking class Senate seats will be randomly and evenly distributed until all eligible candidates have been placed to run for a Senate seat. The same procedure shall be used if all seats are vacant for sophomore, junior, senior, and at-large seats. Incumbents shall not be paired against incumbents in elections. Candidates wishing to seek Senate seats during the spring General Election or September General Election for at-large seats will have the option of selecting to run against any incumbents of class (spring) or at-large incumbent (spring or fall), or becoming eligible to seek a vacant seat (if available). Candidates wishing to seek vacant seats shall be evenly distributed between/among the vacant seats until all candidates have been placed.
- f. Incumbents for at-large Senate seats (if applicable) will not be paired with incumbents for at-large seats (if applicable).
- g. Presidents of the chartered organizations of the College shall be non-voting members of the Senate.
- h. The Dean of the Delegation shall be selected by the senators of their respective classes. For example, all senators who are juniors will meet to decide which senator among them will be the Delegation Dean of the Junior Class. Each at-large senator is eligible to be the delegation dean of the class of which he is a member. The Dean of the Delegation shall be the only senator to also be a member of his class's respective class council.

**Section 3.** The Executive Officers of the Senate shall be the following:

- a. President of the Senate
- b. President Pro Tempore of the Senate

**Section 4.** The Vice President of the Student Government Association shall be the President of the Senate and the presiding officer of the Student Senate.

**Section 5.** The President of the Senate shall have the power to:

- a. preside over all meetings of the Senate, except for meetings in which the Senate is debating and

acting upon recommendation that the President of the Student Government Association or the Vice President of the Student Government Association be removed from office; and

- b. cast the tie-breaking vote in Senate proceedings.

**Section 6.** The Senate Staff shall consist of the following:

- a. Secretary of the Senate
- b. Clerk of the Senate
- c. Reading Clerk of the Senate
- d. Parliamentarian of the Senate
- e. Sergeant-At-Arms of the Senate

**1. The Secretary of the Senate shall be the head of the Senate Staff, and:**

- a. have charge of all records and documents of the Senate;
- b. prepare and maintain all records and documents of the Senate;
- c. take the minutes of every Senate assembly and provide copies, upon request, to all senators;
- d. take the minutes of all committee meetings, if so desired by the Senate, and provide copies, upon request, to all senators;
- e. take and maintain attendance records of every chartered organization of the Senate;
- f. determine if a quorum is present at each meeting;
- g. record the votes during the business of the Senate; and
- h. handle all correspondence of the Senate.

**2. The Clerk of the Senate shall:**

- a. handle and prepare all amendments, bills, and resolutions produced by the Senate;
- b. refer amendments, bills, and resolutions to the appropriate committees as provided by the Bylaws of the Senate;
- c. handle day-to-day operations of vacant Senate seats; and
- d. Assist the Secretary of the Senate.

**3. The Reading Clerk shall:**

- a. perform the vocal duties of the Senate (i.e., reading of the Senate membership roll during roll call and roll call votes, reading of the legislation, and other

readings at the request of the President of the Senate, President Pro Tempore of the Senate, or a majority of the Senate).

**4. The Parliamentarian shall:**

- a. help to maintain order and decorum in all meetings of the Senate pursuant to the Constitution, the Bylaws of the Senate, and Robert's Rules of Order—The Modern Edition, or the most recent edition; and
- b. advise the President of the Senate, other officers, and senators on proper parliamentary procedures.

**Section 7.** Each Senator is required to attend all regularly scheduled meetings of the Student Senate.

**Section 8.** The Student Senate shall have the authority to:

- a. approve or deny any budget proposal initiated by the Executive Branch, Judicial Branch, and recognized student organizations that request funds from the Student Senate;
- b. approve or deny appointments to the following: Chief Justice, Chairman of the Elections Committee, Advisory Board members, and Executive Board Vacancies;
- c. initiate Senate Appropriations Budget to be sent to the SGA President for approval. The SGA President reserves the right to line-item veto (LIV) any budget proposal;
- d. refer to the Judiciary Branch any violations of the Morehouse Student Body Constitution;
- e. initiate any Senate investigation pertaining to matters involving the SGA;
- f. override a veto of the SGA President with a 2/3-majority vote; and
- g. initiate any legislation that coincides with the Morehouse Student Handbook and other official College publications.

**Article VII. Judicial Branch: Honor and Conduct Review Board**

**Section 1.** The officers of the Honor and Conduct Review Board shall be defined as student justices; they shall be:

- a. Chief Justice
- b. Senior Class Justice
- c. Junior Class Justice
- d. Sophomore Class Justice
- e. Freshman Class Justice

**Section 2.** There shall be a Student Court consisting of five justices. Each class shall elect one (1) justice to the HCRB, and the SGA President with a simple majority

vote of the Student Senate shall appoint the Chief Justice. Each Justice must maintain a 2.6 GPA during their tenure of office.

**Section 3.** The duties of the Student Court shall be to:

- a. decide any constitutional questions concerning the interpretation of this Constitution or concerning the provisions found within;
- b. recommend to the office of the Dean of Students Services and/or the College Judiciary Committee, punishment for those found guilty of any offense or 2. The GPA requirement for Justices was raised to 2.7 (Article VII Section 4) during the Spring 2004 General Elections conduct violation;
- c. hear and adjudicate the complete case of persons accused of any conduct violation;
- d. recommend to the Department of Student Life and the Department of Student Advocacy and Accountability (Student Conduct) to suspend the charter of any class and/or organization upon the recommendation of the Executive Office and/or Student Senate;
- e. hear the complete case of alleged election irregularities [If such case is justifiable, a new election shall be held. A new Elections Committee shall be appointed by the Student Court, and they shall conduct new elections within two weeks of the decision. All such cases must be presented to the tribunal, in writing, within five days after the election results are announced]; and
- f. consider recommendations received from the Executive Office and/or Student Senate.

**Section 4.** Each member must maintain a 2.7 GPA during his tenure of office.

## **Article VIII. Class Officers**

**Section 1:** The officers of the Sophomore, Junior, and Senior Classes shall consist of the following:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Student Senator
- f. Student Justice

**Section 2.** The presidents of the classes shall direct all of their class activities and preside over their respective classes and class officers meetings. The class officers, in conjunction with the Class President, shall initiate, coordinate and implement activities to raise money for their respective classes and to positively promote the name of Morehouse College.

**Section 3.** Class meetings will be called by the

President of that class or by petition of 1/3 of the members of that class.

**Section 4.** Each class must present proposals for all fund raising activities to the Student Senate for approval.

**Section 5.** The money that each class raises may only be used to benefit that class or to benefit a worthy charity. The Senate Ethics Committee and/or Student Court will take up any suspected misuse of funds. The Treasurer of each class is to be held accountable for all money handled by his class during his tenure. The Student Senator is the "Dean of Delegation" referred to in Article VI Section 2 Line item h.

**Section 6.** All money left in the treasuries of the Freshman Class Council, Sophomore, and Junior classes after the first day of final exams of the Spring Semester will be turned over to the Treasurer-elect of the same class for the next year. A written report of this transaction must be submitted to the Executive Office of the Student Government Association before the last day of final exams of the Spring Semester.

**Section 7.** All money left in the treasury of the Senior Class after the first day of final exams of the Spring Semester will be turned over to the Office of Alumni Affairs for future events in conjunction with that graduating class. The Senior Class President shall remain President throughout his lifetime and will be responsible for organizing reunions and other events in conjunction with the Alumni Relations Office.

**Section 8.** Each class shall have at least one Faculty Advisor. The officers of the Sophomore, Junior, and Senior classes shall choose their Faculty Advisor(s). The Freshman Class Council advisor shall be the Freshman Class Dean. A student advisor for the Freshman Class Council will be chosen by simple majority vote of the Executive Board of the Student Government Association and shall be designated an ex-officio member of the council.

**Section 9.** The Freshman Class Council shall be composed of the Class President, Vice President, Treasurer, Secretary, Senator, and Student Justice, as well as the elected Presidents of the Freshman Residence Halls. The purpose of the Freshman Class Council is to initiate, coordinate, and implement activities for first-time, first-year, enrolled students.

## **Article IX. Student Elections**

**Section 1.** Each Spring Semester, the campaign season for Elective Offices shall be conducted. A calendar of events schedule will be published according to the rules and regulations adopted each academic year by the SGA Elections Committee.

**Section 2.** All members of the student body of Morehouse College are eligible to vote only once on Election Day.

**Section 3.** The student body shall elect persons to the following positions:

- a. The Executive Offices of the Student Government Association
- b. The Editor-in-Chief of "The Maroon Tiger"
- c. The Editor of The Torch

**Section 4.** Each class shall elect their respective class officers.

**Section 5.** In order to have his name on the official ballot, a candidate must submit an official petition to the Election Committee on the established date and time set forth. The Senator is the "Dean of Delegation" referred to in Article VI Section 2 Line item h. The Petition requirements are as follows:

- a. Candidates seeking positions on the Executive Board must submit petitions to the Elections Committee with the signatures of 100 enrolled students of Morehouse College on them.
- b. Candidates seeking the positions of Class Officers must submit to the Elections Committee petitions with the signatures of 50 enrolled students of their Morehouse College graduating class on them.
- c. Candidates seeking the positions of Editor-in-Chief of "The Maroon Tiger" and Editor of "The Torch" must submit to the Elections Committee petitions with the signatures of 100 enrolled students of Morehouse College on them.

**Section 6.** No persons shall be allowed to run for more than one Student Government Association Office during any given Election.

**Section 7.** The SGA President shall appoint a chairman to the Elections Committee, subject to confirmation by the Senate.

**Section 8.** The Executive Board of the Student Government Association and the Department of Housing and Residential Education shall conduct the elections for the Freshman Class Officers in the Fall of every year.

**Section 9.** The following procedures will take place on Election Day and Run-Off Day:

- a. The polling places will be designated by the Elections Committee.
- b. The polls will be open and adequately manned by the Elections Committee and Office of Student Services, on the said calendar date of the Student Elections.
- c. Each candidate for each Executive Office will be allowed one poll watcher to ensure that the ballot

procedures are followed. The poll watcher cannot be a candidate for any office.

- d. After the polls close, the Elections Committee Chairman, accompanied by one or more Faculty/ Staff Advisors and a campus police officer, will transport the ballots from the polling place to a counting site designated by the Elections Committee.
- e. The ballots shall be counted immediately upon their arrival in the designated counting site. The only people allowed in the room during tabulation will be the members of the Elections Committee, one poll watcher, who is not a candidate for any Student Government Office, for each candidate for Executive Office, Faculty Advisors, and a campus police officer. No progress reports or information will be disclosed until all the ballots have been counted and the official results are announced.
- f. The official results shall be announced by the Elections Chairman at noon the following day.
- g. In order for a candidate to win election to an office, he must receive 50 percent plus one, affirmative votes cast for that office.
- h. For an office for which no candidate receives more than 50 percent plus one, affirmative votes cast for that office, a run-off election will be held between the two candidates who received the most votes.
- i. The Elections Committee shall set forth the rules and regulations of elections, except where said rules and regulations conflict with the provisions of this Constitution. However, the said rules and regulations must be approved by the Student Senate and Office of Student Services.

## **Article X. Qualifications For Candidates**

**Section 1.** A candidate for the office of SGA President and Vice President must be a member of the Junior or Senior Class when he takes office and must have a cumulative grade-point average not lower than 2.70 when he submits his petition for candidacy.

**Section 2.** Candidates for the office of SGA Treasurer, Recording Secretary, and Corresponding Secretary must have cumulative grade-point averages not lower than 2.70 when they submit their petitions for candidacy.

**Section 3.** Applicants for staff positions in the offices of Student Government must have grade-point averages not lower than 2.50 when submitting their resumes to the designated Chief of Staff.

**Section 4.** The qualifications for the Junior Board of Trustees Representative and Senior Board of Trustees Representative will be congruent to the College Board of Trustees Bylaws and will be as follows:

- a. The Senior Board of Trustees Representative will not be elected.

- b. The Junior Board of Trustees Representative will be elected to a two-year position beginning his sophomore year. During the first year of his term, he will be known as the Junior Board of Trustees Representative, and during the second year of his term, he will move up to the position of Senior Board of Trustees Representative.
- c. Three student representatives will be on the Board of Trustees. These shall be the Senior Board of Trustees Representative, the Junior Board of Trustees Representative, and the Ex-officio Board of Trustees Representative, who shall be the President of the Student Government Association.
- d. The term of the Ex-officio Board of Trustees Representative will be one academic year.

**Section 5.** Candidates for any of the Class Offices must be members of the class for which they are seeking office. Except for the Freshman Class, candidates for office must have cumulative grade-point averages not lower than 2.70 when they submit their petitions for candidacy.

**Section 6.** Candidates for the offices of Editor-in-Chief of "The Maroon Tiger" and Editor of "The Torch" must be members of the Junior or Senior Class when they take office, must have at least one year of prior experience on the respective staffs to which they seek to be elected, and must not have grade-point averages lower than 2.70 when they submit their petitions for candidacy.

## **Article XI. Removal From Office**

**Section 1.** Any officer of the Executive Board may be removed from office only through any of the following conditions:

- a. By conviction of the Honor and Conduct Review Board for a constitutional ethics violation. (Majority vote)
- b. By imposed disciplinary sanction of the College Judiciary Board or Honor and Conduct Review Board for student misconduct. (Majority vote)
- c. By student body petition of more than 50 percent of the enrolled students of Morehouse College calling for removal from office presented to the Honor & Conduct Review Board for impeachment.
- d. By imposed disciplinary sanction by the Dean of Students for academic or student misconduct.
- e. By resignation or voluntary/involuntary removal from school.

**Section 2.** Class officers may be removed from office only through any of the following conditions:

- a. By conviction of the Honor and Conduct Review Board for a constitutional ethics violation. (Majority vote)
- b. By imposed disciplinary sanction of the College Judiciary Board or Honor and Conduct Review

Board for student misconduct. (Majority vote)

- c. By petition of more than 50 percent of the members of the graduating class involved presented to the Honor and Conduct Review Board for impeachment.
- d. By imposed disciplinary sanction by the Dean of Students for academic or student misconduct.
- e. By resignation or voluntary/involuntary withdrawal from school.

**Section 3.** Student Senators may be removed from office only through any of the following conditions:

- a. By imposed disciplinary sanction of the College Judiciary Board or Honor and Conduct Review Board for student misconduct. (Majority vote)
- b. By majority vote of the organization/class the senator represents.
- c. By 2/3 majority vote of the Student Senate.
- d. By imposed disciplinary sanction by the Dean of Students for academic or student misconduct.
- e. By resignation or voluntary/involuntary withdrawal from school.

**Section 4.** Student Justices may be removed from office only through any of the following conditions:

- a. By imposed disciplinary sanction by the Dean of Students for academic or student misconduct.
- b. By a vote of the College Judiciary Board for student misconduct. (Majority vote)
- c. By resignation or voluntary/involuntary withdrawal from school.

The amending and passage of Article VI during the Spring 2004 General Election deleted the office of organization senators.

**Section 5.** The Editor-in-Chief of "The Maroon Tiger" may be removed from office only through any of the following conditions:

- a. If "The Maroon Tiger" is not issued on a regular basis.
- b. By imposed disciplinary sanction of the College Judiciary Board, Honor and Conduct Review Board for misconduct. (Majority vote)
- c. By imposed disciplinary sanction by the Dean of Students for academic or student misconduct.
- d. By resignation or voluntary/involuntary withdrawal from school.

**Section 6.** The Editor of The Torch may be removed from office only through any of the following conditions:

- a. If funds allocated to The Torch are misused or if sufficient monthly progress is not made on the compilation of the yearbook as determined by the Honor and Conduct Review Board.
- b. By imposed disciplinary sanction of the College Judiciary Board or Honor and Conduct Review Board.

- c. By imposed disciplinary sanction by the Dean of Students for academic or student misconduct.
- d. By resignation or voluntary/involuntary withdrawal from school.

**Section 7.** All persons elected in Student Government Association Elections must maintain a cumulative grade-point average of 2.60 or above. Failure to do so will result in immediate removal from office as enforced by the Executive Board.

## Article XII. Succession

**Section 1.** In the event the Student Government Association President is separated from office, the Vice President shall become the President, and he shall appoint a Vice President subject to confirmation by the Student Senate.

**Section 2.** If any Executive Board officer is removed, the President will appoint someone to fill the vacancy subject to confirmation by the Student Senate.

**Section 3.** In the event a Student Justice is separated from office, the President of the Student Government Association shall appoint a new justice with confirmation by the Student Senate.

**Section 5.** In the event the Editor-in-Chief of “The Maroon Tiger” or the Editor of The Torch is separated from office, the top Assistant Editor of the publication involved will fill the vacancy by confirmation of the Executive Board.

**Section 6.** The line of succession to the Student Government Association Presidency shall be as follows:

The Executive Branch and the Judicial Branch must maintain a grade-point average of 2.7 (Article V Section 9 and Article VII Section 4 respectively).

- a. Vice President
- b. Treasurer
- c. Executive Secretary
- d. Executive Director
- e. Senior Board of Trustees Representative
- f. Junior Board of Trustees Representative
- g. Attorney General

**Section 7.** When a vacancy occurs in a Class Office, the Class President shall appoint someone to fill that position, except where the appointment conflicts with this Constitution.

**Section 8.** In the event that a Class President is separated from office, the Class Vice President shall become the Class President; and he shall appoint a Class Vice President.

## Article XIII. Ratification And Amendments

**Section 1.** This Constitution shall become effective only after the following conditions are met:

- a. The designated Faculty Advisors are provided the opportunity to review this document prior to its ratification and adoption.
- b. The Constitution is approved by a simple majority of votes cast by the students of Morehouse College, in the annual Student Elections.

**Section 2.** Amendments to this Constitution may be adopted only by the following procedure.

- a. Proposed amendments shall be typed and given to the Executive Board and Student Senate for review.
- b. If approved by the Student Senate, all proposed amendments shall be presented to the Office of Student Services for review.
- c. Faculty Advisors will have the opportunity to review the proposed amendment prior to its adoption.
- d. The proposed amendments shall become part of this Constitution upon adoption by the students of Morehouse College in the annual student elections or in a special referendum.
- e. This Constitution shall become effective immediately upon ratification.

**Section 3.** Notice of a proposal to amend the Constitution of the Morehouse Student Body shall be given in the agenda and considered at no fewer than two meetings of the Student Senate prior to voting. A copy of the proposed amendment shall be made available to each voting member of the Senate. A simple majority vote of all members of the Student Senate is required.

**Section 4.** Proposed amendments to the Constitution which have been approved by the SGA President or overridden in a presidential veto by the Student Senate shall be submitted to a referendum vote by the Morehouse Student Body. Notice of the referendum shall be given, and copies of the proposed amendment shall be made available to the general undergraduate student population at least two weeks in advance of voting.

**Section 5.** Amendments to the Constitution of the Morehouse Student Body become effective upon approval by the Student Senate, Office of Student Services, and at least 50 percent plus one, affirmative majority votes of the student body cast in the general student election or in a special referendum vote in which at least 1/3 of the student body votes.

**Section 6.** Amendments to the Bylaws of the Student Senate become effective upon a simple majority vote of the membership. A referendum need not be held.

**Section 7.** In the case of a change in the Bylaws of the Board of Trustees, which necessitates an amendment to the Constitution of the Morehouse Student Body, the necessary changes will be made with approval from the Office of Student Affairs. A referendum need not be held.

## **GUIDELINES FOR STUDENT TRAVEL**

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1. Only classes conducted by academic departments, athletic teams, or representatives of recognized student organizations may represent the College on field trips, or at games, tournaments, competitions, or other student-related events held at off-campus locations.
2. Each travel group must be accompanied by one or more full-time members of the faculty or staff. Parents or guardians may also be invited to serve as chaperones for large groups.
3. Requests for student travel must be reviewed and approved by the appropriate division head at least one week prior to the scheduled departure. The business office generally needs 10 business days to process such requests. Allowing 10 business days affords the business office personnel (Budget Analyst, Travel Accountant and Accounts Payable) enough time to review the request for completeness and accuracy. It also gives them time to communicate and receive any missing information or documentation that may prevent officials from moving forward with the approval process.
4. If a cash advance is desired, the faculty/staff advisor or sponsor must submit an Authorization for Travel to the Office of Business Affairs. Cash advances are only distributed to Morehouse Faculty and Staff and should be accompanied with detailed support documentation. Please also note that the maximum amount that can be requested as Miscellaneous is \$50.
5. A Notice of Student Travel form should be completed by the faculty/staff advisor or sponsor, and submitted to the Director of Student Life and Planning at least 24 hours prior to the scheduled date of departure. Information to be provided includes:
  - a. Name of group
  - b. Faculty/staff advisor or sponsor
  - c. Title of activity
  - d. Purpose of activity
  - e. Destination(s)
  - f. Date(s) of travel
  - g. Roster of participants
  - h. Emergency contact person(s) and telephone number(s)
  - i. Roster of chaperons

## STUDENT SAFETY/SECURITY

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### CAMPUS POLICE

**Location:** Robert Hall, Southwest Annex  
Monday through Sunday, 24 hours a day  
[www.mcpcd@morehouse.edu](mailto:www.mcpcd@morehouse.edu)

Campus Safety: (404) 215-2666  
Anonymous Tip Line: (404) 653-7777  
In case of loss of power: (404) 427-7396

The Department of Campus Police is responsible for the general security of the College. The Department responds to all College emergencies, and enforces College regulations as well as applicable federal, state and local laws. The Campus Police Department also provides security for special on-campus events and approved off-campus activities.

Students must surrender their ID cards whenever requested by Campus Police or other College officers. Failure to do so may result in disciplinary action.

Campus Police are not responsible for unlocking dormitory rooms, except in cases of extreme emergency.

Students should notify their Resident Directors or Resident Assistants if they are locked out of their rooms.

### Emergency Transportation

All emergency medical and emergency transportation services are handled through the Department of Campus Police.

### Lost and Found

A lost and found service operated through the Department of Campus Police is open Monday through Friday, 9 a.m. – 5 p.m.

### Crime Prevention Programs

Campus Safety encourages interested parties to contact them for information about seminars on crime prevention and safety. The department also provides crime prevention data, empowering members of our community to better protect themselves and their assets.

To access campus crime statistics for the most recent three-year period, please stop by Campus Security or search for "Morehouse College" under the Crime Statistics heading.

### Police Escorts

In cases of emergency or under extenuating circumstances, Campus Police will escort students to and from the Robert W. Woodruff Library, West End MARTA stations, and to the main entrances of other Atlanta University Center campuses.

### Personal Property

While it is the College's intent to keep the personal property of all students safe and secure, Morehouse assumes no responsibility for lost, stolen or damaged property. Students are encouraged to distinguish their personal belongings with their name or other unique insignia and purchase personal property insurance or obtain a rider on their parents' homeowner's policy.

### Criminal Background Checks

This service is provided free of charge to all current Morehouse College students. An authorizing consent form must be completed before the background check can be conducted.

### Copies of Police Reports

Copies of reports can be requested on line at [www.morehouse.edu/campusafety/services.html](http://www.morehouse.edu/campusafety/services.html). Click on the link, Report Request, and provide your email address. A copy of your report will be emailed to you. Please allow at least five business days for processing.

Some incident reports, and or information therein, may be prohibited from release by federal and/or state regulations or department policy due to the sensitive nature of its content.

## PARKING

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### Introduction

The Morehouse College parking policies govern on-campus parking and other Morehouse-owned properties, so that our staff, faculty, students, and guests may have maximum benefit from parking facilities. Adhering to these policies promotes driver and pedestrian safety, as well as access to campus facilities by emergency vehicles at all times.

The Morehouse College Parking Office, under the supervision of the Vice President for Business Affairs, is responsible for administering and enforcing College parking rules and regulations. Students and others, who violate these regulations risk being ticketed, booted, having their College driving privileges revoked or vehicles impounded. For more information about registration and parking, contact the Parking Management office.

A motor vehicle parked, operated, or driven on campus is the sole responsibility of its owner or operator. The College is not liable, nor does it maintain insurance for, damages caused to or by any vehicle, its operator, occupants, or any others, unless the damage is the result of a College employee acting in the course of, and within the scope of, his or her employment with the College.



During emergencies and special situations, it may become necessary to suspend or otherwise modify the parking regulations. The College reserves the right to change parking regulations at any time. Temporary regulations and restrictions will be enforced accordingly.

### **General Policy**

The Morehouse Parking Policy requires all faculty, staff, and students to obtain the proper parking permits to park on campus lots or other Morehouse property, including during nights, weekends, holidays, and break periods. All others are required to park in the parking deck until a proper permit has been obtained. The Campus Parking Office will register vehicles and issue permits. Only one permit will be issued to an employee, student, or service contractor (vendor) per year. Parking permits and access control materials are not transferable without prior written authorization from the Parking Office.

College policy prohibits freshmen from having vehicles on campus. Campus parking permits will not be issued to any student who is classified as a freshman, regardless of his age or the number of semesters he has been registered at the College. It is a violation of school policy for upperclassmen to obtain parking permits for freshman students.

### **A. Permits/Access Control Materials**

- Permits will be color-coded to reflect each vehicle owner's classification and authorized parking location(s).
- Permits for faculty and staff members are valid as long as those workers are employed by the College.
- Permits for contractors (vendors) are permits are typically valid for one year (July 1–June 30).
- Student permits can be purchased monthly, for the semester or for the entire academic school year.
- Morehouse students attending summer school and students or individuals involved in a summer program are required to purchase summer parking permits. (see [www.morehouse.edu/student\\_life/campusinfo/parking.html](http://www.morehouse.edu/student_life/campusinfo/parking.html)).
- Daily parkers are issued temporary permits only and are required to park in the parking deck.
- Parkers on payroll deduction must surrender access materials and permits before deductions will stop.
- Each applicant will need the following to complete vehicle registration:
  - Employment identification or verification, or current student identification.
  - Driver's license and proof of insurance.

### **Anti-Passback System**

The access-control system uses a "passback" control feature that requires access-control material to be used at an entrance reader before it can be used at an exit reader and vice versa. If a passback situation has been determined, the individual is expected to pay the lost ticket rate or the appropriate fine.

Repeated violation of the passback control system could result in revocation of parking privileges for the permit owner. Allowing someone to use your access card or permit to enter or exit will prevent you from gaining access into or out of the parking deck.

### **Reserved Parking**

Anyone parking in a reserved parking space (including spaces marked "Reserved for Deans" and/or "Department Chairs") must have a reserved parking permit. A reserved permit is required even if permission from a reserved permit holder to park in his/her reserved space has been granted. Individuals with reserved parking permits must park in their designated spaces only.

### **Motorcycle Parking**

Motorcycles must be registered with a motorcycle permit and must be parked in the area(s) designated for motorcycle parking only. Individuals purchasing a vehicle parking permit may not be required to purchase a separate motorcycle permit. There is no motorcycle parking in the deck.

### **Lost, Stolen, or Damaged Permits and/or Access Materials**

Lost or stolen permits and/or access materials must immediately be reported to the Parking Office. A police report must be filed with Campus Police. The replacement fee for lost, stolen or damaged permits, and/or access materials is \$20. Permits and access cards will be replaced at no cost only if the damage is a result of normal wear and tear.

### **B. Payment Methods**

Permits and/or access card fees may be paid for in the following manners.

- Students: cash, TigerPay, major credit card, debit card, or check.
- Faculty/Staff: payroll deduction, major credit card, debit card, cash, or check.
- Parking fines can only be paid using cash, major credit card, or debit cards with MASTERCARD or VISA logos. Fines or boot fees paid after hours are payable only in cash, with receipt for payment provided.

*Issuing a bad check for payment is against the law and is subject to prosecution.*

## Refunds

Refunds can be obtained only on prepaid parking. Refunds will be prorated based on the remaining weeks or months in the semester. The discontinuation of payroll deduction is allowed if all parking access material is returned. Individuals terminating employment without returning parking access material(s) will receive a deduction from their final check equivalent to three months of parking fees.

The Morehouse College Campus Police Department and Campus Parking Office will have the responsibility to regulate and enforce all parking. All fines are the responsibility of the vehicle registrant and/or permit registrant.

## Fees for Violations

<b>\$52</b>	Unauthorized parking in reserved parking spaces
<b>\$105</b>	Unauthorized parking in handicapped spaces
<b>\$52</b>	Blocking other vehicles or loading docks
<b>\$52</b>	Double parking
<b>\$52</b>	Parking on yellow or white curbs, or designated "NO PARKING" areas
<b>\$157</b>	Possession of lost or fraudulent/stolen parking materials
<b>\$26</b>	Parking in a lot not designated by permit
<b>\$26</b>	No permit or permit not displayed
<b>\$52</b>	Parking in restricted areas
<b>\$105</b>	Parking in or blocking handicapped-access ramps
<b>\$26</b>	Motorcycle parked in car space or space not designated for motorcycle
<b>\$52</b>	Occupying two spaces
<b>\$ 52</b>	Tampering with parking gates
<b>\$200</b> + cost of repair (including trip fee)	Breaking and/or damaging the gate arm
<b>\$26</b>	Failure to pay parking fees using access card (per occurrence)
<b>\$78</b>	Failure to pay parking fees by tailgating
<b>\$209</b>	Failure to pay parking fees by lifting gate arm
<b>\$11</b>	Unauthorized parking in a visitor space
<b>\$75</b>	Parking in an EV charging space
<b>\$26</b>	Unauthorized use of parking materials

Vehicles found in violation are subject to any or all of the following sanctions:

1. Warning stickers affixed to the vehicle window.
2. Parking boot. Boot removal without authorization will result in prosecution or sanctions equaling the cost to repair or replace a boot. (Fines may be paid with cash, major credit cards, or debit cards with MASTERCARD or VISA logos.)
3. Vehicles will be towed if the vehicle blocks a driveway, loading dock, handicap-access area or parking space, or if it creates a hazard.
4. Fraudulent reproduction of a permit is a violation of the law and prohibited by College policy. Violators are subject to loss of parking privileges, fines and/or prosecution.
5. Boots not paid for by 5:30 p.m. will be removed the following business day unless the vehicle owner chooses to pay a \$25 trip charge, in addition to the violation fee.
6. An additional \$11 will be added to the violation fee for each 24-hour period the vehicle remains booted.

## Appeal Process

In cases where a vehicle is ticketed, booted, or towed, the owner may elect to appeal the action after the fee is paid. An appeal form must be completed and submitted to the Parking Office within seven days from the date of the action (appeal forms are available in the Parking Office in the deck). All appeals will be handled by the Parking Manager and/or his designee at 10 a.m. on the Thursday following submission of the appeal form. No appeals will be heard on Thursdays falling on Thanksgiving Day or authorized holidays and school closings.

None of the following are considered acceptable grounds for appeal:

1. Lack of knowledge of parking policies.
2. Inability to locate an appropriate space at the desired location.
3. Instruction to park by a Morehouse employee or any other individual other than a parking employee.
4. Not seeing posted signs governing the area or violation.
5. Vehicle was lent to another individual.

***All appeal decisions are final.***

## After-Hours and Weekend Parking

During normal business hours (8 a.m.–5:30 p.m.) all permitted parkers are expected to park in their designated parking area to help ensure adequate parking in all areas. Off-campus students are allowed to park only in the deck during normal business hours. After-hours and weekend parking are allowed in areas where permit holders may not be assigned, with the exception of Kilgore lot, G lot (behind Perdue Hall) and all reserved spaces.

### **Storage of Vehicles on Campus**

Storing vehicles on campus is not permitted. All vehicles with permits must be operable and moved with notification. Malfunctioning or inoperable vehicles must be moved within seven days to an off-campus location of owner's choice and responsibility. Vehicles not moved within seven days after notification and/or warning will be towed off-campus. The College is not responsible for loss, damage, recovery cost or reclamation of said vehicle. Information concerning the location of towed vehicles can be obtained from Campus Police.

### **Overnight Parking**

Overnight parking is permitted for students and employees traveling on College-related business or activities. Individuals requesting overnight parking accommodations must inform the parking management office in advance and provide specific dates of travel.

### **Special-Event Parking**

During special events, parking rates and availability may change. Most special event parking will be restricted to the parking deck. The rate for special event parking will be determined on a per-event basis, depending on the nature of the event. Typically, a \$2 per-car flat rate will apply for an event that is primarily a Morehouse College student event. The flat per-car rate for an event geared toward the general public is \$5.

## **PARKING OFFICE INFORMATION**

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**Location:** Parking Deck, 1st floor Office  
Monday through Friday: 8:30 a.m.– 5:30 p.m.

### **Morehouse College**

Attn: Parking Office, Unit No. 140077

830 Westview Drive SW

Atlanta, GA 30314-3773

O: (470) 639-0749

F: (404) 222-2570

[parking@morehouse.edu](mailto:parking@morehouse.edu)

*Morehouse College and/or parking management company are not responsible for any loss, theft, vandalism, or damage incurred while vehicles are parked on the Morehouse College property.*

## COLLEGE RESOURCES DIRECTORY

This listing is intended to serve as a quick reference for identifying resources to assist you with addressing any questions or concerns you may have. If you are not sure where to go for assistance, please contact the Operator. The telephone number is (470) 639-0999.

**NOTE:** If you are calling from an off-campus location, you must precede four-digit extensions below with the (470) 639-prefix.

<b>Academic Counseling</b>	<i>Class Deans (see listing)</i>
<b>Academic Grievances</b>	<i>(see Faculty Member or Department Chair who is involved)</i>
<b>VP for Academic Affairs</b>	0801
<b>Academic Standing</b> Office of the Registrar	844-512-6672
<b>Advanced Placement Credits</b> Office of Admissions	844-512-6672
<b>Advanced Standing</b> Office of the Registrar	844-512-6672
Office of Admissions	0415
<b>Alcohol and Other Drugs</b> Director of Campus Life	0309
Office of Residential Life	404-215-2634
<b>Alumni Affairs</b>	0821
<b>Audio/Visual Service</b> Media Center (Service Desk)	(404) 507-8633
<b>Automobile Regulations/ Registration</b> Campus Police	2666
Health Services	0603
Bookstore	0802
<b>Calendar of Events</b> Publications and Special Events	0268
<b>Campus Life</b>	0309
<b>Career Development and Engagement</b>	0723
<b>Catering</b> Aramark	0496, 0517, 0518
<b>Counseling Resource Center</b>	0231
<b>Chaplains</b> MLK Jr. International Chapel Freshmen/Sophomore Dean Junior/Senior Dean	0325

<b>Class Rank</b> Office of the Registrar	(844) 512-6672
<b>Commencement</b> Office of the Registrar	(844) 512-6672
<b>Course Election Changes</b> Office of the Registrar	(844) 512-6672
<b>Dining Services</b> Aramark	0496, 0517, 0518
<b>Discipline</b> Ass. Dean of Student Conduct	(470) 639-0421
<b>Drugs</b>	<i>(See "Alcohol and Other Drugs" listing)</i>
<b>Elections, Student</b> Office of Student Life	0309
<b>Emergencies</b> General Campus Police	(404) 215-2666
Injury Health Services (Infirmary)	(470) 639-0603
Fire	911/call 9-911 within College
<b>Emotional Concerns</b> Counseling Center	0231
<b>Employment</b> Career Counseling and Placement	0287
Office of Financial Aid	(844) 512-6672
<b>Event Scheduling</b> Office of Student Life	0309
<b>Facilities Repair</b> Residence Halls during business hours	(404) 215-2634
Office of Housing and Residential Education	
All buildings during all hours	
Physical Plant	(470) 639-0800
<b>Facilities Reservations</b> Support Services	0536
<b>Graduation Requirements</b> Office of the Registrar	(844) 512-6672
Class Deans	<i>(see listing)</i>
<b>Health Education</b> Office of Health Professions	0927
<b>Health Insurance</b> Student Health Services	(470) 639-0603
<b>Honors Program</b>	0218

<b>Housing</b> Office of Housing and Residential Education	(404) 215-2634
Off-Campus Director of Off-Campus Life	0309
<b>ID Cards</b> Sale Hall Annex	0279
<b>Illness/Injury Emergencies</b> Campus Police	2666
Ambulance	911/call 9-911 within College
Health Services (Infirmary)	0603
<b>Intercollegiate Sports</b> Athletic Director	(470) 639-0650
<b>Internships</b> Career Development and Engagement	0287
<b>Intramural Sports</b> Director of Intramurals	0000
<b>Language Requirement</b> Office of the Registrar	(844) 512-6672
Department of Modern Foreign Languages	0261
<b>Leadership Programs</b> Dean of Student Life	0309
<b>Learning Disabilities</b> Counseling Center	0231
<b>Library Information</b> Robert Woodruff Library	(404) 978-2067
<b>Loans</b> Office of Financial Aid	(844) 512-6672
<b>Mail Service</b> Post Office	0803
<b>Majors</b> Academic Departments Office of the Registrar	(844) 512-6672
<b>Medical Consultation</b> Student Health Services	(470) 639-0603
<b>Noise Complaints</b> Campus Police	2666
Residential Deans	(404) 215-2634
Nutrition Information Aramark	(470) 639-0496
<b>Off-Campus Activities</b> Office of Student Life	0309
<b>Parking</b>	(470) 639-0749

<b>Personal Concerns</b> Class Deans	(see listing)
Counseling Center	0231
Office of Housing and Residential Education	0231
<b>Pets Policy</b> Office of Student Services	0309
<b>Photocopying</b> Print Shop	0743
<b>Police</b> Campus Police	(404) 215-2666
<b>Reading/Skills Improvement</b> Department of English	0501
<b>Readmission</b> Office of Admissions	0415
<b>Recreational Facilities</b> Athletics	0650
Office of Student Life	0309
<b>Repairs (Room/Residence Hall) Emergencies</b> Office of Housing and Residential Education	(404) 215- 2634
Physical Plant	0800
<b>Residence Hall Program</b> Office of Housing and Residential Education	(404) 215- 2634
Residence Deans	
Class Deans	(see listing)
<b>ROTC</b> Army ROTC	(404)413-6486
Navy ROTC	(470)-639-0258
Air Force ROTC	2867
<b>Scholarships</b> Office of Financial Aid	(844) 512-6672
Career Development and Engagement	0287
<b>Sexual Assault</b> Campus Police	(404) 215-2666
Health Services (Infirmary)	(470) 639-0603
Office of Title IX Director	(470) 639-031
Counseling Center	0231
<b>Social Programming</b> Office of Student Life	0309
<b>Stress Management</b> Counseling Center	0231

<b>Student Accounts</b> Office of Business Affairs	0505
<b>Student Conduct</b> Office of Student Conduct	0421
<b>Student Exchange Programs</b> <b>Student Organizations</b> Office of Campus Life	0309
<b>Student Religious Organizations</b> Dean of the Chapel	(470) 639-0323 or 0325
<b>Study Abroad Programs</b> Andrew Young Center for Global Leadership	(470) 639-0556
<b>Telephones</b> Polycom (Service Desk)	(404) 507-8633
<b>Tickets</b> Office of Business Affairs	(470) 639-0815

<b>Title IX Coordinator</b> Office of Ethics & Compliance	(470) 639-0584
<b>Transcripts</b> Office of the Registrar	(844) 512-6672
<b>Tutoring</b> Frederick Douglass Commons	0470
<b>Volunteer Service Opportunities</b> Bonner Office of Community Service	(470) 639-0594
<b>Withdrawal from College</b> Office of Academic Affairs	0801
Office of Student Services	0309
<b>Work-Study</b> Office of Financial Aid	(844) 512-6672
<b>Writing Skills Improvement</b> Frederick Douglass Commons	0470

# Appendix

## APPENDIX A

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### Most Frequently Asked Questions

1. **If a student has an out-of-town guest, may he or she stay with the student in the Residence House?**

No. Students are not allowed to have overnight guests.

2. **How can I become a Resident Assistant?**

Generally, students must have lived on-campus at least two semesters before they can serve as Resident Assistants. The process includes completing an application during the Fall Semester and attending a series of training classes, including a brief internship with a current Resident Assistant, during the Spring Semester. A student may begin the process during his first semester at Morehouse.

3. **When and where can a student get an official excused absence to present to his professors?**

Official excuses may be obtained from the Office of Student Services during normal business hours. Students are required to submit written documentation to substantiate the reasons they missed classes.

4. **If a student cannot go home during the Winter Break, can he remain on campus in the residence house?**

Residence halls are closed during the Winter Break and are not available for student occupancy.

5. **Are there bathroom facilities in each residence house for female guests during visitations?**

Not all residence house are equipped with designated bathroom facilities for female guests. Residents of residence halls without such facilities are responsible for establishing acceptable procedures and accommodations for their female guests.

6. **If a student suspects and/or alleges that his roommate is stealing his personal items from their room, what procedure is available to have the allegations addressed?**

Students should report this and all other problems to the Residential Deans, who will conduct the initial investigation and make appropriate referrals.

7. **If a student has a good voice, can he automatically be a member of the Glee Club?**

No. Tryouts for the Glee Club are held at the beginning of each semester.

8. **Where can older or otherwise non-traditional students go for support?**

Older or non-traditional students may visit the Office of Student Life and Planning or Off-Campus Programs to receive support. A student organization called Seasoned Mystique also serves the needs of these students.

9. **Can a student satisfy the language requirement through a Study-Abroad Program? Where can a student sign up for Study-Abroad?**

Yes. Andrew Young Center for Global Leadership, 408 Walter E. Massey Bldg. (470) 639-0323.

10. **What GPA does a student need to become a member of Phi Beta Kappa?**

To be eligible for membership in Phi Beta Kappa, each student must have a cumulative GPA of 3.75 by junior year and 3.50 by senior year, with no grade lower than a "C." However, since no more than 10 percent of the graduating class may be members, the standards may vary from year to year.

11. **Why does the College require students to remove their hats in buildings?**

Removing one's hat indoors is an act of both courtesy and deference. Historically, hats were an essential part of men's attire. They served, among other things, as a place to conceal weapons. Within this context, men removed their hats when entering a building to demonstrate that they entered into friendship, peace, and harmony. This custom developed into a contemporary behavior that continues to be considered good manners.

Men remove their hats when they want to show deference, high regard, and respect for women, elders, or people of superior status, such as judges, generals, presidents, and professors. Men also remove their hats to show deference when national anthems or sacred hymns are played or sung.

As an institution committed to developing leaders who have internalized good manners and rules of social behavior, Morehouse expects and requires students to remove their hats when entering buildings and classrooms, and to observe other rules of good social behavior.

Morehouse is a diverse community with a student population representing a variety of religions and religious practices. While the College recognizes and appreciates this diversity, it requires that all students, regardless of their religious customs, adhere to established College practices.



**12. Where can a student register for GRE, GMAT, LSAT, and MCAT courses?**

Students can obtain information about the GRE, GMAT, LSAT, and MCAT in the Counseling Center. The Director of Career Development & Engagement, (470) 639-2703 will assist with any services pertaining to testing.

**GRE: Graduate Record Examination**  
Educational Testing Services  
P. O. Box 6000  
Princeton, NJ 08541-6000

**GMAT: Graduate Management Admissions Test**  
Educational Testing Service  
P. O. Box 6103  
Princeton, NJ 08541-6103

**LSAT: Law School Admission Test**  
Test Administrations  
Box 2000-T  
661 Penn St.  
Newtown, PA 18940-0995

**MCAT: Medical College Admissions Test**  
P. O. Box 4056  
Iowa City, Iowa 52243

**14. Is there a treatment program on campus for students with alcohol, drug, or chemical dependency problems?**

Morehouse does not have alcohol, drug, or chemical dependence treatment programs. However, the College refers students to a broad range of treatment programs in Metro Atlanta. For more information, students should contact the Counseling Center, Sale Hall Annex.

**15. Where can students go for sleep disorder problems?**

Students should visit the Counseling Center in Sale Hall Annex for evaluation.

**16. Where can a student go for help to improve his memory for examinations?**

The ability to retain large amounts of academic material for examinations can make the difference in a successful academic experience. Students can learn concentration skills that will improve their overall retention rate. Contact the Counseling Center or Office of Disability Services.

**17. If a student is having problems in a relationship, will the Morehouse student and his significant other be able to receive help?**

Yes. The Counseling Center sees couples on a regular basis. Many relationship issues are best resolved when both parties are involved in the discussion.

**18. If a student is a diabetic, is there someone at Morehouse who can help monitor his blood sugar levels?**

Yes. Students who are diabetic have access to a device in the Infirmary that can help monitor blood glucose levels.

**19. Where can a student go to find a part-time job?**

Students can find internships, full-time, and part-time employment on Handshake. Handshake is our current online career portal which is a centralized location for career opportunities dedicated to Morehouse students. If further assistance is needed, I recommend that an appointment is made with the Department of Career Development & Engagement.

**20. How and where can a student find summer internships?**

Students can find internships, full-time, and part-time employment on Handshake. Handshake is our current online career portal which is a centralized location for career opportunities dedicated to Morehouse students. If further assistance is needed, I recommend that an appointment is made with the Department of Career Development & Engagement.

**21. Where can a student go for emergency dental service?**

Dental clinics listed in the yellow pages may give discounted services to students who don't have dental insurance, but most of these clinics close by 5 p.m. In an emergency, students may need to go to an emergency room for care until they can see a dentist.

**22. If a student is arrested and accused of allegedly violating a federal, state or local law, will the College provide bail money and legal assistance?**

No. The College is not responsible for providing bail money and/or legal assistance to a student arrested for violating a federal, state, or city law.

**23. If a student cannot find the library materials he needs for a term paper at Woodruff Library, can he use his Morehouse identification card to check out books at other libraries?**

No. However, students may secure materials through an inter-library loan. Ask the librarian at Robert Woodruff Library for more details.

**24. Whom should a student see if he feels a faculty or staff member is sexually harassing him?**

Students should report incidents of sexual harassment to their class dean, the Counseling Center, Senior Vice President for Student Services, and/or the Vice President and Provost for Academic Affairs and Title IX.

25. **Could a student fail a class that he is otherwise successfully passing simply because he has three unexcused absences?**  
Yes.
26. **Who can approve an overload for a student who wants to register for more than 18 hours, and under what circumstances will an overload be approved?**  
The class dean/department chair can approve overloads for each student who has a cumulative 3.0 GPA.
27. **Can a student repeat a course he has failed at a school other than Morehouse?**  
No. Students cannot impact the GPA outside Morehouse.
28. **What restrictions are imposed on students who are placed on academic probation?**  
They are limited to 13 hours of credit per semester and cannot participate in extracurricular activities.
29. **Does Morehouse have an exchange program with other colleges and universities?**  
Yes. See the Freshman Dean for details.
30. **How can a student become a Georgia resident?**  
A dependent student of another state cannot become a Georgia resident unless his parents move to Georgia. An independent student must reside in Georgia for 12 months and claim Georgia as his legal state of residency.
31. **Are parking spaces available for commuter students?**  
A few spaces are reserved for students who sign up for the car-pooling program. Students are required to register vehicles and riders with Morehouse Parking.
32. **How are off-campus students informed of campus events and other essential information?**  
In addition to the traditional College communication networks, off-campus students can look to bulletin boards located at Kilgore Center and the Office of Student Life.
33. **Can parents, employers, or other interested people gain access to such private information as students' transcripts, and financial aid records?**  
FERPA laws protect students' rights. The student must sign an authorization form before we can discuss your student records.

34. **Are students' addresses and telephone numbers given to anyone who asks for them? Are students' files kept confidential in ALL College offices?**

The Family Education Rights and Privacy Act of 1974, as amended, is a federal law that requires educational institutions to establish written policies about the privacy rights of students and to make those policies available. The law provides that the institution will maintain the confidentiality of students' education records.

Student records include the records, files, documents, and other materials that contain information directly related to students, and which are maintained by the institution or by a person acting on behalf of the institution.

Students have the right to inspect and review the contents of their records, to obtain copies of those records, and to receive an explanation or interpretation of these records. Students also have the right to a hearing if they wish to correct or amend their records.

Records may be inspected only at the office responsible for maintaining them. Each office is responsible for establishing its own access procedures; this may include a written request from students.

***Students do not have access to the following:***

1. Financial records of parents and any information contained in them.
2. Confidential letters or recommendations written prior to Jan. 1, 1975.
3. Personal medical, and psychiatric records prepared and used solely in connection with the treatment of students. Such records will be made available to other physicians at the students' request.
4. Personal notes kept by faculty members, deans, or counselors in their personal files for use in their individual capacities.

***No information about students, other than directory information, will be released without their written request, except to:***

1. Members of the faculty and administration who have a legitimate interest in the information;
2. Officials at other schools or school systems in which the student wishes to enroll;
3. Officials in connection with student applications for, or receipt of, financial aid;
4. State and local officials if required by laws adopted before Nov. 17, 1974;

5. Organizations conducting studies for, or on behalf of, educational agencies provided such studies will not permit identification of students and their parents;
6. Accrediting agencies to carry out their accrediting functions;
7. Parents of dependent students; and
8. Officials in compliance with a student conduct order or lawfully issued subpoena, with the condition that students will be notified before compliance with the order or subpoena.

***When consent is required, it must be in writing, and signed, and dated by the person given consent, and must include:***

1. Specification of records to be released;
2. Reason for release and; and
3. Names of parties to whom the record should be released.

A record will be kept of the parties who have received access to students' records, except for the exceptions noted above. Students have access to this record. Information furnished to other individuals and organizations will be limited to the items listed below, unless accompanied by a release signed by the student:

1. Enrollment status
2. Dates of enrollment
3. Classification
4. Major
5. Honors received
6. Local and home addresses and telephone numbers

If students do not wish to have any of the above information released, they should notify all the offices concerned.

35. **Can a student get a copy of his transcript each semester to make certain his grades are being reported accurately?**  
Students are mailed copies of their grades at the end of each semester, provided they have no balance outstanding in the Business Office. The first transcript is free; additional copies are \$3.
36. **How can students get discounts at various off-campus cultural and entertainment facilities, like the Fox Theatre, High Museum of Art, Alliance Theater, and 14th Street Playhouse?**  
Most entertainment facilities offer discounts for certain events and performances to students with college IDs. Call in advance for specific information.

### **37. Intellectual Property**

Every member of the Morehouse College community has rights and responsibilities with respect to copyright and intellectual property. All Morehouse faculty, staff, and students have the responsibility to properly use copyrighted material and protect intellectual property rights.

Consistent with academic tradition, students shall own the copyright for the academic works they create unless otherwise provided in a written agreement between the student creator(s) and the College. Morehouse also does not claim ownership of intellectual property that is produced by faculty, staff, or students on their own time and outside the scope of their employment. The College shall own the copyright of the following works created by students, acting individually or jointly with others:

1. Works created by students as College employees, either as a work study or regular employee, acting within the scope of their employment, except for academic works created and owned by faculty under this policy;
2. Directed works, such as works agreed upon between the College and the student creator(s), the creation of which is based on a specific request by the College and which is supported by substantial College resources;
3. Works created in connection with the administration of the College; and,
4. Works created pursuant to a contract with an outside sponsor that provides for College ownership of the copyright in the works.

### **38. Who owns works created by independent contractors?**

Consistent with the applicable law, the contract between the parties, and/or a sponsored agreement, all work produced for the College by independent contractors shall be considered work-for-hire and shall be owned by the College.

### **39. The College's full IP policy is set forth in the Morehouse College Policies and Procedures Manual.**



**MOREHOUSE**

Division of Student Services  
MOREHOUSE COLLEGE  
Suite 200, Kilgore Campus Center  
830 Westview Drive SW, Atlanta, Georgia 30314