Morehouse College published the student handbook annually for the purpose of informing students about their rights, responsibilities and privileges on campus. Morehouse College does not accept custodial responsibility for any enrolled student or campus visitor. The College Student Handbook does not constitute a contract between the college and the student. While policies and programs are presented accurately within this handbook, the college reserves the right to revise any section or part without notice or obligation.
"I am John Silvanus Wilson Jr., the 11th President of Morehouse College in Atlanta, Georgia. At Morehouse, we stand for scholarship, service, and spirituality. We stand for excellence in all things that we do. Our focus is on educating leaders who make noteworthy contributions to their communities and to the world. That is who we are - and we've been doing this for nearly 150 years. Our Mission is clear... and fulfilling our Mission is what makes us Morehouse!

Dr. John Silvanus Wilson Jr. ’79, President of Morehouse College
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COMMENORATING THE 148th ANNIVERSARY OF MOREHOUSE COLLEGE

2015
AUGUST

17-18  Official Registration
19    First Day of Classes
28  End Drop/Add
29    Withdrawal Period Begins

SEPTEMBER

7  Labor Day

OCTOBER

5-9    Mid-term Week

NOVEMBER

2-6    Academic Advising Week
9    Web Registration for 201601
20    Last Day to Withdraw
26-27  Thanksgiving Break

DECEMBER

2    Last Day of Classes
3-4    Reading Period
7-11    Final Exams
11    Semester Ends
15    All Final Grades due by noon

SECOND SEMESTER
COMMENORATING THE 148th ANNIVERSARY OF MOREHOUSE COLLEGE

2016
JANUARY

11-12  Official Registration
13    First Day of Class
18  MLK Holiday
22  End Drop/Add
23    Withdrawal Period Begins

FEBRUARY
MARCH

29-March 4    Mid-Term Week
7-11  Spring Break Week
14    Classes resume at 8 a.m.
25    Good Friday

MOREHOUSE COLLEGE
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INTRODUCTION
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 extra-curricular 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
- 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………race, color, national origin, gender, religion, sexual orientation, disability, age, status as a disabled veteran or veteran of the Vietnam era in its programs and activities.

The person designated to handle inquiries regarding the College’s non-discrimination policies is the associate vice president for Human Resources, 830 Westview Dr., S.W., Atlanta, GA 30314, and (404) 681-2800 extension 3265.

The College supports Title IV of the Civil Rights Act of 1964… The College supports and complies with section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability. The College also supports Title IV of the Education Amendments of 1972 which prohibits discrimination on the basis of gender in education programs and activities.

The Vice President for Student Services is the College’s Section 504 Coordinator. The office is located in Suite 200, Kilgore Campus Center, 830 Westview Drive, S.W., Atlanta, Georgia, 30314-3773. The telephone number is (404) 215-2634. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sexual preference. The College's coordinator for Title IX (relating to Atlanta University Center students attending courses at Morehouse College) is the director of institution compliance. The office is located in Gloster Hall, Room 109; telephone number is (404) 681-7589.

Americans with Disabilities Act of 1990
No qualified individual with a disability shall be discriminated against or excluded from participation in, or be denied the benefits of the services, programs or activities at Morehouse College. All student requests for accommodations and assistance should be directed to the Office of the Vice President for Student Services. Students who feel they have been discriminated against because of their disability should contact the Counseling Center, Sale Hall Annex, (404) 215-2636.

Family Education Rights and Privacy Act of 1974
The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, academic department chair or other appropriate official written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
The right to request the amendment of the student’s education records that a student believes is inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the records as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

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 an official committee, such as a disciplinary or grievance committee, or 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.

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 Avenue, SW
Washington, D.C. 20202-4605
In 1867, two years after the Civil War ended, Augusta Institute was established in the basement of 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 the 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 and cabinetmaker, 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, 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 four-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, a gift of John D. Rockefeller, where Confederate soldiers staged a determined resistance to Union forces during William Tecumseh Sherman’s famous siege of Atlanta in 1864. 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 with the appointment of Dr. John Hope as the fourth president in 1906. A pioneer in the field of education, he was 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 a large number of talented faculty and administrators, Hope contributed much to the institution we know today. Upon the death of the 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 second acting president until 1940, when Dr. Benjamin Elijah Mays became the sixth president of Morehouse College and the first to have earned a Ph.D.

A nationally noted educator and a mentor to Dr. Martin Luther King Jr., 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.

In 1967, Dr. Hugh Morris Gloster, class of 1931, became the first alumnus to serve as president of the College. Under his leadership, Morehouse strengthened its board of trustees, conducted a successful $20-million fund-raising campaign, expanded the endowment to more than $29 million, and added 12 buildings to the campus, including the Martin Luther King Jr. International Chapel. Morehouse established a dual-degree program in engineering with the Georgia Institute of Technology, 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 its first dean; Sullivan later became the school’s first president.

In 1987, Dr. Leroy Keith Jr., class of 1961, 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, 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 a Rhodes Scholar, the first from a historically black college.

In October 1994, Dr. Wiley Abron Perdue, a member of the class of 1957 and vice president for business affairs, was appointed the third 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, class of 1923. 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.

On June 1, 1995, Dr. Walter Eugene Massey, class of 1958, was named ninth president of Morehouse. Massey is a noted physicist, and former senior vice president and provost of the University of California System. Massey has called on the Morehouse community to renew its longstanding commitment to a culture of excellence. Under his leadership, Morehouse has embraced the challenge of providing its students a quality 21st century education and the goal of becoming one of the nation’s finest liberal arts colleges.

Academically, Morehouse has expanded its dual-degree program in natural sciences with Georgia Institute of Technology to include other institutions and social science majors; launched the Center for Excellence in Science, Engineering and Mathematics with a $6.7-million U.S. Department of Defense grant; and established a new African American studies program.

The Division of Business Administration and Economics is accredited by the American Association of Schools and Colleges of Business (AASCB), resulting in Morehouse being one of only a handful of liberal arts colleges in the country that have both AASCB accreditation and a chapter of Phi Beta Kappa. The College also has earned its re-accreditation from the Southern Association of Colleges and Schools (SACS).

In 1993, Morehouse established the Center for International Affairs, which was renamed in 1998 for former U.N. Ambassador Andrew Jackson Young. In 1995, the College established The Leadership Center at Morehouse College, which includes diverse programs that foster leadership skills and encourage community involvement. The Leadership Center building opened its doors in August 2005. Its occupants include The Leadership Center at Morehouse College, the Division of Business Administration and Economics, the Bonner Office of Community Service, the Emma and Joe Adams Public Service Institute and the Andrew Young Center for International Affairs.

Under President Massey, Morehouse also improved its physical infrastructure. Campus enhancements included improvements of dormitories, the Martin Luther King Jr. International Chapel and classroom buildings; major renovations to the Archer Hall Student Center and Chivers-Lane Dining Hall; and the construction of Davidson House Center for Excellence, the John H. Hopps Jr. Technology Tower, a 500-car parking deck and campus bookstore.

Over the past decade, Morehouse has achieved several notable milestones. In December 2001, Christopher Elders ’02 became Morehouse’s second Rhodes Scholar. In the fall of 2003, Oluwabusayo “Tope” Folarin ’04, was named the College’s third Rhodes Scholar. In 2003, The Wall Street Journal named Morehouse one of the top 50 most successful schools across the nation when it comes to sending students to well-known, well-respected graduate and professional schools. In 2004, Black Enterprise magazine ranked Morehouse College the number one college in the nation for educating African American students for the third consecutive term.

On February 14, 2003, Morehouse launched The Campaign for a New Century, the most ambitious campaign in the history of the College. Months before the official closing of the Campaign, the College exceeded its $105-million goal, raising $119 million to date. Also in June 2006, Morehouse received the coveted 10,000-piece collection of personal papers of alumnus Dr. Martin Luther King Jr., which includes more than 7,000 handwritten notes, letters and sermons.

On July 1, 2007 Dr. Robert Michael Franklin Jr., class of 1975, became the 10th president of Morehouse. He is a former program officer of the Ford Foundation and former president of the Interdenominational Theological Center (ITC), the graduate theological seminary of the Atlanta University Center consortium. At Emory University, Franklin served as the Presidential Distinguished Professor of Social Ethics and was a senior fellow at the Center for the Study of Law and Religion at the Emory School of Law.

As Morehouse celebrates 143 years of challenge and change, the College continues to deliver an exceptional educational experience that today meets the intellectual, ethical and social needs of students representing more than 40 states and 18 countries—a distinguished institution dedicated, as always, to producing outstanding men and extraordinary leaders to serve humanity with a spiritual consciousness.

“Morehouse will develop ‘Renaissance men’—leaders with a social conscience
—who will champion the causes of equality, justice and peace in their communities and throughout the globe.”

-President Robert Franklin Jr. ’75
PRESIDENTS OF MOREHOUSE COLLEGE

Dr. Joseph Robert  1871-1884
Dr. Samuel Graves  1885-1890
Dr. George Sale  1890-1906
Dr. John Hope  1906-1930
Dr. Samuel Archer  1931-1938
Dr. Charles D. Hubert  1938-1940 (Acting)
Dr. Benjamin E. Mays  1940-1967
Dr. Hugh M. Gloster  1967-1987
Dr. Leroy Keith, Jr.  1987-1994
Dr. Wiley A. Perdue  1994-1995 (Acting)
Dr. Walter Massey  1995-2007
Dr. Robert M. Franklin  2007-2013
Dr. John Silvanus Wilson, Jr.  2013- Present
T R A D I T I O N S

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 Sunday worship services, service as chapel assistants and participation in the annual Science and Spiritual Awareness Week.

**Crown Forum**
Crown Forum is a college-wide assembly observed eight times during the academic year. It provides opportunities for Morehouse students to expand their spiritual and intellectual horizons. The primary goal of the Crown Forum is best summarized in the words of distinguished Morehouse alumnus and internationally noted theologian Howard Thurman: “As Morehouse students, a crown is placed over our heads that for the rest of our lives we are trying to grow tall enough to wear.”

**Homecoming**
Homecoming is a week of activities that commemorates the annual return of Morehouse alumni to the 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 fund-raiser.

**“A Candle in the Dark”**
Established in 1989 and conducted in conjunction with the Founder’s Day Observance, “A Candle in the Dark” gala is a major fund-raiser for the College’s Endowed Scholarship Fund and serves as a forum for recognizing outstanding contributions to society by African American 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 Founders’ Day and “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 classes in reunion present their collective class gifts to the College to benefit the Annual Fund.
OFFICIAL COLLEGE HYMNS

DEAR OLD MOREHOUSE

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.

J.O.B. Moseley ’29

FIGHT ON MOREHOUSE

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!

Wendell P. Whalum ’52

MOREHOUSE VICTORY MARCH

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!

Words and tune by Hugh M. Gloster ’31
Music by Wendell P. Whalum ’52
MOREHOUSE COLLEGE

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.

Words by Moredecai W. Johnson ’11

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.
GENERAL ADMINISTRATION OF THE COLLEGE

President of the College
The president is the chief executive officer 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 liaison between the Board and the College, and 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 standing committees of the faculty.

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 are responsible for implementing faculty actions approved by the president and Board of Trustees. She/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.

Vice President for Business Affairs/Chief Financial Officer
The vice president for Business Affairs serves at the leisure of the president and is responsible for the fiscal operation of the College. She/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.

General Counsel
The Office of General Counsel’s (“OGC”) mission and goal is to provide legal services to the College so as 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,
- Creating, reviewing, and negotiating contracts and memoranda of understanding and agreement,
- Responding to internal and external requests for documents, including subpoena,
- 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 comprised 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 Campus Operations
The vice president for Campus Operations serves at the leisure of the president and is responsible for providing an attractive, safe and well-maintained environment that is conducive for attaining excellence in teaching, learning, working and living. The primary focus of the office is functional support: to provide and maintain efficient systems for the campus community. She/he is responsible for public safety and security, physical plant operations, auxiliary services, food services, the post office, the bookstore, campus telephone systems, facilities planning and capital improvement projects.
Vice President for Institutional Advancement
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/he coordinates fundraising activities and schedule of the president, proposals submitted by members of the college community, solicits small and large gifts, and implements a centralized gift processing system. In addition, the vice president for Institutional Advancement is involved in short- and long-range planning fund-raising efforts for the College and coordination of the president’s capital campaign.

Vice President for Student Services
The Vice President for Student Services 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 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 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, and student organizations, as well as maintains student personnel records. He/she is also a member of the College faculty.
COLLEGE COMMITTEES

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 11 members: The director of Athletics, who serves as chairman, the vice president for Business Affairs, Vice President for Student Services, 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 events such as Homecoming and programs honoring athletes.

Committee on Social and Cultural Affairs
The Committee on Social and Cultural Affairs is composed of 13 members: the Vice President for Student Services, who serves as chairman, 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 Vice President for Student Services, who serves as chairman, the vice president and provost for Academic 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 of 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 Vice President for Student Services, 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, but not more than 13, members.

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.
THOMAS KILGORE JR. CAMPUS CENTER

Snack Bar Hours:
Monday – Thursday: 9 a.m. to Midnight
Friday: 8:30 a.m. - 2 a.m.
Saturday: 4:30 p.m. - 2 a.m.
Sunday: 4 p.m. - Midnight

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, Mazique Dining Hall (seating capacity 60) and courtyard. The second floor houses administrative offices, sleeping quarters (two suites and two single rooms) and three seminar rooms (combined seating capacity of 75).

Special Function Facilities
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. However, it must be shown that operation of the College will not be interfered with materially and substantially.

- The Martin Luther King Jr. International Chapel is a multi-purpose facility that seats 2,501 persons. It is named in honor of the College’s most distinguished alumnus, the Reverend 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.

- The 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, which 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 is an extension of old Archer Hall, longtime home of Maroon Tiger basketball teams and becomes the setting for a truly incredible adventure.

MARTIN LUTHER KING JR. INTERNATIONAL CHAPEL

Chapel Hours:
Monday through Friday: 9 a.m. to 5 p.m.
King Chapel
(404) 215-2608

Campus Ministries
The Martin Luther King Jr. International Chapel on the Morehouse College campus, with its Gandhi Institute for Reconciliation, is to signify forever Christ’s ministry of reconciliation to people of all faiths and to support diverse communities of hope that live out divine promises of unity, peace, justice and nonviolence. The King Chapel is trans- denominational, interdisciplinary, interfaith, international, inspirational, evangelical, experimental, messianic and prophetic spiritual oneness in education. It also emphasizes mentor/mentee relationships and devotion to ethical and transcendent rule in optimum human conditions, which lead to genuine community and global excellence based on a Hindu-Buddhist-Islamic-Judaic Christian love.

The Chapel is the sponsor of the College of Minister: a member of the International Council of Community Churches of Christ; and is affiliated with the Christian Council of Metropolitan Atlanta, cooperating with the Association of Global New Thought, the Fellowship for Reconciliation, and 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 M.L.K. Chapel Assistants.

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

OFFICE OF INSTITUTIONAL ADVANCEMENT
Monday - Friday, 9 a.m. – 5 p.m.
Gloster Hall, Room 305
(404) 681-2800 ext. 2659

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 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. The vice president for Institutional Advancement supervises the directors of public relations, alumni relations and corporate and foundation relations and special events, publications.

Communications
This department initiates media coverage of College events, programs, and student, faculty and staff achievements. The department also promotes special events such as Founder’s Week, Commencement/Reunion, and “A Candle in the Dark” gala, the College’s annual fund-raising event. Communications is divided into three separate parts – publications, web services and media relations. Publications publish and distribute Morehouse Magazine, a twice yearly alumni magazine, and Inside Morehouse, a monthly newsletter for faculty, staff and students of the College. Publications also provide writing, editing and publishing support on major College projects. Media relations serve as the College’s liaison with local, national and international media.

WHAT ABOUT ALUMNI RELATIONS, CORPORATE AND FOUNDATION RELATIONS and GOVERNMENT RELATIONS???

Alumni Relations
The Office of Alumni Relations, Annual Giving Programs, and Special Events serve the College in three distinct areas. Our office manages the relationship between our alumni and the College, leads alumni and annual fund fundraising efforts, and manage all large scale special events.

Corporation and Foundation and Government 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 works to gather the necessary resources from the corporate and foundation communities to allow 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 corporate presence on the campus, developing opportunities for interaction, and identifying and successfully linking institutional priorities with appropriate funding sources.

Media Relations and Special Events
This department initiates media coverage of College events, programs, and student, faculty and staff achievements. The department also coordinates and promotes special events such as Founder’s Week, Reunion Weekend, Commencement, and “A Candle in the Dark” gala, the College’s annual fund-raising event.

Publications
This department publishes and distributes Alumnus, a quarterly alumni magazine, and Inside Morehouse, a monthly newsletter for faculty, staff, students, parents and friends of the College. The department also provides writing, editing and publishing support on major College publication projects.

Printing Services
Printing Services provides a wide range of design and printing services for the College community. Printing Services works in conjunction with the department of Communications to ensure that all college communications both print and electronic—are representative of the standards of the college and present a consistent image.
Services Provided:
Typesetting and Design

Some of the design projects done by Printing Services include the college catalog, the student handbook, programs for Crown Forum, convocation, baccalaureate, Commencement, the Benjamin E. Mays Lecture Series and cultural events.

Quick Copying, Duplicating, and Print Services

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

Business Cards and Stationery

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

Clients will receive a PDF proof of all stationery to ensure that the information is accurate. Client must approve a final proof before job will be printed. All stationery will be available for pickup within five to 10 days of client’s approval. Any changes made to stationery after approving the final proof may result in additional charges. Please note that all requests for press work (i.e. non-digital printing), will be vended and will be submitted in order of approval date and may require additional processing time.

Finishing Services

Printing Services provides a variety of binding and finishing services, some of which are listed below. Contact us regarding any special bindery services you may need.

- 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:

- Your name, the name of the publication you’re working on, your phone number, email address, division/office/department name and the accounting information
- Signature and the date the job is needed. "ASAP" is not considered a valid date.
- Whether the document is single side or double-sided
- Number of copies
- Ink color(s)
- Type(s) of paper

The Printing Services staff can help you answer these questions. If you have any questions about printing a publication, document, report, flyer, announcement, etc., contact us via phone, email or in person. Printing Services is ready to assist you in creating and producing a product that meets your requirements and achieves your vision.

**Turn-around Time**

- Every effort is made to complete jobs within 24 hours of being submitted.
- Turn-around time may be effected by volume, time of year, complexity of job, etc.
- 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 of completion.
- Jobs submitted after-hours are considered to be received the following business day.

**CD/DVD Duplication and Scanning Services**

Compact disc (CD) and digital video disc (DVD) duplication is available through the Printing Services. There will be a charge of $3.00 per CD and $10 per DVD. 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 to find a comprehensive list under “Electronic Services.”

**Fax Service**

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

**Automatic Bank Teller**

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**

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

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

All students are encouraged to open personal checking and/or savings accounts at one of the many banks near Morehouse. Following are five banks in the area. Morehouse does not endorse or recommend a particular bank or financial institution.

- Capitol City Bank and Trust - Lee Street, West End
- Citizens Trust Bank - M.L. King Jr. Drive
- Wachovia – Lowery Street, West End
- Bank of America - Lee Street, West End
- Wachovia - Ralph David Abernathy Boulevard, West End Post Office

MOREHOUSE COLLEGE MAILROOM
Hours: Monday - Friday, 8 a.m. to 6 p.m.  
Saturday: 9 a.m. to Noon  
Location: Robert Hall, First Floor  
Telephone: (404) 215-2663 or ext. 2663

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 sells stamps, envelopes and some shipping supplies for your convenience.

Student Mail

Mailbox numbers and keys are assigned by the post office staff. If you have a problem with your 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 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 window 1 or 2, depending on the size. A notice will be placed in your mailbox indicating which window to claim your package(s). Mailboxes are only for the individual to which they are assigned. They cannot be shared with anyone. They cannot be used for political, commercial or entrepreneurial purposes.

Please make sure that correspondents are given your correct mailbox unit number. 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 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 of any prolonged absences or events that will prevent them from picking up their mail and parcels. Unclaimed mail is mail or packages that have neither been collected, nor forwarding instructions received by the post office for any predetermined periods of time. This mail may be returned to the sender or forwarded to the student’s address of record at cost to the student after 14 days.
Miscoded Mail - If mail for another person is placed in your box, please return that mail to Window 1 immediately. Mail tampering or theft is a federal offense, and perpetrators will be prosecuted. Please do not sign for mail or parcels that do not belong to you.

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

Large or Oversized Shipments -- Student anticipating receiving or sending oversized mail (large items or 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 other benefits, i.e., discounts where available through Morehouse's preferred shipping. For more information, please contact the Post Office Staff.

Mail Addressing -- 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 better ensure that your mail is delivered to your box, give this format to anyone who may send 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 that is sent regularly 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

Hours
Monday – Thursday:  9 a.m. to 5 p.m.
Friday:  9 a.m. – 4 p.m.
Saturday:  11 a.m. to 3 p.m.
(hours are subject to change)

Located:  Parking Deck, Lower level, Westview Drive
(404) 507-8685
bookstore@morehouse.edu
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 material, general reading books on a variety of topics and interests, periodicals, clothing, memorabilia, gift items, teaching supplies, computers, computer products, electronic games, office supplies to the community, guest, 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 that going to college costs more than ever before, and books are big ticket items. To help ease the burden, we now offer you the ability to rent your textbooks. In addition to saving you money, our Rent-A-Text program offers convenience and flexibility. On average, you’ll save more than half the price of a new book. The bookstore also offers students access to a world of interactive digital content though a product called CaféScribe. By allowing students to read, highlight, take notes and share their information digitally, we now provide hundreds of students and professors 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: 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 the Internet, all merchandise sold in the bookstore can be ordered through the website, www.morehouse.bkst.com or 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 on everything they need with savings up to 85 percent off commercial software list.

The bookstore accepts cash, gift cards, personal checks, certified checks, cashier’s checks, money orders, AMEX, VISA, MasterCard, and Discover credit cards for all purchases. Students may also pay using their 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.

OFFICE OF STUDENT SERVICES
Monday through Friday, 9 a.m. – 5 p.m.
Suite 200, Kilgore Campus Center
(404) 681-2800, ext. 7858

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:

1. We 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.

2. We will encourage and promote the development of appropriate values, attitudes and conduct for a communal academic community.
3. We will facilitate and encourage cultural, spiritual and intellectual co-curricular enrichment opportunities within the Morehouse community.

4. We will continue to provide opportunities for faculty, student and staff interaction that will enhance community development and brotherhood.

5. 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 student body, the Division of Student Services will accomplish our goals by being committed to Morehouse College institutional values: **Accountability, Civility, Community, Compassion, Honesty, Integrity, Respect, Spirituality and Trust**. Additionally, we will embrace core values of **excellence, innovation, leadership and social justice** that will inform and direct our decisions, services and program initiatives.

The Vice President for 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.

**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 such policies that provide a medium for resolving discrepancies of any nature. The following policy and procedure pertain to the process by which a student may have grievance with any occurrence involving any member 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 there is a circumstance that affects more than one student.

**General Grievance**

A grievance issued by a student against any member of the College Community that violates the statues 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**
Issued by a student, a grievance’s nature 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 against Students.

**Discrimination**
A grievance issued by a student who has experienced treatment or consideration based on class or category rather than individual merit; partiality or prejudice founded in that of 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 the respondent and make notations of such measures. Students are also encouraged to employ the use of a third-party mediator who is agreed to by all parties, in the event that effective communication warrants such an intermediary.

If a student finds his issue unsatisfactorily resolved, 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 the filing of 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 thirty (30) days of 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**
   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
      
      (Designated superior who has the authority to enforce resolution ruled by the College Student conduct Committee or Honor and Conduct Review Board. Should the superior find the resolution unenforceable, he may offer an alternate solution within three (3) business days. The grieved and the student conduct administrator must approve 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 Respondents superior to execute, and a copy of the grievance will be retained in the employee’s file with the Office of Human Resources. In the cases of students, the superior shall be the Office of Student Conduct, who will execute the decision of the CJC/ HCRB.

5. Appeals

Appeals must be filed within seven (7) days of receiving 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.

1. File appeal with the Office of Student Services and the appointed student conduct administrator through the attorney general. The Student Conduct Administrator will deny or grant the appeal and decide a viable resolution to the case.

2. If the student conduct administrator does not find substantial basis for appeal, the case is thereby closed.

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**Student Grievance Procedure**

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Grievance Statement Form
Morehouse College
830 Westview Drive, Atlanta, GA 30314
TEL: 404-215-2681 FAX: 404-507-8605

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

Personal information to be completed by the student (please print or type).
Name: Last) First): ___________________________ Date: ________________
MCID#: ___________________________

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 your 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

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 Tigernet. A student’s lack of awareness of any Morehouse College policy or procedure 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 Federal Educational Rights and Privacy Act (FERPA) of 1974.
- The right to request the 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 which should be done in an atmosphere of mutual respect.

Freedom of Speech
Morehouse College fully supports the right of a student to assemble peacefully and to express himself 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 Tigernet.

- 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 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 their alleged violation in written form. A time shall be set for a hearing, not less than five, nor more than fifteen, calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Student Conduct Administrator or Designee.
- Students subject to suspension or dismissal may submit an appeal, in writing, to the Student Conduct Administrator within four (4) business days after they are notified of the decision and sanction imposed.
- Generally, the College jurisdiction and discipline shall apply to conduct which 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 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 violations 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 recommend either by their peers of the Honor and Conduct Review Board or with faculty, staff, and students of the College Judiciary Committee and/or Student Conduct Administrator. The Student Conduct Administrator may choose one of the methods in 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 an 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 and sexual misconduct.
CLASS EXCUSE POLICY

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 vice president or associate vice president/dean of men 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 (5) 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

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 any Morehouse student.
JURISDICTION OF THE COLLEGE 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 shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Code applies to individual students and college-affiliated students organizations. In many instances, a violation of federal, state and local law may also be treated as violation of College regulations. The Vice President for Student Services shall decide on a case-by-case basis whether the Student Code shall be applied to conduct occurring off campus.

STUDENT CONDUCT REVIEW PROCESS

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. The informal hearing is scheduled when the “notification of violation” is prepared and sent to the referred student(s) via mail, hand delivery and/or electronic. 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. The Student Conduct Administrator/Director of Student Conduct or a designee shall make the determination of 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.
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 Student Conduct Administrator/Director of Student Conduct or a designee, which must be signed and dated by the student and is maintained in the student’s file within the Office of Student Conduct.

Student who choose not to assume individual responsibility for their behavior through this process are 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 shall be advised:

1. That he need not provide any additional information regarding the alleged violation to the Student Conduct Administrator/Director of Student Conduct or a designee during the formal hearing.
2. The date, time and location of a hearing before the student conduct body which shall be given notice at least five (5) 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 (5) business days’ notice.
3. That the student must provide an address, electronic or otherwise to receive notice of proceedings.
4. That the student has a right to an advisor of the student’s choice as set out and that student is advised to have an advisor, but is required to have an advisor in all suspension and expulsion cases.
5. Student’s denial of responsibility shall be writing on a form provided by the Student Conduct Administrator/Director of Student Conduct or designee, which must be signed and dated by the student and is maintained in the student’s file within the Office 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 violations reviewed by the following: a) the Honor and Conduct Review Board (HCRB); b) the College Judiciary Committee (CJC); or 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 Student Conduct Administrator 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 (5) 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 comprise 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 their adviser. The Student Conduct Administrator or designee is responsible for administrating the conduct and discipline system and serves as the adviser and will notify student(s) of the final decision.

**College Judiciary Committee (CJC)**

Students may be appointed to serve on the CJC by the Student Conduct Administrator. The committee consists of a group of (9) nine members of 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 a serve a maximum term limit of two years. Faculty representatives on the CJC are appointed by the senior Vice President for Academic Affairs and serve a minimum two-year term. In the event that a CJC member seat is vacant or absent, Vice President for Student Services shall select and appoint from an approve 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 Student Conduct Administrator. The committee consists of a group of (9) nine members of 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 a serve a maximum term limit of two years. Faculty representatives on the CAC are appointed by the senior Vice President for Academic Affairs and serve a minimum two-year term. In the event that a CAC member seat is vacant or absent, Vice President for Student Services shall select and appoint from an approve group of faculty, staff, and students to serve on the CAC as alternates.

The Student Conduct Administrator will automatically refer cases involving recommendation for suspension or expulsion to the CAC. The student may file a written appeal with the CAC within (4) business days* after he is notified of the recommendation of the HCRB or CJC by the Student Conduct Administrator. 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”. Preponderance of evidence means that 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 which he has been allegedly accused of violating. Naturally, the more serious the incident, the more strict scrutiny will increase.

Student Disciplinary Records
All records concerning Code violation hearing under this procedure shall be held in the Office of Student Conduct in the Division of Student Services. 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 it will be purged and/or destroyed. Student disciplinary records are maintained in the Office of Student Conduct. 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 Life 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 Vice President for Student Services.

In the case of a suspension or dismissal, notification is sent to the senior Vice President for Academic Affairs, Vice President for Student Services, Associate Vice President/Dean of Men for Student Services, Associate Dean of Admissions and Assistant Dean of Records and Registrar, Chief of Campus Police, Director of Housing and Residential Life, 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 Student Conduct Administrator 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 Vice President for Student Services. Such disposition shall be final and there shall be no subsequent proceedings. If the violation cannot be disposed of by mutual consent, the Student Conduct Administrator 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 no more than 15 calendar days after the student has been notified. The scheduling of hearings may be extended at the discretion of the Student Conduct Administrator 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 Student Conduct Administrator, a representative of the student press 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 Student Conduct Administrator.
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 Student Conduct Administrator.
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 weekdays 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

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 an 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 includes, but is 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 course work. Unless directed by the 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, 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.

• **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. The permitted actions of a faculty member in such an instance shall include requiring the student to repeat the assignment or examination or 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 Student Conduct Administrator 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 Student Conduct Administrator 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 Student Conduct Administrator 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 Student Conduct Administrator 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.

Appropriate Attire Policy

Morehouse College is dedicated to the total development of young men. As such, we strive to instill in the hearts and minds of every young man, the foundational principles of appropriate conduct and attire. This commitment is designed to achieve an important objective of the Morehouse mission, “to develop men with the values, knowledge, and skills essential to impact the world as leaders.”

It is our expectation that students who select Morehouse do so because of the College’s outstanding legacy of producing leaders and its reputation for developing and enhancing students holistically. On the campus and at College-sponsored events and activities, students at Morehouse College will be expected to dress neatly and appropriately at all times. The following are examples of appropriate attire for various occasions:

1. Classroom, Cafeteria, and College offices - neat, modest, casual or business casual attire
2. Formal programs in Martin Luther King Jr. International Chapel, Opening Convocation, Founder’s Day and other college functions - business or business casual attire
3. Interviews - business attire
4. Social/recreational activities, residence hall lounges (during visitation hours) - modest, casual or business casual attire
5. Balls, Galas, - formal and semi-formal attire

Students who choose not to abide by this policy will be denied admission into class and various functions and services of the College if their manner of attire is inappropriate.

If students have questions regarding attire for different functions or desire further clarification on what is considered neat, modest, casual, business, semi-formal or formal attire, please consult staff in the Office of Student Services in suite 200 of the Kilgore Center.
Examples of inappropriate attire and/or appearance include but are not limited to:

1. Caps, do-rags and/or hoods in classrooms, the cafeteria, or other indoor venues. Do-rags should not be worn outside of the residence halls. This policy item does not apply to headgear considered as a part of religious or cultural dress.

2. Sun glasses or “shades” are not to be worn in class or at formal programs, unless medical documentation is provided to support use.

3. Decorative orthodontic appliances (e.g. “grillz”), be they permanent or removable, shall not be worn on the campus or at College-sponsored events.

4. Jeans at major programs such as, Opening Convocation, Commencement, and Founder’s Day or other programs dictating professional, business casual attire, semi-formal or formal attire.

5. Clothing with derogatory, offensive and/or lewd messages either in words or pictures.

6. Top and bottom coverings should be worn at all times. No bare feet in public venues.

7. No sagging – the wearing of one’s pants or shorts low enough to reveal undergarments or secondary layers of clothing.

8. Pajamas, shall not be worn while in public or in common areas of the College.

9. Additional dress regulations may be imposed upon students participating in certain extracurricular activities that are considered Morehouse College auxiliaries (e.g. athletic teams, the Band, Glee Club, Forensics, etc).

10. The College reserves the right to modify this policy as deemed appropriate.

All administrative, faculty, students and support staff members are asked to assist in enforcing this policy and may report disregard or violations to the Office of Student Conduct.

Failure to comply with this policy is a violation of the Code of Student Conduct. Students may be given a verbal warning to correct their attire by a faculty or staff member. Should the student choose not to abide by the directives of a faculty or staff member, this is a violation of our Code of Student Conduct for “failure to comply,” then they will be referred to the Office of Student Conduct. Violators will be subject to our Code of Student Conduct and sanctions up to and including expulsion from the College.

If for religious, medical or cultural reasons a student is unable to comply with this policy, the student must:

(1) make a request to the Vice President for Student Services in writing;
(2) provide required documentation;
(3) secure written approval from the Vice President for Student Development

*This policy became effective October 12, 2009 and applies to the Morehouse College campus and College-sponsored events that are held off-campus. This policy also applies to all students taking courses on the Morehouse campus, regardless of institution affiliation, and guests on the campus.

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

Morehouse College does not condone the misuse or abuse of controlled substances. Although the Student Conduct Administrator 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. Like 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.

*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, changes 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 comprise 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).

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

GUIDELINES FOR REPORTING AND RESPONDING TO COMPLAINTS OF SEXUAL HARASSMENT AND SEXUAL VIOLENCE

Morehouse College (the “College” or “Morehouse”) is committed to maintaining a learning environment and place of work free from sexual harassment and sexual violence (including offenses of domestic violence, dating violence, sexual assault and stalking) for all students and employees. Any form of sexual harassment subverts the mission of the College and offends the integrity of the campus community.

Sexual harassment and sexual violence is prohibited by federal and state law. The College strives to provide a place of work and study free of sexual harassment and violence. It is expected that students, employees and other individuals covered by these guidelines will treat one another with respect (also see the College’s Non-Discrimination and Anti-Harassment Policy).

A. General Guidelines

1. Applicability and Sanctions for Policy Violations: This policy applies to all students and employees of the College, as well as others who participate in College programs and activities. Its application includes Morehouse programs and activities, both on and off campus, including international programs. Individuals who violate this policy are subject to discipline up to and including discharge, expulsion and/or other appropriate sanctions or actions.
2. **Prompt Attention:** Reports of sexual harassment, domestic violence, dating violence, sexual assault and stalking, including intimidation or exploitation, are taken seriously and will be dealt with promptly. The specific action taken in any particular case depends on the nature and gravity of the conduct reported and may include intervention, investigation and the initiation of grievance and disciplinary processes. Where sexual harassment has occurred, whether on or off campus, the College will act to stop the harassment, 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.**

3. **Confidentiality:** The College recognizes the importance of confidentiality. College administrators and others responsible for implementing this policy will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment and violence to the extent reasonably possible.

Examples of situations where confidentiality cannot be maintained include circumstances when the law requires disclosure of information and when the disclosure required by the College outweighs protecting the rights of others.

4. **Protection against Retaliation:** In compliance with federal law, the College prohibits retaliation against persons who complain about alleged sexual harassment and sexual violence and cooperate, testify, or participate in any manner in an investigation or proceeding of reported harassment. Retaliation includes intimidating, threatening, coercing, or in any way discrimination against the individual because of the individual’s complaint or participation in an investigation. Retaliation and/or reprisals against an individual who, in good faith, reports or provides information about behavior that may violate this policy are against the law and will not be tolerated.

5. **False Reporting:** Intentionally making a false report or providing false information is grounds for discipline.

6. **Relationship to 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, and this policy is not 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.

7. **Required Training, Education and Prevention:** All Supervisors and Managers, who are employed by the College, are required to participate in a minimum 2-hour sexual harassment and sexual violence training at least every two years. Details on who is included and how this requirement can be met are located in the College’s Non-Discrimination and Anti-Harassment Policy. Further, the College may include sexual harassment training of non-supervisory employees in appropriate circumstances.

Training regarding sexual harassment and sexual violence and these guidelines will be conducted as a part of New Student Orientation at the beginning of each academic year and included in orientation materials. The guideline is also available in the Office of Student Services, the Title IX Office, the Human Resources Office, Residential Halls, and in other appropriate campus locations. Returning students will receive training at the beginning of each academic year.

New employees will receive information on these guidelines as a part of their New Hire Orientation. They will receive Harassment Prevention Training in accordance with the Non-Discrimination and Anti-Harassment Policy generally within 30 days of hire. Thereafter, all employees will receive training every two (2) years.

In addition, the College will conduct additional training sessions to advise members of the College community about their rights and responsibilities under these guidelines, and train personnel in the administration of this policy.

All training must be conducted only by a trainer who has received annual training on issues related to sexual harassment, sexual violence, domestic violence, dating violence, sexual assault and stalking. In addition, the trainer must be knowledgeable about conducting such investigations and conducting appropriate hearing processes that protect the safety of victims and promotes accountability.
Students and employees with questions or a complaint about sexual harassment or sexual violence should report their concerns to the Title IX Coordinator located in Gloster Hall, Room 109 (Doris Coleman, dcoleman@morehouse.edu, 404-681-7589).

B. What is Sexual Harassment?

Sexual harassment and sexual violence is a form of unlawful gender (sex) discrimination. It may involve harassment or violence of women by men, violence of men by women, and harassment or violence between persons of the same sex. It also includes campus sexual violence, domestic violence, dating violence and stalking.

Title VII of the Civil Rights Act of 1964 (“Title VII”) and Title IX of the Educational Amendments of 1972 (“Title IX”) makes sexual harassment unlawful. Title IX also includes sexual violence which means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Under Title IX, sexual violence (sexual misconduct and sexual assault) is a severe form of sexual harassment.

A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual coercion, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature. The College’s Non-Discrimination and Anti-Harassment Policy also applies when sexual harassment involves unwanted physical contact. These acts constitute sexual harassment when:

- It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permission to participate in a College activity, or
- The conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance or creating an intimidating or hostile academic, work or student living environment.

Determining what constitutes sexual harassment depends on the specific facts and context in which the conduct occurs. Sexual harassment may take many forms – subtle and indirect or blatant and overt. For example, it may:

- Be conduct toward an individual of the opposite sex or the same sex.
- Occur between peers or between individuals in a hierarchical relationship.
- Be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
- Consist of repeated actions or may even arise from a single incident if sufficiently egregious.

C. How to Report Sexual Harassment

Reports should be made as soon as possible after the alleged sexual incident. The earlier the report is made, the easier it is to investigate and take appropriate remedial action. When reports are delayed for a long period, the College will try to act to the extent it is reasonable to do so, but it may be impossible to achieve a satisfactory result after much time has passed.

Likewise, anyone who receives a report or a grievance involving sexual harassment and sexual violence should promptly consult with the Title IX Office and Campus Police.

1. Students and employees who have concerns about sexual harassment, information, consultation, advice, or who wish to file a complaint, should contact:

   Doris Coleman
   Chief Ethics and Compliance Officer/Title IX Coordinator
   Gloster Hall, Room 109,
   404-681-7589    Fax 404-659-6106
   Email: dcoleman@morehouse.edu
Once the complaint is received, the Title IX Officer is required to provide 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, an explanation of your rights to obtain no contact orders or to enforce an order already in existence, and contact information for campus and local advocacy, counseling, health, mental health and legal assistance services.

You will also be provided with written detailed procedures that you should follow if a sex offense occurs, including who to contact and information about the importance of preserving physical evidence (an existing provision of the Clery Act).

2. You may also contact any designated person or resource center listed below:

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**
  Office: 830 Westview Drive
  Robert Hall, Southwest Annex
  Phone: (404) 215-2666 (24 hours)
  Alt. phone: (404) 427-7396 (in case of power outage)
  [www.campuspolice@morehouse.edu](http://www.campuspolice@morehouse.edu)

- **Morehouse Student Counseling Center**
  Location: 830 Westview Drive
  Sale Hall Annex
  Atlanta GA, 30314
  Phone: 404-215-2636
  Hours: Monday - Friday, 9 a.m. - 5 p.m.
  [www.morehouse.edu/campus_life/counseling](http://www.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 crisis, academic/educational, relationships, career and other personal issues.

- **Morehouse Student Health Center**
  James B. Ellison, Sr. Student Health Center
  Brazeal Hall, Ground Floor (north end of campus
  830 Westview Drive, S.W.
  Atlanta, GA 30314-3773

  **Hours of Operation**
  Monday through Friday, 8 a.m. to 5 p.m. closed on weekends and College recognized holidays.

  **Physician Hours**
  Monday, Tuesday, and Friday: 11am to 1pm
  Wednesday: 11am to 7pm
  Thursday: 11am to 5pm

- **Other Resources:**

  **National Sexual Assault Hotline**
  1-800-656-HOPE (24 hours)
In these cases, the level of confidentiality depends on what legal protections are held by the individual receiving the information and should be addressed with them before specific facts are disclosed.

D. Third Party Intervention: Depending on the circumstances, third party intervention in the student residence or academic setting or workplace may be attempted. Third party may be other individuals assigned to the Title IX Office including human resources professionals, other faculty or staff and sometimes an external resource unrelated to the College.

When third party intervention is used, typically the third party (ies) meet privately with each person involved, tries to clarify their perceptions and attempts to develop a mutually acceptable understanding that can ensure the parties are comfortable with their future interactions.

Possible outcomes of third party intervention include explicit agreements about future conduct, changes in workplace assignments, substitution of one class for another or other relief, where appropriate.

E. External Reporting: In addition to the internal resources described above, individuals may pursue complaints directly with the government agencies that deal with unlawful harassment and discrimination claims, e.g., the U.S. Equal Employment Commission (EEOC), the Office for Civil Rights (OCR) of the U.S. Department of Education. A violation of this policy may exist even where the conduct in question does not violate the law. You may contact the following agencies:
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 towards 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 they have 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 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, E-mail, 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, e.g., sexually degrading comments or gestures, inappropriate touching; 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, 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 U.S.). 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 5 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, rehearing’s 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 or 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 or 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.

**I. 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 College will attempt to resolve the situation and take reasonable steps to prevent harassment that may be directed toward others. The College

CYBER-BULLYING, CYBER-HARASSMENT & CYBER-STALKING

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

CYBER BULLING LEGAL ISSUES

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

- Making threats of violence to 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 place where privacy expected

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

Division of Student Services
(404) 653-7858

Office of Student Conduct
(404) 215-2681

Title IX Coordinator
(404) 681-7589

Counseling & Disability Services
(404) 215-2636

Campus Police
(404) 214-2666
Harassment

Morehouse College prohibits and will not tolerate action and/or behavior 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, voice mail 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
Sexual Misconduct

The College does not condone violence against men or women in any form. Sexual misconduct is a serious violation of these standards and will not be tolerated. The Student Conduct Administrator adjudicates, at the request of the victim, all cases involving sexual misconduct where the alleged perpetrator is a Morehouse student. The College also encourages victims to prosecute perpetrators to the fullest extent of the law.

Sexual misconduct is defined as sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person’s genitals, breasts, thighs, anus or buttocks; rape (sexual intercourse without consent, whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; attempted forcible sodomy without consent; or penetration with an object without consent. To constitute lack of consent, the acts must be committed either by force, intimidation, or exploitation of the victim’s mental incapacity or physical helplessness.

Sexual misconduct is classified in the student conduct code as a violation of abusive conduct. Any student found responsible for abusive conduct may receive sanctions, which include suspension for one or more semesters or permanent expulsion from the College, depending on the circumstances.

Prevention of Sexual Misconduct: For Men, Understanding “Yes,” “No,” and “Maybe”

1. Accept the decision communicated. “NO” means NO! “Maybe” means NO! “Yes” means YES, IF your partner is NOT intoxicated, asleep or handicapped. (It’s the law!)

2. Being turned down IS NOT a rejection of you personally. It IS a refusal to participate in an action or activity.

3. If you don’t want sex, say so! You have rights, too!

4. Dressing “sexy” or flirting IS NOT automatic permission for sexual intercourse. Do not confuse friendliness with sexual invitation!

5. Previous sexual intercourse DOES NOT automatically give permission in the current situation.

6. Avoid excessive use of alcohol and/or drugs; they interfere with clear, effective communication and/or decision making. (Even one drink may inhibit good decision making!)

General Legal Information

In most states, sexual intercourse is considered rape if the victim was:

1. Fearful for her/his life or safety

2. Coerced (e.g., verbal coercion, threats, physical restraint, physical violence with or without the use of a weapon)

3. Unable to consent, defined as being asleep, incapacitated or physically helpless due to drugs/alcohol; less than 17 years old; mentally incompetent

⇒ ANY SEXUAL ACTIVITY or experience that is forced or coerced is SEXUAL ABUSE. Sexual intercourse does not have to occur for sexual abuse to occur.
**Acquaintance Rape**

Acquaintance rape occurs when a person known to the victim uses force to coerce the victim into having sex. Acquaintance rape often occurs on dates or at parties. It can happen in an apartment, car, fraternity house, or in reality, anywhere. More than one person may perpetrate acquaintance rape. Here are some important facts to know about acquaintance rape and other types of sexual assault:

1. 84% of all sexual assaults are committed by an acquaintance of the victim.
2. One in 12 male college students have committed acts that meet the legal definition of rape.
3. 43% of college men admitted to using coercive behavior to have sex, including ignoring a woman’s protest, using physical aggression, and forcing intercourse; 15% acknowledged they had committed acquaintance rape; 11% acknowledged using physical restraint to force a woman to have sex.
4. In 55% of all sexual assaults, the offender and/or victim were drinking or using drugs.
5. 85% of sexual assaults committed on college campuses occurred after the use of alcohol.

**Helping a Friend Survive Sexual Assault**

**REMEMBER:** The response of the first person told about a sexual assault is often directly related to the recovery level of a survivor, especially in the case of rape.

How you can help:

1. Be a patient, approachable, effective listener.
2. Provide reassurances of the victim’s blamelessness by not judging or criticizing her/his actions.
3. Communicate your acceptance of what you are told and your unconditional support.
4. Recognize and accept her/his feelings.
5. Allow her/him to make decisions, e.g., who is told about the assault. Making decisions allows a survivor to begin recovery by regaining the control taken away by the rapist.
6. Do not be overly protective. You do not want to reinforce the feelings of powerlessness and vulnerability, or create an unhealthy dependence on others.
7. Be sensitive to the victim’s need for privacy; it can be therapeutic to work out feelings alone.

Take care of yourself, too! Anger, frustration, and helplessness are often feelings experienced by “indirect victims,” i.e., the family and/or friends of the survivor of rape or sexual assault. Sometimes as survivors recover, they will reject those who were most helpful during the time of crisis because they are a reminder of what she/he is trying to forget. With time and healing, relationships usually return to their pre-crisis level. Seek counseling if you are having trouble coping with this. Remember, in helping a friend become a survivor, you should not become a “victim,” too. The Counseling Center is available to help you.

**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, forced consumption of food, liquor, drugs, or any other substance (whether legal or illegal), or 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, 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 twenty-four (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 anti-hazing 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 acknowledgement of this Policy at the beginning of each fall and spring semester. All membership intake participants shall be required to sign an acknowledgement 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 (30) days of the election of any new organizational officers certifying their personal acknowledgement 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 twenty-four (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 fails 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 Office of Student Conduct 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 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 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 (e.g., the Freshmen Class);
(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 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 forty-eight (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 organization;
(b) Participating in extracurricular activities;
(c) Participating in membership intake activities;
(d) Wearing organizational paraphernalia on-campus or at any College-related functions;
(e) Having its 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 forty-eight (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 organization 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.

**RETAIATION PROHIBITED**

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 the Vice President for Student Services 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 Hall, Room 200, Phone - (404) 653-7858 or (404) 215-2681.
MOREHOUSE COLLEGE
HAZING INCIDENT REPORT FORM

Date of Incident:

Time of Day:

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

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

Complainant(s):

Has a Police Report Been Filed?    If YES, Case #:

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

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
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 which 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, or rehabilitation or re-entry 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 affects a student’s academic performance, that is a threat to individual safety on the part of students, 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 the 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 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 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 its 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:

A. **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 or 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.

B. **ALCOHOL OFFENSES**

- Section 1711010(h): Any person convicted of violating any prohibition related to the “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 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. § 16-13-30(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, dispensing, on behalf of a solicitor, any controlled substance [O.C.G.A. § 16-13-30(k)].

Penalties

- 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. § 16-13-30 (c)].
- 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) (1)].
- 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 a 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, public housing tenancy, etc., 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 they 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 increases 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 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
770-991-6044 ext. #3370

Grady Hospital
80 Jesse Hill Jr., Dr. S.E.
Atlanta, GA 30303
404-616-4307

St. Jude’s Recovery Center
139 Renaissance Parkway NE
Atlanta, GA 30308
404-874-2224

Ridgeview Institute
3995 South Cobb Drive
Smyrna, GA 30080
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 for Student Services. The Vice President 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 conducts an audit of the effectiveness of their Drug-Free Schools and Campuses Program by October 1.

The Vice President 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 Services is also responsible for monitoring and enforcing the provisions of this policy.

RECORDS MANAGEMENT

The Vice President 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 Vice President 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 annual distribution
- The results of 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. 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 I: 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, 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 Vice President of Student Services.

10. The term “College premises” includes all land, buildings, facilities and other property in the 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** is comprised of 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 Vice President for Student Services and/or Student Conduct Administrator to determine whether a student has violated the Student Code and to recommend imposition of sanctions.

15. **Vice President for Student Services** The Vice President for Student Services 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 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 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, and student organizations, as well as maintains student personnel records. He/she is also a member of the College faculty.

16. The term **Student Conduct Administrator and/or Director of Student Conduct** means person designated by the Vice President for Student Services or Associate Vice President/Dean of Men for Student Services to be responsible for the daily administration of the non-academic student discipline program in including interpreting the Code of Student Conduct for students, faculty and staff. The Student Conduct Administrator and/or Director of Student Conduct 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 Vice President for Student Services or Associate Vice President/Dean of Men for Student Services may authorize a designee to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a HCRB or CJC.

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

18. The term “accused student” means any student accused of violating the Student Code.

19. **Respondent** refers to any person who is alleged to have violated the Student Code of Conduct.

20. **Conduct Conference** is a formal/informal meeting to determine whether violations of the Student Code of Conduct have occurred.

21. **Adviser**- the term “adviser,” 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.
22. **Violation** refers to a formal allegation to a student of violation of the Student Code of Conduct. Violations are described in a letter sent to a student whose conduct is in question.

23. The “**Appellate Board**” means any person or persons authorized by the Vice President for Student Services or Associate Vice President/Dean of Men 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 Student Conduct Administrator.

24. The term “**designee**” means a College official authorized on a case-by-case basis designated by the Vice President for Student Services, Associate Vice President/Dean of Men for Student Services and/or Student Conduct Administrator to impose sanction upon student found to have violated the Student Code.

25. **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 more acceptable pattern consistent with community standards and values.

26. **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.

27. 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;
   4. engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion

28. The term “**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 action may include taking disciplinary action against those student whose behavior on or off campus premises indicates that they pose a substantial danger to others. When the Vice President of Student Services, Associate Vice President/Dean of Men for Student Services and Director of 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 Vice President for Student Services, Associate Vice President/Dean of Men for Student Services, Director of Student Conduct 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 or 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 Conduct 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.

**RECIROCITY 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.** Include but not limited to, the following:
   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, other College activities, including its public-service functions on or off campus, or other authorized non-College activities when the act occurs on College premises.

3. **Abusive 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. 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 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, manufacturing or distribution of marijuana,** narcotic 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 twenty-one (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 of 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:** 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; 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.** Conduct that is disorderly, lewd, or indecent; or constitutes a breach of peace; or 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 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.

16. **Abuse/misuse** of computer facilities and resources. This includes but is not limited to:
   a. unauthorized entry into a file to use, read or change the contents, or for any other purpose
   b. unauthorized transfer of a file
   c. unauthorized use of another individual’s identification and password
   d. use of computing facilities to interfere with the work of another student, faculty member or College official use of computing facilities to send obscene or abusive messages
   e. use of computing facilities to interfere with normal operation of the College computing system
   f. use of computing facilities and resources in violation of copyright laws
   g. any violation of the college’s computer use policy

17. **Abuse of the Student Conduct System,** including but not limited to:
   a. 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
   b. falsification, distortion, or misrepresentation of information before a HCRB and CJC
   c. disruption or interference with the orderly conduct of a Student Conduct hearing
   d. institution of a Student Conduct proceeding in bad faith
   e. attempting to discourage an individual’s proper participation in, or use of, the student conduct system
   f. attempting to influence the impartiality of a member of a HCRB and CJC prior to, and/or during the course of, the student conduct proceeding
   g. harassment (verbal or physical) and/or intimidation of a member of a HCRB and CJC prior to, during, and/or after a student conduct proceeding
   h. failure to comply with the sanction(s) imposed under the Student Code
   i. influencing or attempting to influence another person to commit an abuse of the student conduct system

18. **Unregistered motor vehicle**

19. **Gambling** - playing and betting for money or other things of value at any game played with cards, dice, or balls

20. **Tampering with fire detection equipment**

21. **Disregard fire alarm signal**

22. **Throwing objects out of window**

23. **Visitation**

24. **Unauthorized entry**

25. **College student identification cards**

26. **Actions leading to conviction of criminal offense**

27. **Unauthorized burning**

28. **Tampering with college equipment**

If someone threatens to harm or kill you, please contact Campus Police immediately as 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 the inappropriate behaviors.

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 Office of Student of Conduct will work with Housing and Residential Life, Information Technology (IT) 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 our Community Standards and Code of Conduct may include suspension and/or expulsion from Morehouse College. A person may also be subject to criminal penalties as well.
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 of 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, 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, foul and/or abusive language.
   b. **Disruptive activity**—Participation in an activity that interferes with teaching, research, administration, student conduct proceedings, other university functions including public-service functions and off-campus activities. Representative actions include:
      a. Leading or inciting others to disrupt scheduled and/or normal activities on college premises.
      b. 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.
      c. Any behavior in class or out of class, which 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 their guest/visitor’s behavior and compliance with college policies and procedures in academic and non-academic buildings, on university owned property, and at university sponsored events. Any student’s failure to fulfill his/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 his/her 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 and college publicity and posting policies.

8. **Safety and Equipment**—the following are representative actions that threaten the health, safety, and welfare of members of our community:
   a. Tampering with fire safety equipment such as 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 is prohibited.
   e. Open fires, including bonfires, camp fires, etc., are prohibited without university approval.
   f. 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 by posters or similar materials must be approved by the Building Coordinator and/or Residence Life and Housing staff.
   b. Soliciting and selling for private or commercial gain is not permitted on Morehouse College’s 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 Vice President for Student Services and Student Conduct Administrator. Determinations made or sanctions imposed under the Student Code shall not be subject to change because criminal charges arising out of the same facts that gave rise to violation of College rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.

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 Student Conduct Administrator or designee responsible for the administration of the College system. Any violation should be submitted as soon as possible after the event takes place, and shall provide factual information supporting the alleged violation of the student code preferably within five (5) days.

2) The Student Conduct Administrator 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 the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the student conduct (violation) are not admitted to and/or cannot be disposed of by mutual consent, the Student Conduct Administrator 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 the Student Conduct Administrator a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing.

4) Hearing shall be conducted by the College Judiciary Committee, Honor Conduct Review Board or the Student Conduct Administrator. The HCRB and CJC determination shall be based on whether it is 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 deliver, mailed and/or electronic notification from the Student Conduct Administrator.

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 are responsible for presenting his or her 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 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 creations of an adversarial environment. Questions of 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 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 a 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 Student Conduct Administrator, 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; or that is lewd, indecent, and obscene; or 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, 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 a 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
      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) to 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 Vice President for Student Services and /or Student Conduct Administrator 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 Student Conduct Administrator.
j. **COLLEGE EXPULSION** — Permanent 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 College policy on drugs which include 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 violations of other criminal laws. As result of this sanction, the Campus Police will pursue a criminal trespass warrant against you which will prevent you from coming on the college campus.

k. **REVOCATION 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 completion of the process as set forth in the Student Conduct Code, 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**, or revocation or 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. College suspension or College expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. 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 **two years** after final disposition of the case.

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**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, straight-edge razor, razor blade, spring stick, knuckles whether made from metal, thermoplastic, wood, or other similar material, 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 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, be punished by a fine of not more than $10,000.00, by imprisonment for not less than two nor more than ten 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 16-11-131, 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 $10,000.00 or by imprisonment for a period of not less than five nor more than ten 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:
   (A) A peace officer as defined by Code Section 35-8-2;
   (B) A law enforcement officer of the United States government;
   (C) A prosecuting attorney of this state or of the United States;
   (D) 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;
   (E) 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; and
   (F) 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 which would otherwise be prohibited by this Code section. Such authorization shall specify the weapon or weapons which 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 which is in a locked compartment of a motor vehicle or one which is in a locked container in or a locked firearms rack which is on a motor vehicle which 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 official of the school; 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 whom he or she specifically authorizes 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 United States 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 which is in a locked container in or a locked firearms rack which is on a motor
vehicle; or

(18) Constables of any county of this state.

18) (d)(1) This Code section shall not prohibit any person who resides or works in a business or is in the ordinary course 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:

(1) School was or was not in session at the time of the offense;

(2) The real property was being used for other purposes besides school purposes at the time of the offense; or

(3) 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 or secondary 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."
FAQ'S ON THE COLLEGE’S DISCIPLINARY SYSTEM AND HEARING PROCEDURES

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 Student Conduct Administrator, College Judiciary Committee or HCRB, or question witnesses while the hearing is in session.

OFFICE OF HOUSING AND RESIDENTIAL LIFE

Mission

The Office of Housing and Residential Life is committed to developing a safe and inclusive residential community that assists in fostering development of Morehouse men. Programming, services and policies are intentionally designed to facilitate intellectual and personal growth, cultural awareness and appreciation, social responsibility, ethical leadership and academic excellence. It is our responsibility to create a challenging yet supportive residential community that promotes and cultivates conscientious men to lead in a global society.

Guiding Principles

The Mission of Housing and Residential Life 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 Division of Student Services goals. Additionally, the Office of Housing and Residential Life will:

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

Residence Halls

There are twelve (12) residence halls at Morehouse College that vary in capacity from 40 to 360 residents. Generally, the residence halls are categorized as freshmen and upperclassmen. There are also special themes associated with each residences hall. Each residence hall is managed by a Residence Director (RD) and student Resident Advisor (RA). All freshmen are required to live in campus housing unless they receive written authorization to waive this requirement.
Residential Life Staff

The staff of each residence hall typically consists of a Residence Director (RD), and a minimum of three (3) Resident Advisors (RA). RDs are live-in professionals who supervise the RA. Both the RDs and RAs work to create and promote an environment that supports respect, integrity, civility, accountability and compassion among all residents. RAs are upperclassmen that assist RDs with the administration of the day-to-day administrative duties, provide leadership in the residence halls, and conduct educational, cultural, social, personal and career development programs for the residents.

HOUSING ASSIGNMENTS

Incoming Freshmen

All freshmen are required to live in a residence hall on the Morehouse College campus unless they receive written approval from the Dean of Freshmen to live off campus due to extenuating circumstances. New students accepted to the College will apply on-line 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. Residence hall and roommate requests are honored as space permits. Assignments for the fall semester are made on a “first paid” basis and are sent to new students’ homes during the second week of July.

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 Life 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 following academic year.

In order to participate in the housing selection process, students must complete and submit a housing application to the Office of Housing and Residential Life along with payment verification of the housing reservation fee. Continuing students’ housing applications become available in February.

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 remitting the housing reservation fee.

In order to complete the housing selection process and secure their room assignment, students must assure the financing of tuition for the fall and spring semester. The Office of Business and Finance determines if payments are necessary and the amount of these payments. Note 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. Any additional exception must be granted by the Associate Dean of Housing and Residential Life prior to the end of the semester.

As space permits, residence hall and roommate preferences will be granted to students who are selected into campus housing. Students with concerns about room assignments should contact the Office of Housing and Residential Life. Students with roommate problems should contact their respective RA and/or RD.

Student Identification Cards

The Department of Access Control in Archer Hall issues ID cards. ID cards are specially coded and used for student meal plans and accessibility to the library. I.D. cards are also used to verify students are enrolled for the current semester, to admit students to extracurricular activities, and allow entry into residence halls with card swipe entry.

If a student loses his I.D., he must report to the Cashier’s office in Gloster Hall to purchase a replacement. The cost of replacing a lost I.D. card is $49.00, which can be placed on the student account or be paid by cash or credit card. I.D. and meal cards are not transferable.

Students are required to have their I.D. cards in their possession at all times, and should present them when requested by a member of the faculty or staff as a means of identification or verification of registration. Students who fail to present their I.D. cards upon request will be subject to disciplinary action.
I.D. cards are currently $40.00 and your I.D. cards now allow access to the library. The I.D. charge can also be put on a student account if not able to pay cashiers office.

**ON-CAMPUS HOUSING APPLICATION CHECKLIST:**

1. Complete and submit Housing Application via *TigerDen* - the web-based housing application portal
2. Remit Housing Reservation Fee
3. Remit Initial Tuition, Room and Board, Fees Payment
4. Remit Final Tuition, Room and Board, Fees Payment
5. Check TigerNet website for room assignment.
6. Check-in: Be sure to bring approved items only.
7. 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 30th. 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 (i.e. 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 Life.
- Remove all belongings from his assigned room upon approval of Housing Contract release.
- Return the room key to his Residence Director.

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 residence halls. 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 - Thursday: 8 pm - 8am
- Friday and Saturday: Midnight - 10am

*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 residence halls, 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, propane torches, etc.
• careless use of appliances and/or use of appliances that are prohibited
• tampering with wiring
• installation 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 fire-fighting equipment (including removing fire extinguishers from their proper stations or discharging them other than to put out fires) and interfering with fire fighters 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 residence hall. In addition, all responsible parties may be subject to disciplinary action, fines, and/or criminal charges.

Smoking Policy
Smoking is prohibited in the residence halls 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 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 residence halls. Microwave ovens, electric skillets, hot plates, coffee pots 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 and Residential Life for permission to use special appliances in their rooms.

Maintenance
Any item that is in need of repair and or replacement should be brought to the attention of a Residence Life Staff person. The process/procedures for notifying a RD or RA about repairs/replacement of residence hall 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 Residence Director. 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, residence hall, and its furniture. Students will be held responsible and charged if any damages are made to the room, residence hall, and/or its furniture beyond normal wear and tear.

The residence hall 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 reason to believe the room is being used for illegal purposes
• when there is 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 residence hall 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 Life.

Room Keys
Room keys are issued to each student assigned to a residence hall room. During check-in, students will receive room keys from the residence hall staff and must return keys to the residence hall staff when the room is permanently vacated. Students moving out before check-out must get approval from the RD. Students who fail to return keys immediately in accordance with 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 Residence Director who will take appropriate actions to have the locks changed and new keys issued at the student’s expense. Lock change fee is $86.

Lockout Policy and Procedure
Residents are expected to maintain control of their residence hall 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 KEY WITH THEM AT ALL TIMES.

The Office of Housing and Residential Life cannot stress 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.

Residence Directors have office hours from 9 a.m. to 5 p.m. daily. There is a “Residence Director 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.), the Residence Director assigned to the hall will be in the RD office. Locked-out students are to contact their Residence Director for assistance. If the assigned Residence Director is unavailable, students are to contact the Residence Director on Duty who will then locate the hall’s Residence Director for assistance.
- During after-hours (5 p.m. to 3 a.m.), the student should contact Campus Police, who will contact the Residence Director 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 9:00 AM, 1:00PM, 5:00 PM, 7:00 PM, 11:00 PM, 1:00 AM and 3:00 AM.
- 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 lost room keys, this causes the entire Morehouse College community, the Office of Housing and Residential Life to strongly urge residents to make a conscious effort to secure their keys. Lack of responsibility with room keys will result in a fine as follows:

1. First incident - Lockout Standard Fee of $25.
3. Third incident - Lockout Standard Fee of $75.

More than three (3) lockouts in any academic year will result in a hearing before the Residence Director. 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. Laundry Cards can be purchased in the lobby area of the Campus Police Office.

Pets
Pets and animals may not be kept in residence halls; 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 an animal to assist them because of a disability must receive written permission from the Director of Housing. Students who keep pets or animals inside or outside any residence hall 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 residence halls. Unauthorized advertisements that are posted will immediately be removed by the residence hall staff.

Decorations
Although individuality and creativity is encouraged, students are not to decorate in a manner that permanently alters their room. 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 residence halls must show the approval stamp by the Office of Student Life on the document and must be approved by the Residence Director of the respective residence hall. 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 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 Life for further clarification.

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

Telephones
Each residence hall room is wired for telephone service, which provides each resident their own dedicated telephone extension. Residents are responsible for providing their own telephones. The Telecommunications Office will also provide information on how to obtain long-distance service if desired. The student will be responsible for all long-distance related charges.

GUESTS AND VISITATION

Guest Policy
A guest is defined as any person, other than authorized College officials, who does not live in a specific residence hall. Students will be held responsible for their own conduct, as well as that of their guests. Students who invite guests to campus and the residence halls are expected to inform them of all rules and regulations. All non-students must present a picture I.D. upon request by the residence hall staff.

Community Information Desk (CID)
The Community Information Desk is the check point for guest entry to any residence hall. The primary purpose of the CID is to monitor and facilitate guest visitation. The management of the CID is coordinated by the Residence Director.

All visitors must provide a student I.D. or other picture I.D. when requested by the residence hall staff. If confiscated, the I.D. card will be given to the Resident Director.

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 residence halls is a privilege, not a right, and therefore may be suspended by the Vice President of Student Services, the Associate Dean of Housing and Residential Life, or the Residence Director. **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 female visitation in the freshmen residence halls for the first semester until the weekend following mid-term examinations. In addition, female visitation ends the last day of finals. Female visitation for the second semester begins the day students check into their residence halls and ends the last day of finals.

Freshmen hours for female visitation, beginning the Friday after the first semester’s mid terms are:
- **Monday – Thursday:** 6 pm - Midnight
- **Friday:** 6 pm - 2 am
- **Saturday:** 6 pm - 2 am
- **Sunday:** 6 pm - Midnight

**UPPERCLASSMEN – VISITATION POLICY**
Female visitation for the first and second semesters begins the day students check into their residence halls and ends the last day of finals. The hours for female visitation are as follows:
- **Monday – Thursday:** 6pm - 1am
- **Friday:** 6pm - 2 am
- **Saturday:** 6pm - 2
- **Sunday:** 6 pm - Midnight

**Otis Moss Jr. Residential Suites**
The Moss Residential Suites is an upperclassmen residence hall comprised of an East and West building capable of housing up to 360 students. The apartment-style living quarters allow students to accept greater responsibility for their daily activities within the guidelines of the College and the Office of Housing and Residential Life. Students have the option of staying on a meal plan or utilizing the kitchens to prepare meals. Moss Residential Suites residents are allowed 24-hour visitation privileges.

**DINING SERVICES**
It is our expectation that students who enter these dining hall facility will adhere to the policy listed below. This list includes, but not limit to the following:

1. Valid student ID card must be presented to cashier at the door to gain entry into the Dining Hall.
2. No Hats, Do-rags, or skull caps allowed (religious coverings must be approved in writing by the vice president of Student Services).
3. No sagging of clothing allowed in the dining hall or any other dining facility. Sagging constitutes the wearing of one’s pants or shorts low enough to reveal undergarments or secondary layer of clothing.
4. Entering the Dining Hall with exposed feet is prohibited – you may wear socks with either shoes or flip flops.
5. No Pajamas are allowed to enter dining hall.
6. Do not throw away or take service ware (plates, cups, utensils) out of the Dining Hall.
7. When dining in, you may not take food out of the Dining Hall – NO EXCEPTIONS!!! (including fruit, beverages, and ice cream).
8. Entering through any doors marked EXIT is prohibited – NO EXCEPTIONS!!!
9. No unruly behavior allowed in the dining hall toward fellow students’ faculty and staff.
10. Food may be taken to a student who is confined to his room because of illness once approved by Housing and Residential Life staff and then notified in writing to the Operations Manager of Dining Services.
11. If a student brings in a guest who is not a member of Morehouse College and the guest does not abide by the above regulations, the student will be held responsible under the Code of Conduct.
12. Any misuse of student ID (using another student ID card to gain entry knowing or unknown) may result in loss of privilege and/or restitution.

All violations will be reported IMMEDIATELY to the Office of Student Conduct. Please noted eating in the dining hall is a privilege, not a right, Morehouse College Dining reserve the right to modify or deny entry for the violation of the above expectation or any behavior deem inappropriate.
Meal Plans
The residence hall contract automatically includes the seven-day meal plan (3 meals per day Monday through Friday, and two meals per day Saturday and Sunday). The meal contract is offered for the academic year. **Exceptions: Only two (2) meals 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 I.D./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. I.D. cards are not transferable — the right to use them may not be given or sold to another person. All I.D. cards are the property of the College and must, therefore, be returned upon request. Lost cards should be reported to the I.D. 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.

Student Commuter Meal Plans

Commuter students may opt to purchase one of four flexible off-campus meal plans: 1) **5 meals**, 2) **10 meals**, 3) **15 meals**, and 4) **19 meals**. The off-campus meal plans are flexible, **not meal specific**. Students may eat any meal of their choosing, any day of the week, as long as the student does not exceed the weekly meal limit. Unused meals are forfeited at the close of each semester.

Off-Campus Meal Plans
Students living off campus may purchase an off-campus meal plan that fits 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 department in the Business and Finance Office.

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

Wireless Network Areas
Several areas on campus have wireless capabilities: Kilgore Center (in and around), Mays Hall Lounge, Campus Green (Hope Hall end), Frederick Douglass Hall, Archer Hall game/TV room and Graves Hall laundry; other areas include parts of Sale Hall and some areas of Brawley, Dansby and Wheeler halls.

Student Commuter News and Information
One of the biggest complaints of off-campus students is that they do not receive enough information about events occurring around the campus. Several ways that have been developed to afford off-campus residents more information including, the campus post office, college publications, and campus monitors, kiosks, and bulletin boards.

Bulletin Boards around campus are used to post flyers about upcoming events. While boards can be found all over campus, specific information pertaining to off-campus students can be found on the boards in and adjacent to the Kilgore Center, and on the hallway boards in Chivers Dining Hall.

**HEALTH SERVICES**
Brazeal Hall, Ground Floor (north end of campus)
Telephone: (404) 215-2637

**Clinic Hours:**
8am to 5pm Monday, Tuesday, and Friday
8:00am to 7:00 pm Wednesday and Thursday

**Doctors’ Hours:**
11:00am to 1:00 pm Monday, Tuesday and Friday
11:00am to 6:00 pm Wednesday and Thursday
After hours and weekends report to Campus Police
The staff of Morehouse College Health Services provides health care for all students registered for four or more credit hours. (A pre-entrance medical examination and immunization form is required of all new and transfer students upon entering the College). In case of illness, students are urged to use College Health Services. Parents or guardians will be notified of any serious illness, accident or injury.

Costs
Medical treatment in the Student Health Center 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 and medications dispensed from the drug formulary.

Primary Health Service/Medical Referrals
Physicians and registered nurses provide primary medical care. Physicians order appropriate medications, usually free of charge to students. Any detailed medical work-ups will be referred to the appropriate local Medical Center or Health Care Provider. A Health Services physician external to the College may treat a student who must be hospitalized for surgery or medical care. The student and/or his parents, not the College, assume responsibility for all medical fees not covered by insurance.

Medical Excuses
College Health Center does not issue excuses. If a class is missed due to a clinic visit, an e-mail will be sent to the professor confirming the date and time of the student’s visit. Only College physicians can excuse a student from physical education. Special classes may be assigned in physical education to meet this requirement. Registration for each semester of physical education is required with or without exemption.

Support Services
College Health Center provides a range of support services for students, including counseling, instruction on caring for acute and chronic diseases, and using preventive medical techniques. College Health Center also serves as advisor and liaison for the Counseling Center works in partnership with the Counseling Center and provides advice and counseling on sexually transmitted diseases, drug and alcohol abuse, and all other health-related matters.

Medical Emergencies
In case of any emergency during hours when the Student Health Center is closed, security should be contacted and ambulance services summoned as needed and appropriate. Fees resulting from the use of ambulance services are the student’s responsibility. The College realizes that each and every emergency situation is unique and that a student or a person on the student’s behalf may contact an ambulance directly. The College encourages students to use discretion, prudence, and caution when contacting emergency medical services. These services can be costly. If at all possible, the Student Health Center should be consulted during normal clinic hours prior to contacting outside medical service providers. If a student thinks he requires emergency service and is unable to come to the Student Health Center, he should contact a Resident Assistant or Resident Director. Campus Police will arrange for transportation to the appropriate medical facility.

Office of Disability Services
Location: Sale Hall Annex, Room 104
Telephone: 404/215-2636
Fax: 404/215-2749

The Office of Disability Services functions to insure 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 Director Disability Services.

The ODS serves 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 such as back injuries and carpal tunnel syndrome; psychological disabilities such as bipolar disorder and severe anxiety or depression; attention deficit disorder; learning disabilities.

Qualified disabilities as defined by the Americans with Disabilities Act (ADA), involves a physical or mental impairment, which substantially limits one or more major life activities (walking, seeing, hearing, speaking, breathing, learning or working). Students must meet the academic requirements for admissions to Morehouse College and have such disabilities as, but are not limited to, the following:
- Attention-Deficit Hyperactivity Disorder
- Autoimmune Disorders (lupus, HIV/AIDS)
- Blindness or Visual Impairment
- Blood Disorders (sickle cell anemia)
- Cerebral Palsy
- Communication
- Hypertension
- Learning Disorders
- Multiple Sclerosis
- Orthopedic Impairment
- Psychiatric Disabilities
- Spinal Cord or Traumatic Brain Injury

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 may include:

- Handouts in large print
- Course material in electronic format
- Extended time on exams
- Alternate format for testing (oral, multiple choice)
- Testing in distraction-reduced environment
- Reader or scribe for exams
- Text books on tapes
- Program modification
- Use of assistive devices
- Taped recorded lectures
- Note-takers
- Preferential seating

Program Modification

- Foreign Language or math substitutions
- Part-time of reduced course load

Support Services

- Special housing arrangement
- Self-advocacy training
- Counseling/disability management
- Study skills, time management, and organizational strategies enhancement
Morehouse College is committed to developing leaders who will make a significant, encouraging image on society. The Bonner Office of Community Service (BOCS) seeks to utilize its resources to develop and encourage volunteerism. It is our wish to perpetuate a culture of service on our campus that will strengthen our resolve to be accountable as leaders, with the desire to be stewards of positive social change.

Students and others of the Morehouse College family know that the path they walk in service extends beyond the classrooms and/or offices of the Atlanta University Center. The Bonner Office of Community Service (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, which require commitments ranging from just a few hours each semester to several hours each week.

Through the efforts of the Bonner Office of Community Service (BOCS), Morehouse College better fulfills her mission of "developing men with disciplined minds who will lead lives of leadership and service."

Although a majority of students engage in community service on a volunteer basis, BOCS also offers a number of scholarships and/or stipends for eligible students. The Bonner Office of Community Service currently sponsors or co-sponsors the Bonner Scholars Program, the Emma and Joe Adams Scholarship Program, the Morehouse Mentoring Program, the AmeriCorps Program, the Federal Work Study Community Service Program, and the Frederick Douglass Tutorial Program.

### COUNSELING RESOURCE CENTER

Sale Hall Annex  
Monday—Friday, 9 a.m. until 6:00 p.m.  
404-215-2636  
Fax: 404-215-2749  
http://morehouse.edu/campus_life/counseling_serv/  
Facebook: Morehouse CRC

Appointments may be made by calling the Counseling Resource Center at 404-215-2636, or by coming into the office in person. Appointments will be scheduled as soon after the initial request as possible, depending on the urgency of the situation and staff availability.

**Services**

The Counseling Resource Center offers a broad array of services designed to meet the demands of students, faculty and staff at the College. The Center facilitates institutional goals by working closely with faculty, administrators and staff to provide a supportive campus climate.

The Center provides individual and group counseling, crisis intervention, workshops, seminars, and disability services and also provides referral services for students in need of psychiatry and counseling in the community.

The Center also provides professional development and is available to campus organizations, academic departments, administrators and staff on topics including, but not limited to, “Identifying Signs of Psychological Distress”, “Recognizing Symptoms of Depression”, and “Addressing Substance Abuse”. Our counseling programs provide support for students in need of individual assistance as well as staff who could benefit from psychoeducation 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** Our Center has 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 and they will dispatch to the counselor on call, who will immediately return the call.

**Confidentiality**

Confidentiality obliges staff at the Counseling Resource Center not to discuss information about a client with anyone. The purpose of confidentiality in psychological counseling, psychotherapy and disability services is to enable you to discuss problems you are experiencing honestly and confidentially in a trusting environment.

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

**Limits of Confidentiality**

There are exceptions to 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, that person is bound by law to comply with such an order.

**Release of Information**

With the exceptions noted above, information about you, including your use of counseling and disability services, cannot be released to anyone outside the Counseling Resource Center without your written permission. If you ask the Center to release information, you will be asked to sign a form authorizing its release. You may revoke your permission at any time by giving us written notice.

**Content of Disclosure**

If you decide that you want to authorize the Counseling Resource 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**
Disability services functions to ensure that all students with disabilities have equal access to educational opportunities at the 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 of disability services.

Disability services serves 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 such as back injuries and carpal tunnel syndrome; psychological disabilities such as bipolar disorder and severe anxiety or depression; attention deficit disorder; learning disabilities.

**Qualified disabilities:** As defined by the Americans with Disabilities Act (ADA), qualified disabilities involve a physical or mental impairment, which substantially limits one or more major life activities (walking, seeing, hearing, speaking, breathing, learning or working). Students must meet the academic requirements for admission to Morehouse College and have documentation of a disability including, but not limited to, the following:

- Attention-Deficit Hyperactivity Disorder
- Autoimmune Disorders (lupus, HIV/AIDS)
- Blindness or Visual Impairment
- Blood Disorders (sickle cell anemia)
- Cerebral Palsy
- Communication
- Hypertension
- Learning Disorders
- Multiple Sclerosis
- Orthopedic Impairment
- Psychiatric Disabilities
- Spinal Cord or Traumatic Brain Injury

**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** may include:

- Handouts in large print
- Course material in electronic format
- Extended time on exams
- Alternate format for testing (oral, multiple choice)
- Testing in distraction-reduced environment
- Reader or scribe for exams
- Textbooks on tapes
- Program modification
- Use of assistive devices
- Taped recorded lectures
- Note-takers
- Preferential seating

**Program Modification**

- Foreign Language or math substitutions
- Part-time of reduced course load

**Support Services**

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- Special housing arrangement
- Self-advocacy training
- Counseling/disability management
- Study skills, time management, and organizational strategies enhancement

**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:

- A student is permitted to make audio-recordings of class lectures.
- A student is given extended time on examinations.
- A student is given frequent breaks for rest, medication, food, or exercise during exams.
- A student is furnished with copies of examinations in large-print format.
- A student is allowed to use a basic four-function calculator during examinations.
- A student is allowed to use a laptop computer during examinations.
- A student is not penalized for mechanical errors (spelling, punctuation, capitalization, handwriting, and proofing) on in-class writing assignments and examinations.
- The instructor uses alternative testing formats for the student's exams: For example, oral rather than written, short-answer rather than multiple-choice (or vice versa), or essay rather than multiple-choice.

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 of the student's college 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 an exit interview with the Associate Vice President of Student Services.

**Resuming Studies after a Mandatory Medical Leave of Absence**

A student who is placed on a mandatory leave of absence must request to be reinstated to the College. He must provide official documentation that the medical or health problems which resulted in a mandatory leave of absence must be submitted to the Vice President of Enrollment Management and Student Services, the College Physician and the Director of the Counseling Center by **November 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 a student will be permitted to resume his studies after a Mandatory Medical Leave of Absence.

**Auxiliary Services**
The disability services coordinator determines which Auxiliary Services are appropriate given a student's particular disability or disabilities. The following are some of the more common types of services:

- Note-taking
- Laboratory Assistant
- Reading
- Research Assistant

**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 CD through Recordings for the Blind and Dyslexic (RFB&D).

**Disability groups for students**

The disability services coordinator informs students about 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 the Department of Rehabilitation and the Social Security Administration). The disability services coordinator assists students in informing the Financial Aid Office about any special disability circumstances that may affect their eligibility for financial aid. These circumstances include the course loads and disability-related extra expenses.

**Housing Assistance**

The Department of Housing at the College allocates 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 desires to file a formal written grievance, the individual should promptly submit the grievance to the Director of Disability Services at (404) 215-2636.

The grievance must be submitted in writing on the Grievance Form prescribed for that purpose. The Grievance Form must be completed in full in order to receive proper consideration by the Director. Upon request, the Director or representative shall provide assistance in completing the Grievance 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 complaint is not satisfied, or if a reply has not been received with in the specified time, the complaint may then appeal, in writing, within ten (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 ten (10) school days.

If the individual is still not satisfied, he may appeal in writing, within ten (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 Director of Disability Services.

Post-Baccalaureate Services

Location: Kilgore Campus Center, Suite 210
Hours: 9 a.m. - 5 p.m.
Telephone: (404) 215-2703

The primary goal of this office is to increase the number of students going to 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 score, such as GRE, LSAT, and the GMAT.

Services

- Assist in research development of graduates and professional schools
- Prepare for admissions test, such as GRE, LSAT, and GMAT
- Provide technical assistance with appointments with graduate schools and companies
- Provide career assessment
- Obtain a clearinghouse of information for graduate and professional schools and companies, including internships
- Disseminate information pertaining to graduate and professional school and companies

Career Counseling and Placement for Non Business Majors

The mission of the Office of Career Planning and Placement for Non Business Majors is to fulfill the mission of Morehouse College by fostering understanding and appreciation of specific knowledge and skills needed for the pursuit of professional careers and/or graduate study.

Services

- Career Counseling
- On-Campus Interviews
- Recruitment Information Sessions
- Resume Preparation, Development and Critique
- Interview Preparation and Feedback
- Mock Interviews
- Resume Referral
- Job Postings
- Career Development Workshops
- Job Search Strategies
- Internship Search Assistance
- Career Assessment
- Graduate/Professional School Search Assistance
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.

International Student Services (OISS) serves as the central resource and liaison for the international student community of Morehouse College. The mission of OISS is to facilitate programming and delivery of immigration services. The services offered are immigration counseling, pre-arrival and orientation, transfer of schools, 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 programming efforts to provide 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 to SEVIS (the Student Exchange and Visitor Information System), all matters related to maintaining immigration status, as well as the issuance of the I-20 and employment authorization.

The international student services office is located in The Leadership Center, Room 322. You may contact the advisor at (404) 215-2728 or by email at gwade@morehouse.edu.
DEPARTMENT OF RECREATION, INTRAMURALS & FITNESS (RIF)
Samuel H. Archer Recreation Center

Hours:  Monday - Thursday, 8 a.m.- 11 p.m.
        Friday, 8 a.m. – 11 p.m.
        Saturday, 9 a.m. – 11 p.m.
        Sunday, 1 p.m. – 9 p.m.
(Hours of operation are subject to change during the summer months and for special events.)

Telephone:  (404) 614-8543

Pool Hours:  Monday - Friday, 2:00 p.m. – 7:00 p.m.
             Saturday, 10:00 a.m. – 3:00 p.m.
             Sunday, Closed

Weight Room Hours:  Monday - Thursday, 8:30 a.m. - 10:30 p.m.
                    *Opening time may vary
                    Friday, 8:30 a.m. - 10:30 p.m.
                    Saturday, 9:30 a.m. - 10:30 p.m.
                    Sunday, 1:30 p.m. - 8:30 p.m.

Philosophy

Morehouse College has long recognized that a quality education includes both the classroom and co-curricular 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, intramurals as well as recreational programs and activities are provided for the students, alumni, faculty, staff, their spouses and children. The facility provides a unique environment for students to interact with other members of the larger Morehouse College community. It 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

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 I.D. 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 I.D. cards upon request will be asked to leave the facility and may be subject to disciplinary action.

Prior to using the facilities users are required to complete a liability waiver form, which are available in the main office #203. Morehouse students are permitted to have a maximum of two (2) guests. Students must remain with his guest (s) throughout their visit. Guests must present a photo ID card 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 event by assisting with such details as room layout, completing the 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 the Physical Education classes and for recreational swimming. Recreational swimming programs hours vary but generally are Monday-Friday, from 2 p.m. to 7 p.m. Summer hours will be determined by the Recreation Coordinator/Aquatics. For more specific schedules, contact the RIF Office at (404) 614-8543.

Tennis Courts

There are six outdoor lighted tennis courts on the Morehouse campus. Availability depends on the scheduling of physical education and athletic programs. Courts generally are available to students before 11:00 p.m. except during classes and special events.

Bodybuilding

Nautilus and free weight equipment is available on the first floor of Archer Recreation Center, which generally is open for use during regular schedule hours.

**INTRAMURAL SPORTS PROGRAM**

**Location:** Archer Recreation Center, Room 203

**Hours:**
- Monday - Thursday, 8 a.m. - 11 p.m.
- Friday, 8 a.m. – 11 p.m.
- Saturday, 9 a.m. – 11 p.m.
- Sunday, 1 p.m. – 9 p.m.

*(Hours of operation are subject to change during the summer months and special events)*

**Telephone:** (404) 614-8543, ext. 8543

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 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 is designed to change 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 administration. 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).

Any and all campus organizations may enter teams in Intramural competition. Separate tournaments are organized for residence halls, independent groups and fraternity organizations.

**Eligibility**

The 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 guest. Our department wishes to provide a safe and exciting arena for recreation. Our guest 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 guest by providing excellent customer service. Working in the Department of Recreation provides valuable work experience, certifications, measurable achievements, competitive wages, life-long learning opportunities, and lasting friendships.

Federal Work Study positions are available in a wide variety of 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. Student officials 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 as a qualifying team. Teams compete on the intercollegiate level in tennis, track and field, cross-country, baseball, golf, basketball and football. Eligibility on a varsity team is governed by athletic association regulations and administered by the Athletic Department. 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 newspaper, radio and television outlets 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 performance during each season, as well as background information on coaches and administrators involved in the athletic program.
STUDENT ORGANIZATIONS

The Office of Student Life
Archer Hall, Room 114
Monday-Friday, 9 a.m. – 5 p.m.
(404-215-6231) fax (404) 222-2597
www.morehouse.edu/campus_life/studentlife/

Annual Registration of Students Organizations

Recognized student organizations must register each year with the Office of Student Life. Organization registrations are due in the Office of Student Life on or before close of business on the second Friday in April. 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 Office of Student Life & Planning:

1. New Student Organization charter application found on the Student Life website
2. Membership Roster Form (Greek Letter Organizations) & Officer’s List
3. Advisor Responsibility Agreement Form (2)
4. Constitution and By-Laws
5. Tentative activity calendar for upcoming academic year

Student Organizations Requirements & Consequences

- The president or an executive officer of the organization is expected to attend all of the Presidents Council meetings for the Fall and Spring Semester. The president and/or executive officer may miss 1 meeting each semester without penalty. In the event of a president’s inability to attend a Presidents 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 Presidents 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 & 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 2nd Friday in April.
- All organizations are required to have a logo that is deemed accepted by the office 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 (remove “events or” from here) 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 but not limited to; 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 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 grade point average 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 sport 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 its 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 Life Government**

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 Office of Student Life and Planning.
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 ten to fifteen 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

Fraternities 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 supersedes any oaths of secrecy fraternity members may take. The College recognizes the following fraternal and social fellowship organizations:

- Alpha Phi Alpha Fraternity, Inc.
- Kappa Alpha Psi 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

Coordination of Greek Life on Campus

The Office of Student Life/Greek Life Committee governs Greek-letter fraternities and social fellowship organizations. The Office 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 Office of Student Life also will conduct a RUSH for students interested in membership intake at the beginning of each semester.

*SEE HAZING POLICY PAGE 52 - 56

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 (remove “at the end of the general session”).

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 twenty-five (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 (2) advisors who work closely with the organization and serve as its liaison with the Office 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 undergraduate study for at least four (4) 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 Office of Student Life’s/Greek Life Committee.

In brief, 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 where possible or have 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. Giving supervision to 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, fund raisers, etc.). If an advisor cannot attend an event, he must notify the Office of Student Life at least four (4) 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 Office of Student Life and Planning immediately, in writing, if he cannot continue to serve as advisor to 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 requires 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. (Remove “These”) 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 Office of 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 equal opportunity based on the approved selections criteria.

College Certification Procedures

(REMOVE “Students selected for membership intake must complete a Membership Intake Student Data form. These forms may be obtained from the Office of Student Life and must be returned to that office.”) The Office 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 Office of Student Life will confirm with the Office of Student Conduct that those applying for membership intake do not have any disciplinary sanctions. Moreover, The Office of Student Life will make sure that the student is financially cleared through the Office of Financial-Aid. The Office 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 Office 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 insuring 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 comprised 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 grade point average.

**Campus Alliance for Student Activities (CASA)**

Morehouse College CASA is responsible for the development of activities and programs for the student body. The programs and activities developed 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 amongst 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 grade point average.
The Constitution
of the
Morehouse Student Body

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The Constitution of the Morehouse Student Body

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 (S.G.A.) 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 & 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 (SBT) – Ex Officio
g. Junior Board of Trustee (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 appropriation to be approved or vetoes upon one week if receipt from the senate
f. Establish committees, whether standing or temporary in nature;
g. and should he see fit, shall appoint a staff to aid him with the management of the Executive Board and to carry the duties of the Office of the President and said staff
are subject to confirmation by the senate;

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;
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;
g. and to perform all other reasonable tasks delegated by the SGA President.

Section 5. The duties of the Executive Secretary are:
a. to accurately type 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;
e. and 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 Presidents Council;
b. shall 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. shall be responsible for all SGA Executive Board and CASA correspondence; e. 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 and this 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;
f. and 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:

The duties of the board shall include:
a. Attending all meetings of the Executive Board, 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. non-voting members who provide counsel and advice to the SGA when pertaining to their specialized position, and to carry out all tasks as delegated by the SGA Executive, Legislative, & Judicial branches

e. The treasurer will correspond with the Vice-President of Business and Finance and, in addition to his regular duties, will act in the same manner as the Advisory Board.
Section 9. The Attorney General shall serve as an official on the Executive Board, whose duties are:

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 in the result that there is a hearing with the CJC/HCRB;
d. to provide advisement on constitutional and conduct matters;
e. to 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 at a maximum of three (3) faculty advisors to the Executive Board without vote. The advisors shall be chosen by 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. Officers must maintain a cumulative 2.70 grade point average during their tenure in office.

Article VI. LEGISLATIVE BRANCH: STUDENT SENATE

Section 1. Representation in the Student Senate shall consist of twenty-six senators elected to serve one-academic year terms. Article VI was amended during the Spring 2004 General Election.

Section 2. The Senate shall be composed of no more than twenty-six (26) senators according to the following breakdown:

a. Five (5) 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 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 (i.e. all senators who are juniors will meet to decide which senator among them will be the Delegation Dean of the Junior Class.) At-large senators are 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.
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:
   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 charted organization of the Senate.
   f. Determine if a quorum is present at each meeting.
   g. Record the votes during the business of The Senate.
   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, bill, and resolution to the appropriate committees as provided by the Bylaws of the Senate.
   c. Handle day-to-day operations of vacant senate seats.
   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 legislation, and other reading 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:
   b. Advise the President of The Senate, other officers, and senators on proper parliamentarian procedure.

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, & Executive Board Vacancies.
   c. Initiate Senate Appropriations Budget to be sent to the SGA President for approval. The SGA President reserves the right 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.
   g. Initiate any legislation that coincides with Morehouse Student Handbook and other official college publications.

Article VII. JUDICIAL BRANCH: HONOR & CONDUCT REVIEW BOARD

Section 1. The officers of the Honor & 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 grade point average 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 whom it finds 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 Office of Student Conduct & Campus Life to suspend the charter of any class and/or organization upon 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** grade point average during their 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

g. **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 suspended 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 chose 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 comprised of the Class President, Vice President, Treasurer, Secretary, Senator4, and Student Justice and 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 & 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 & time set forth by The Senator is the “Dean of Delegation” referred to in Article VI Section 2 Line item h the committee. The Petition requirements are as follows:
   a. Candidates seeking the positions of 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 Residential Life Office 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 & 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 & regulations conflict with the provisions of this constitution. However, the said rules & 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 a grade point average not lower than 2.50 when submitting their resume to the designated Chief of Staff.

Section 4. The qualifications for the Junior Board of Trustee Representative and Senior Board of Trustee 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 will be elected to a two-year position beginning in 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. There shall be three student representatives 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 & Conduct Review Board for a constitutional ethics violation. (Majority vote)
   b. By imposed disciplinary sanction of the College Judiciary Board or Honor & 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 & Conduct Review Board for a constitutional ethics violation. (Majority vote)
   b. By imposed disciplinary sanction of the College Judiciary Board or Honor & 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 & 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 & 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 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 & 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 & Conduct Review Board.
   b. By imposed disciplinary sanction of the College Judiciary Board or Honor & 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 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 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, majority affirmative 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 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.
MOREHOUSE COLLEGE EVENT POLICY

Social events that are expected to draw over 500 participants are generally held in Archer Hall Gymnasium, Martin Luther King Jr. International Chapel or Forbes Arena.

1. Posters and/or announcements for events on Campus property should be placed on the bulletin boards located at designated locations.

2. Requests to use the all events should be made to the Office of Campus Operations’ Event Support Services Department at least fourteen working days prior to the event. Under no circumstances will an organization be granted permission to use the Center without at least 48-hours’ notice unless approved by Student Life. The student who schedules an event must be an officer of the sponsoring organization and must attend the function.

3. All events must end by 1:00 a.m. At 12:30 a.m., campus police will notify participants to leave by turning on the hours lights.

4. Campus Police officers are required to monitor the facility, and two faculty/staff/student advisors are required to monitor participants and the cleaning of the exterior and interior areas after the function. (consult with office to find out number of officers needed)

5. Functions will be canceled immediately if alcoholic beverages are brought inside or outside the facility, and/or if fights occur inside or outside the facility. The areas accessible to students will be identified on the facility request form.

6. If the privileges of a student organization are suspended for any reason, the organization may appeal to the Dean of Student Services in writing, within seven days of receiving the suspension notice. The Dean of Student Services may render a decision based on that appeal, or on a hearing. The Dean’s decision will be final and binding.

Any additional questions about the use of the faculty should be directed to the coordinator of the facility.

SCHEDULING EVENTS

Requests for College Facilities and Services

All chartered student organizations may use College facilities and services and participate in Homecoming activities. Students should submit facility request forms for all facilities and to the Facilities Committee and get approval before announcing a particular facility as the meeting place for a program or events:

- **Kilgore Center** - submit facility request forms to the Campus Operations’ Support Services Department in the Triplex, Building #9.

- **All Chapels** - (M.L. King, Sale, and Danforth) - submit facility request forms to the Campus Operations’ Support Services Department in the Triplex, Building #9.

(Available in the Office of Campus Operations) Student activities for which a facility is requested cannot conflict with previously scheduled events or interfere with ongoing facility requirements.

Guidelines for Outdoor Events

Student groups planning outdoor events should inform the Office of Student Activities and Campus Operations’ Support Services Department in the Triplex, Building #9. Residence halls or student organizations planning outdoor events should also inform the Office of Residential Life. Activities using Morehouse College property or public roads or sidewalks within the campus must be approved by the College. **Student groups should not sign service contracts until all approvals are given, including approval by the Student Activities Office and/or the Office of Business Affairs. Any questions regarding event planning and procedures should be directed to the Student Activities Office.**

Use of Campus Quad, College Green and Campus Grounds

The campus grounds are reserved primarily for informal use, including rallies and other assemblies, by students, faculty, staff and guests of the College. All events and activities other than informal use may be permitted with approval by the Office of Campus
Operations. The office will book approved events or activities on the College calendar, coordinate them with the Superintendent of the Physical Plant, and provide set-up assistance and guidance, if required.

Students, faculty, and staff who want to use the campus quad must submit a facility request form, get approval from the Office of Campus Operations, and adhere to the following rules:

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<td>1</td>
<td>No holes may be dug and no permanent damage may be done to turf or crosswalks.</td>
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<tr>
<td>2</td>
<td>No vehicles are permitted.</td>
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<td>3</td>
<td>No stakes may be driven into the ground without approval from the Physical Plant (so as not to damage underground utilities).</td>
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<td>4</td>
<td>Tents may be allowed with approval from the Superintendent of the Physical Plant.</td>
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<td>5</td>
<td>Sponsoring organizations or departments will be responsible for the cost of set-up and clean up.</td>
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Individuals or organizations that violate this policy may be subject to disciplinary action, including suspension of the organization’s charter.

**Scheduling Activities**

All student activities should be scheduled on the Semester Calendar of Student Activities maintained in the Office of Student Activities. Student organizations should submit a list of their major activities by the end of the **third week in September** for the fall semester, and by the end of the **third week in January** for the spring semester. Activities not included on the Semester Calendar of Student Activities should be scheduled as follows:

1. Student organizations that want to sponsor activities involving the entire student body should clear the date, time and location with the Office of Student Activities at least three weeks in advance so that it may be added to the Student Activities Calendar.

2. Other student meetings, rehearsals, etc, should be scheduled monthly with the Office of Student Activities.

**Students should adhere to the following guidelines when planning and scheduling activities:**

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<tr>
<td>1</td>
<td>Secure a date and time on the Calendar of Student Life &amp; Planning.</td>
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<tr>
<td>2</td>
<td>Secure a Facility Request Form from the Office of Campus Operations, for the following areas: Kilgore Campus Center, M.L. King, Jr. International Chapel, and all other miscellaneous buildings.</td>
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<tr>
<td>3</td>
<td>Submit the form to the Vice President of Student Services.</td>
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<tr>
<td>4</td>
<td>If the activity is a fund-raiser, secure authorization from the Office of Business Affairs.</td>
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<tr>
<td>5</td>
<td>Secure the proper faculty or staff hosts and/or hostesses and arrange for required security.</td>
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**Guidelines for Guest Speakers at Morehouse College**

Morehouse College is intent on promoting and protecting the intrinsic right to human dignity—the belief that as a person, one is inherently worthy and honorable, regardless of status, station or stage of life. Our aim is to challenge and overturn the view that it is permissible to treat certain people badly—because one has access to a “bully pulpit” and can get away with it.

Respect for the humanity of all persons is our goal. All messages ought to enhance human dignity rather than degrade it. We prefer that our audiences be helped to understand the dignity of difference.
Therefore, we recommend the following:

- Employ inclusive language that is affirmative and appreciative of diversity.
- Avoid bigoted comments and language that needlessly blames other racial or ethnic groups.
- Avoid sexist offensive comments as well as homophobic references and xenophobic language.
- Please avoid gratuitous use of profanity and other slang references inappropriate for a worship context.
- Please observe and strictly follow the allotted time for your message.
- Offer people hope and a reason to live faithfully and joyfully.

Our student body, faculty and staff are international, interfaith, interracial and interdenominational. Christians make up the majority. Hence, references to Jesus as the Christ are acceptable, but not at the expense of other faith traditions.

The Sunday worship hour at the College is strictly Christian in the protestant tradition. It is often called “the Jesus hour.” The College was founded by Baptist Christians in 1867 in Augusta, Georgia, by the Reverend William Jefferson White at the Silver Bluff Springfield Baptist Church Founded in 1787.

Sponsored Visits by Political Candidates

Morehouse College does not support political parties or individual candidates for political office. Consequently, visits by political candidates at the invitation of College departments, programs, or recognized organizations are subject to rules established by the College to ensure that such visits are consistent with its mission and applicable legal restrictions.

College departments, programs, and recognized organizations that want to sponsor appearances by political candidates must follow these guidelines.

1. In most instances where national candidates are involved, protocol mandates that the official College invitation be extended by the President of the College. For more information, contact the Office of College Relations.

2. The purpose of any appearance by a candidate on campus should be to bring together the candidate and Morehouse College students, faculty, administrators, and other employees. Departments, programs, and recognized organizations may not sponsor or promote public campaign appearances on the Morehouse campus by candidates for political office.

3. Publicity should be limited to the Morehouse College community and handled by the Office of College Relations. Posters may appear only on campus.

4. At no time should any aspect of the meeting or its format be dictated by or put under the control of the candidate, his or her representatives, or any outside organization.

5. No fund raising for the candidate may take place in connection with the speaking event.

6. No College funds, including funds raised by an organization, should go to a candidate personally or to support his or her campaign. College funds may be used for items such as posters.

7. The selection and use of rooms for such meetings will be governed by existing College rules and procedures.

8. Any College department, program or recognized organization that sponsors an appearance by a political candidate is responsible for ensuring that the candidate and his or her organization are furnished with a copy of these rules and that they abide by them. If a candidate or organization is unwilling to abide by these rules, they should not be brought to campus.

9. No College department, program or recognized organization may lend its or the College’s name or support to any off-campus political campaign activity. This is not intended to prevent individual students, faculty members or employees from engaging in political campaign activities off-campus, but to prevent the College’s name from being used in connection with political campaign activities.

Organizations that fail to abide by the rules not only may jeopardize their organization’s privilege to sponsor future appearances, but possibly their own good standing or charter as well.
FUND-RAISING ACTIVITIES

The basic purpose of fund-raising activities is to enable organizations to raise money for programs that will contribute to the campus community. Therefore, all fund-raising activities should be sponsored to support an approved project.

Before an individual fund-raising activity will be approved, the following criteria must be followed:

1. A fund-raising proposal, outlining the program for which the funds will be used, should be submitted to the Office of Student Activities. This proposal should include the nature of the program, its purpose, the activities that will be funded, an estimate of the amount of money needed to run the program, and an estimate of the number of fund-raising events needed.

2. Once the fund-raising proposal has been approved, the sponsoring organization should follow the established procedures for planning and scheduling the fund-raising event.

3. Fund-raising proposals should be submitted at least three weeks before the fund-raising activity. Fund-raising activities should be scheduled at least seven days in advance.

4. A new program proposal is necessary for each fund-raising event.

5. The Office of Business Affairs will deposit all funds with the College cashier as soon as the cashier’s office is open.

6. All revenues generated through a fund-raising activity, minus expenses involved in conducting the activity, must be used for the approved program or project.

7. Within 48 hours following a fund-raising activity, a financial report must be filed with the Vice President for Business Affairs.

8. Fund-raisers for personal gain or to finance private activities of an organization and its members are strictly prohibited.

Funds for Student Organizations

The financial transactions of student organizations are subject to the fiscal policies of the College.

1. Student organizations are required to handle financial receipts and disbursements through the Office of Business Affairs.

2. The funds of all student organizations must be deposited with the Office of Business Affairs in an “agency account” in the name of that organization. Funds may be withdrawn with a requisition signed by the person designated to make such withdrawals. An organization will not need to justify its withdrawals from the agency account; however, each organization should establish its own procedures for expenditures and the accounting of its funds.

3. The Office of Business Affairs will be responsible for collecting, reporting and disbursing any and all funds at each fund-raising event.

4. Organizations that are incorporated or affiliated with national or regional bodies that are incorporated are exempt from this policy.

5. All organizations (whether incorporated or not) should submit their financial records to an annual audit, a copy of which should be filed with the Office of Student Activities.

Off-Campus Activities for Student Organizations

Student organizations or groups that sponsor off-campus activities must adhere to the following guidelines:

1. Students who use an organization’s name or represent themselves as members of an organization of Morehouse College should file information in advance with the Office of Student Activities.

2. That information should include the date, time and location of the event. If the activity involves financial transactions, that information should be reviewed with the Office of Student Activities before any financial commitments are made.

3. Student organizations or their representatives must get approval from the Vice President for Student Services and Vice President for Business Affairs before making any transaction that will incur a financial obligation for the organization. Student organizations operating with funds allocated through the College may not make any such transactions without an approved requisition and purchase order issued by the Office of Business Affairs. Students who make transactions on
behalf of their organizations and fail to comply with this regulation will be held personally responsible for any obligations incurred.

How to process purchase requisitions

Centralized purchasing by fixing responsibility for buying in one department makes possible an audit control over institutional expenditures for materials, supplies, equipment and services which is impossible when purchasing is decentralized. Therefore, the College’s procurement program requires a request to the Vice President for Business Affairs of the requirements of items to be charged to the respective unit budget allocations.

The following steps must be followed:

- Requisitions require approval by the Vice President for Student Services
- Approval by Vice President for Business Affairs
- Issuance of vendor of a Purchase Order by the Accounts Payable Department
- Delivery of goods and/or services
- Verification of receipt of goods and/or services by initiator of requisition
- Payment to vendor by the Accounts Payable Department (upon receipt of invoices).

Note: In the absence of adherence to any of these procedures, the College will not assume responsibility for payment of debts incurred.

Content: Use the requisition form for all requests for materials, supplies, equipment, and services. Whenever possible, include on a single requisition only items that can be ordered from one vendor.

Specifications: See that complete and accurate specifications are given for every item requested and that the unit through which the request is being made is identified. When appropriate, the date, time, place, etc., should also be included.

Estimated Cost: So far as possible, an estimated cost of each item should be shown. The purchasing agent, upon request, will assist an organization in securing prices.

Timing: A period of five working days should be allowed for requisitions to be fully processed.

GUIDELINES FOR STUDENT TRAVEL

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 a chaperon 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 us time to communicate and receive any missing information or documentation that may prevent us 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 $50.00.

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 twenty-four (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

CAMPUS POLICE
Monday - Sunday, 24 hours a day
Robert Hall, Southwest Annex
(404) 215-2666

The Department of Campus Police is responsible for the general security of the College. The Department responds to all College emergencies, enforces College regulations, and 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 I.D. 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 - Friday, 8 a.m. to 4 p.m.

Crime Prevention Program
Students may use the engraving tools available in the Department of Campus Police to mark their possessions.

Police Escorts
In cases of emergency or under extenuating circumstances, Campus Police will escort students to and from the Robert W. Woodruff Library, Vine City and West End MARTA stations, Mall West End and within the Atlanta University Center complex.

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 parts homeowner’s policy.

Criminal Background Checks
This service is provided free of charge to all Morehouse College students. An authorizing consent or waiver must be completed before the background check can be conducted.

Fingerprinting
This service is provided free of charge to all Morehouse College students. Appointments can be scheduled either by phone or at the front office of the Police Department.

Copies of Police Reports
A Report Request Form must be completed and submitted to Campus Police. Copies are ready for pick up within 72 hours of submitting the Request.

PARKING

Introduction
The Morehouse College parking policies govern parking on campus 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 and 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 permit to park on campus lots or other Morehouse property, including during nights, weekends and 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.

- The use of the campus lot(s) is only for registered vehicles with valid permits displayed.
- All permitted vehicles are required to display permits at all times on campus and park in spaces dictated by the type of permit granted for said vehicle.
- It is the responsibility of all vehicle operators to have knowledge of these policies and any updates of these policies.
- All guests and visitors are required to park in the parking deck.
- The parking policies are subject to change during the academic year. Any changes will be posted on the Morehouse College website.
- The speed limit is 5 mph for all Morehouse College lots, properties and the deck.
- Excessive misuse or violations of policies may result in revocation of parking privileges.

**A. Permits/ Access Control Material**
- Permits will be color-coded to reflect the vehicle owner's classification and authorized parking location(s).
- Permits for faculty and staff are valid as long as they are employed with the College.
- Contractors (vendors) 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 a summer parking permit. (see [www.morehouse.edu/parking](http://www.morehouse.edu/parking) for current rates).
- 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.

**Applicants 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.

Violation of the passback control system could result in revocation of parking privileges for the permit owner. Allowing someone to use your access card 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 their reserved space in their absence has been granted. Individuals with reserved parking must park in their designated space only.
Motorcycle Parking
Motorcycles must be registered with a motorcycle permit, and must be parked in area(s) designated 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 Material
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 material is $20. Permits and access cards will be replaced at no cost only if the damage is a result of normal use.

B. Payment Methods

- Permits and/or access cards may be paid for in the following manners
  - Students cash, student account, major credit card, debit card or check.
  - Faculty/Staff - payroll deduction, cash or check.
  - Fines can only be paid using cash, major credit card, or debit cards with MASTERCARD or VISA logo. Fines or boot fees paid after hours are payable only in cash with receipt for payment provided.

Issuing of 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.

C. Parking Violations and 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

1. $50 - Unauthorized parking in reserved parking spaces
2. $100 - Unauthorized parking in handicapped spaces
3. $50 - Blocking other vehicles or loading docks
4. $50 - Double parking
5. $50 - Parking on white curbs or designated “NO PARKING” areas
6. $50 - Unauthorized parking in Kilgore Center Plaza and the pedestrian tow-away zone
7. $25 - Parking in lot not designated by permit
8. $25 - No permit or permit not displayed
9. $50 - Parking in restricted areas
10. $100 - Parking in or blocking handicap access ramps or curbs
11. $50 - Parking in fire lane
12. $50 - Occupying two spaces
13. $25 - Motorcycle parked in car space or space not designated for motorcycle
14. $50 - Moving violations – issued and enforced by Campus Police (i.e. speeding or any vehicle operation contrary to parking policy)
15. $100 – Possession of lost or stolen permit / access material
16. $50 - Failure to pay parking fees by tailgating
17. $10 – Unauthorized parking in a visitor space
18. $100 - Failure to pay parking fees by lifting gate arm or breaking gate arm
Vehicles found in violation are subject to any or all of the following sanctions:

1. Warning stickers affixed to 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 card or debit cards with MASTERCARD or VISA logo.)
3. Vehicles will be towed if:
   a. boot left on vehicles for more than 24 hours.
   b. vehicle blocks a driveway, loading dock, handicap-access area or parking space, or 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 7 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 $10 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 (7) 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 desired location.
3) Instruction to park by a Morehouse employee or any other individual.
4) Not seeing posted signs governing the area or violation.

All appeal decisions are final.

After Hours and Weekend Parking
During normal business hours (8:00 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 to-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 (7) days to a location off campus of owner’s choice and responsibility. Vehicles not moved within seven (7) 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. The range is $2 to $5, 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
Location: Parking Deck, 1st floor
Office Hours: Monday -Friday
8:30 a.m. to 5:30 p.m.
Telephone: (404) 614-3793
Fax: (404) 222-2570
Electronic Mail: parking@morehouse.edu

Postal Address: Attn: Parking Office
Morehouse College
Unit No. 140077
830 Westview Drive
Atlanta, Georgia 30314-3773

Morehouse College and/or parking management company are not responsible for any loss, theft, vandalism or damage incurred while parked on 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 Office of Student Service in Kilgore. The telephone number is (404) 281-2800 ext. 2558.

NOTE: If you are calling from an off-campus location, you must precede the four-digit extensions below with the 215 prefix.

Academic Counseling
Class Deans (see listing)

Academic Grievances
(Faculty Member or Department Chair who is involved)

Vice President for Academic Affairs
Class Deans (see listing)

Academic Standing
Registrar’s Office
Class Deans (see listing)

Advanced Placement Credits
Office of Admissions

Advanced Standing
Office of the Registrar
Office of Admissions

Alcohol and Other Drugs
Class Deans (see listing)
Director of Campus Life
Office of Residential Life

Alumni Affairs

Audio-Visual Services
Media Center (404) 653-7803

Automobile Regulations/Registration
Campus Police
Health Services
Bookstore (404) 525-3568

Calendar of Events
Publications and Special Events (404) 681-2800 option 6
Campus Life 7893
Career Counseling and Placement 2703
Counseling Resource Center 2636

Catering
Sodexo (404) 215-2667

Chaplains
Martin Luther King International Chapel 2608
Class Deans (see listing)

Freshmen/Sophomore Dean (404) 653-3206
Junior/Senior Dean 2748
Class Rank
Office of the Registrar 2641

Commencement
Office of the Registrar 2641

Course Election Changes
Office of the Registrar 2641

Dining Services
Sodexo (404) 215-2667

Discipline
Director of Student Conduct (404) 215-2681
Class Deans (see listing)

Drugs
(See “Alcohol and Other Drugs” listing)

Elections, Student
Office of Student Life 2742

Emergencies
General Campus Police 2666
Injury Health Services (Infirmary) 2637
Fire-Dial 911 (9-911 within College)

Emotional Concerns
Counseling Center 2636
Class Deans (see listing)

Employment
Career Counseling and Placement (404) 653-7882
Office of Financial Aid 2638

Event Scheduling
Office of Student Life 2742

Facilities Repair
Residence halls during business hours:
   Residential Life 2672
All buildings during all hours:
   Physical Plant 2664

Facilities Reservations
Campus 2653
Office of the Vice President for Business Affairs
Kilgore Center 2893
Office of Student Services
Fax Number 2710

Graduation Requirements
Office of the Registrar 2641
Class Deans (see listing)

Health Education
Office of Health Professions 2670

Health Insurance
Health Services 2637
Honors Program 2679

Housing
On-Campus - Office of Residential Life 2634
Off-Campus - Director of Off-Campus Life 2730

I.D. Cards
Archer Hall Recreation & Fitness Center 8543

Illness/Injury Emergencies
Campus Police 2666
Ambulance (911/call 9-911 within College) 911
Health Services (Infirmary) 2637

Intercollegiate Sports
Athletic Director 2669

International Student Advisor 2728

Internships
Career Planning and Placement 2703

Intramural Sports
Director of Intramurals (404) 681-2800, x3501

Language Requirement
Office of the Registrar 2641
Department of Modern Foreign Languages 2605

Leadership Programs
Dean of Student Life 2893

Learning Disabilities
Counseling Center 2636

Library Information
Robert Woodruff Library (404) 522-8980

Loans
Office of Financial Aid 2638

Mail Service
Post Office 2663

Majors
Academic Departments 2641
Office of the Registrar
Class Deans (see listing)

Medical Consultation
Health Services 2637

Noise Complaints
Campus Police 2666
Resident Directors

Nutrition Information Sodexo 2667
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<td>Department of English</td>
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<th><strong>Readmission</strong></th>
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<td>Office of Admissions</td>
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<td>Office of Career Counseling and Placement</td>
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<td>Health Services (Infirmary)</td>
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<td>Counseling Center</td>
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<td>Office of Student Life</td>
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   Counseling Center  2636

Student Accounts
   Office of Business Affairs  2654

Student Conduct
   Division of Student Services  (404) 215-2681

Student Exchange Programs
   Class Deans (see listing)

Student Organizations
   Office of Campus Life  7893

Student Religious Organizations
   Dean of the Chapel  2608

Study Abroad Programs
   Office of International Education  2605

Telephones
   BellSouth  (404) 780-2355

Tickets
   Office of Business Affairs  2654

Title IX Coordinator
   Office of Ethics & Compliance  (404) 681-7589

Transcripts
   Office of the Registrar  2641

Tutoring
   Academic Departments

Volunteer Service Opportunities
   Office of Community Service  2724

Withdrawal from College
   Office of Academic Affairs  2647
   Office of Student Affairs  2634

Work-Study
   Office of Financial Aid  2638

Writing Skills Improvement
   Writing Skills Laboratory  2603
APPENDIX A

MOST FREQUENTLY ASKED QUESTIONS

1. If a student has an out-of-town guest, can he or she stay with the student in the Residence Hall?
   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 class.

4. If a student cannot go home during the Winter Break, can he remain on campus in the residence halls?
   The residence halls are closed during the Winter Break and are not available for student occupancy.

5. Are there bathroom facilities in each residence hall for female guests during visitations?
   Not all residence halls 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 Resident Assistant or Resident Director, 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 go to 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. Contact the Director of Study Abroad and International Linkages, Center for International Studies, Merrill Hall, Room 110, at 215-2690.

10. What GPA does a student need to have to become a member of Phi Beta Kappa?
    To be eligible for membership in Phi Beta Kappa, students must have a cumulative GPA of 3.75 by their junior year and 3.50 by their 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 functioned primarily as a place to conceal weapons. Within this context, men removed their hats when entering a building to demonstrate that they entered in friendship, peace and harmony. This custom developed into a contemporary behavior that is 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 Graduate and Professional Coordinator will assist with any services pertaining to testing. Fee waivers are available in the Office of Financial Aid for eligible students. To register for tests, contact:

**GRE:** Graduate Record Examinations  
Educational Testing Services  
P. O. Box 6000  
Princeton, New Jersey 08541-6000

**GMAT:** Graduate Management Admissions Test  
Educational Testing Service  
P. O. Box 6103  
Princeton, New Jersey 08541-6103

**LSAT:** Law Services  
Test Administrations  
Box 2000-T  
661 Penn Street  
Newtown, Pennsylvania 18940-0995

**MCAT:** MCAT Program Office  
P. O. Box 4056  
Iowa City, Iowa 52243

13. **Is there a treatment program on campus for students with alcohol, drug or chemical dependence 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 the Atlanta metropolitan area. For more information, students should contact the Counseling Center, Sale Hall Annex.

14. **Where can students go for sleep disorder problems?**
Too much or too little sleep can indicate more serious problems. Students who are experiencing any type of sleep disturbance should contact the Counseling Center in Sale Hall Annex for evaluation.

15. **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.

16. **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.

17. **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.

18. **Where can a student go to find a part-time job?**
Job boards are located outside Room 105 in Gloster Hall and in the AUC Placement Center, 440 Westview Drive (the Science Research Building).

19. **How and where can a student find summer internships?**
Students interested in internships must see the Director of Career Counseling and Placement.

20. **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.
21. **Where can a student go for help in developing a professional resume?**
   Students can pick up sample resume forms from the Office of Career Counseling and Placement, Monday through Friday from 9 a.m. - 5 p.m.

22. **If a student is arrested for 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. **Who does 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, Vice President for Student Services or Senior. Vice President and Provost for Academic Affairs.

25. **Can 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 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 students who have a cumulative 3.0 GPA.

27. **Can a student cross-register for courses in his major?**
   Yes, with the permission of his department chairperson.

28. **Can a student repeat a course he has failed at a school other than Morehouse?**
   No. Students cannot impact the GPA outside Morehouse.

29. **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.

30. **Does Morehouse have an exchange program with other colleges and universities?**
   Yes. See the Freshman Dean for details. However, this service is not limited to freshman.

31. **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 as an independent student and claim Georgia as his legal state of residency.

32. **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 the Office of Off-Campus Programs and the Campus Police.

33. **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 a bulletin board located in the snack bar area of Kilgore Center, and ‘TIGER PAUSE’, a newsletter published by off-campus students.

34. **Can parents, employers, or other interested people gain access to students’ transcripts, financial aid records, etc.**
   FERPA laws protect student’s rights. Student must sign an authorization form before we can discuss your student records.

35. **Are students’ addresses and telephone numbers given out 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 a written policy about the privacy rights of students and to make that policy available. The law provides that the institution will maintain the confidentiality of student’s 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 of others 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 law 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. Accreditting 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, signed and dated by the person given consent, and must include:**

1. Specification of record to be released;
2. Reason for release and;
3. Names of the 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. Degree earned (if any) and dates;
5. Major;
6. Honors received; and
7. Local and home addresses and telephone numbers.

If students do not wish to have any of the above information released, they should notify all of the offices concerned.

36. **Can a student get a copy of his transcript each semester to make certain his grades are being reported accurately?**

   Students are mailed a copy 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 $3.00.

37. **How can students get discounts at various off-campus cultural and entertainment facilities, e.g., the Fox Theater, High Museum of Art, Alliance Theater, 14th Street Playhouse, etc?**

   Most entertainment facilities offer discounts for certain events and performances to students with college IDs. Call in advance for specific information.

38. **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 in 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 in 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, *i.e.*, 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.

39. **Works Created by Independent Contractors.** Consistent with the applicable law, the contract between the parties, and/or a sponsored agreement, work produced for the College by independent contractors shall be considered work-for-hire and shall be owned by the College.