

HOWARD UNIVERSITY	07-08
<b>H-BOOK</b>	
STUDENT HANDBOOK	



# **HOWARD UNIVERSITY STUDENT HANDBOOK 2007-2008**

The Office of Student Activities  
2397 6th Street, NW  
Armour J. Blackburn Center, Room 117  
Washington, DC 20059  
Phone (202) 806-7000  
Fax (202) 806-9194  
[www.howard.edu](http://www.howard.edu)

The H-Book is published by the Office of Student Activities. It serves as a general source of information for the Howard University students. The information in the H-Book should not be regarded as contract between the students and Howard University. All information is subject to change without warning. The 2007-2008 H-Book was edited by Ms. Norkia Baker & the graphic design services by Arion Jamerson.

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**HOWARD UNIVERSITY BOARD OF TRUSTEES  
2007-2008 BOARD YEAR**

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Chairman Emeritus  
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Graduate School of Arts and Sciences

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New York Stock Exchange

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College of Medicine

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Mayor, City of Richmond, Virginia  
Distinguished Professor  
Virginia Commonwealth University

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Chairman and CEO (retired)  
AT&T Wireless

**THE OFFICERS  
OF THE UNIVERSITY**

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*President*

Richard A. English, Ph.D.  
*Provost and Chief Academic Officer*

Hassan Minor, Ph.D.  
*Senior Vice President*

Artis Hampshire-Cowan, J.D.  
*Senior Vice President & Secretary of the Board of Trustees*

Sidney H. Evans, Jr.  
*Senior Vice President & Chief Financial Officer*

Donald E. Wilson, M.D., M.A.C.P.  
*Senior Vice President for Health Sciences*

Norma Leftwich, J.D.  
*General Counsel*

Virgil Ecton  
*Vice President for University Advancement*

Don M. Coleman, Ph.D.  
*Interim Vice President for Research & Compliance*

**HOWARD UNIVERSITY POLICY ON EQUAL OPPORTUNITY**

Howard University does not discriminate on the basis of race, color, national or ethnic origin, sex, marital status, religion, handicap, age, sexual preference, political affiliation or any other as is prohibited by Federal or District of Columbia law. This policy covers administration of the University's educational policies, admission policies, scholarship and loan programs and other University administered programs and employment. Inquiries regarding provisions for handicapped persons, equal opportunity and Title IX should be addressed to the followed offices listed below:

Section 504 Coordinator (handicapped), Dr. Barbara Williams, Howard Center, 7th floor, (202) 238-2420; Title IX Coordinator, Sharon P. Banks, Office of General Counsel, Administration Building, Room 321, (202) 806-2650; Office for Equal Employment Opportunity, Talaya Gilmore-Moye, C.B. Powell Building, Room 108, (202) 806-6077.

**THE STRATEGIC FRAMEWORK FOR ACTION REPRESENTS THE BLUE-PRINT FOR THE FUTURE DIRECTION OF THE UNIVERSITY**

On September 28, 1996, the Howard University Board of Trustees adopted The Strategic Framework for Action after a 17-month review by the University community. This plan, submitted by President H. Patrick Swygert, is the guide to ensure that Howard University will continue its historic mission appropriately premised upon the theme, "Leadership for America and the Global Community." The plan focuses on strengthening academic programs and services; promoting excellence in teaching and research; increasing private support; enforcing national and community service; and situating Howard University as the national repository of the African-American cultural experience.

University Theme: "Leadership for America and the Global Community." When President Swygert drafted The Strategic Framework for Action, he did so under the premise of continuing Howard's historic mission of considering great questions and educating leaders emboldened by their Howard experience to take on the task of finding solutions to those questions.

University Seal: The current seal, adopted in 1910, bears an illustration of diversity and the motto, Veritas et Utilitas. Professor Kelly Miller, Dean of the College of Arts and Sciences, devised the new motto, Veritas et Utilitas, "Truth and Service." The motto, a revision of the 1867 "Equal Rights and Knowledge for All" motto, reflected a new consciousness that Howard would be "the national university for the race."

Mission Statement: Howard University is a comprehensive, research-oriented, historically Black, private university providing an educational experience of exceptional quality to students of high academic potential with particular emphasis upon the provision of educational opportunities to promising Black students. Further, the University is dedicated to attracting and sustaining a cadre of faculty who are, through their teaching and research, committed to the development of distinguished and compassionate graduates and to the quest for solutions to human and social problems in the United States and throughout the world.

Vision Statement: Howard University is a comprehensive research university, unique and irreplaceable, defined by its core values, the excellence of all its activities, its instruction, research and service, and by its enduring commitment to educating youth, African Americans, and other people of color in particular, for leadership and service to our nation and the global community.

Core Values: Core values defined the normal and belief system that are utilized to implement the University's vision. The core values are:

1. Excellence
2. Leadership
3. Service
4. Truth



Office of the President

**HOWARD  
UNIVERSITY**

Dear Howardite:

Welcome to Howard University! I greet you on behalf of the Board of Trustees and the entire Howard University community, and welcome you to our University family.

We are delighted that you have chosen to continue your education at Howard where you will have the opportunity to be in the company of the most diverse, but similarly-situated student colleagues in the world.

As a comprehensive University, Howard is equipped to provide the best possible education to those who have accepted the challenge to serve as leaders in the global community of the 21<sup>st</sup> century. In fact, on May 12, at our 139<sup>th</sup> Convocation, we conferred degrees on a graduating class with over 2,300 graduates!

I encourage you to reach out to the faculty, deans, staff and other students, and to seek guidance and ask questions whenever necessary. Howard is an exceptional institution with innumerable resources and people to assist you in your quest for knowledge. One of those resources is the *H-Book*, which contains a wealth of information on the University and its resources. Familiarize yourself with its contents and keep it available for easy reference.

We invite your feedback regarding your experiences on campus and how the quality of those experiences may be enhanced. The legacy of Howard is enriched by all those who contribute and partake of its rich history of academic excellence. You are integral to the continuation of this legacy.

Finally, please take advantage of the modern technology the University offers its students by using your University-provided **email accounts** and the various **e-stops** strategically located throughout the campus to check and remit email. Also, visit often our **iLab**, located in the Technology Center at 2301 Georgia Avenue, NW, and remember to check the University's website at <http://www.howard.edu>. All of these you will find to be invaluable resources.

Your success is dependent upon managing your time efficiently, maintaining focus, determination and perseverance, and working diligently. I am confident that you are capable of meeting the challenge and we are here to assist.

Best wishes for a most successful year.

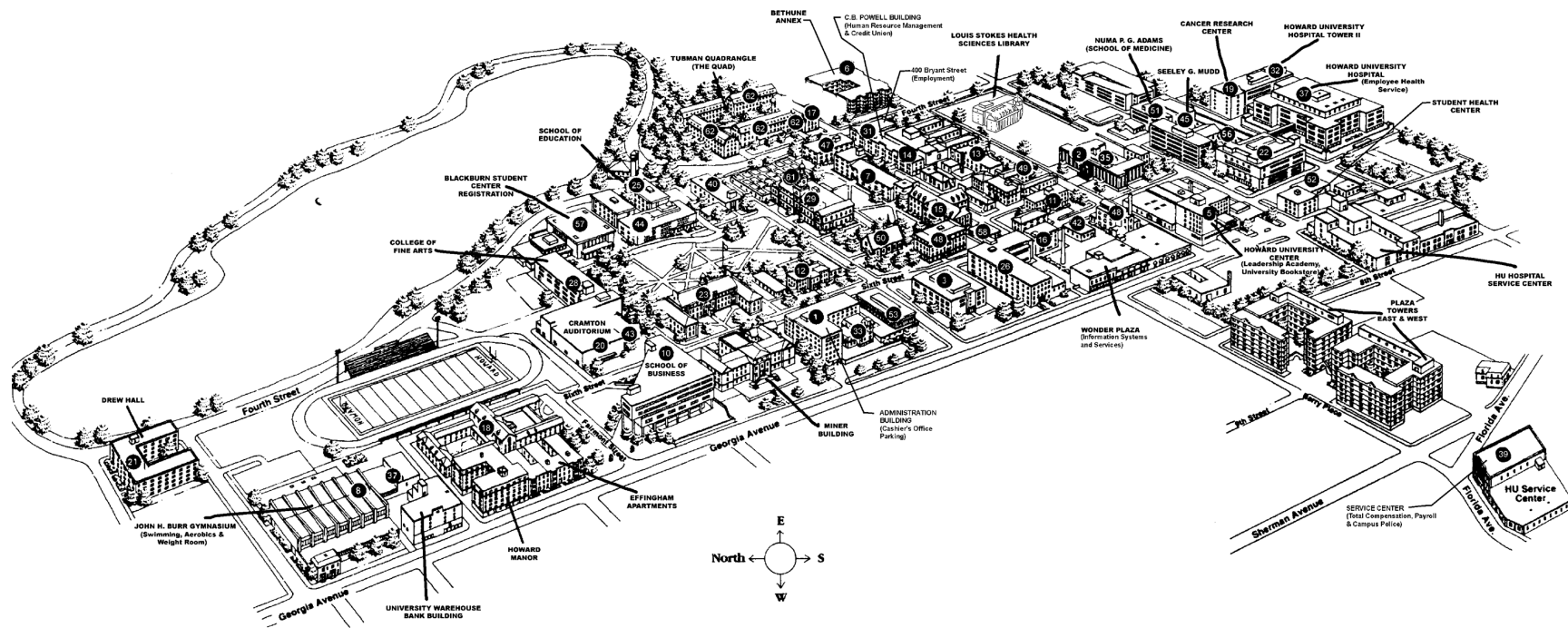
Sincerely,

H. Patrick Swygert  
President



2400 6th Street, NW, Suite 402  
Washington, DC 20059

Telephone 202 806 2500  
Facsimile 202 806 5934  
[www.howard.edu](http://www.howard.edu)



**LOCATION OF KEY BUILDINGS AT HOWARD UNIVERSITY**

Administration Building Mordecai Wyatt Johnson . . . . .	1	Cramton Auditorium . . . . .	20
Allied Health Sciences, College of . . . . .	2	Crandall Hall . . . . .	62
Architecture & Planning, School of . . . . .	3	Dentistry, College of . . . . .	22
Baldwin Hall . . . . .	62	Douglass Hall . . . . .	23
Bethune Hall . . . . .	6	Drew Hall . . . . .	21
Blackburn Student Center . . . . .	57	Engineering, School of . . . . .	26
Biology Building . . . . .	7	Fine Arts, College of . . . . .	28
Bookstore (Howard Center) . . . . .	5	Founders Library . . . . .	29
Burr Gym Annex . . . . .	8	<b>Howard University Research Building #1</b>	
Business & Public Admin., School of . . . . .	10	Slowe Hall . . . . .	4
Cancer Research Center . . . . .	19	Carver Hall . . . . .	13
Carnegie Building . . . . .	12	Frazier Hall . . . . .	62
Chemistry Building . . . . .	15	Graduate School of Arts & Sciences (Annex III) . . . . .	31
Chemical Engineering Annex . . . . .	16	Howard Hall . . . . .	33
Communications, School . . . . .	14	Howard University Hospital . . . . .	37
Cook Hall . . . . .	18	Hospital Towers II . . . . .	32
Counseling Center . . . . .	11		

**LOCATION OF KEY BUILDINGS AT HOWARD UNIVERSITY**

<b>Howard University Student Health Services</b>	
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Ira Aldridge Theater . . . . .	43
Locke Hall . . . . .	44
Numa P.G. Adams College of Medicine . . . . .	51
Nursing, School of . . . . .	35
Pharmacy, College . . . . .	47
Physical Education & Recreation (John H. Burr Building) . . . . .	37
Physical Plant . . . . .	48
Rankin Chapel . . . . .	50
Seeley G. Mudd College of Medicine . . . . .	45
Social Work, School . . . . .	53
Thirfield Hall . . . . .	48
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Wheatly Hall . . . . .	62
<b>Health Science Library (Louis Stokes)</b>	
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<b>LOCATION OF LIBRARY UNITS AND SPECIAL COLLECTIONS</b>	
Architecture & Planning Library . . . . .	3
Bernard B. Fall Collection . . . . .	25
Business & Public Admin. Library . . . . .	10
Channing Pollack Theatre Collection . . . . .	24
Chemistry Library . . . . .	15
Engineering Library . . . . .	26
Fine Arts Library . . . . .	28
Founders Library . . . . .	29
Medical/Dental Library . . . . .	19
Nursing & Allied Health Library . . . . .	56
Pharmacy & Pharmaceutical Science Library . . . . .	2
Religion Library . . . . .	47
Social Science Reading Room . . . . .	17
Social Work Library . . . . .	53
Undergraduate Library . . . . .	61

# ○○○ HOWARD UNIVERSITY HISTORICAL HIGHLIGHTS

LeDroit Park, a neighborhood in Washington, DC where Howard University is located, was once an outlying suburb of the city of Washington. Its boundary was Florida Avenue, formerly known as Boundary Street. Upon the resignation of his term as a trustee of the University, Amzi L. Barber purchased some 40 acres of University land. He then hired James McGrill, a prominent architect, to design a development for the area and named it after his father-in-law, LeDroit Langdon, a successful real estate broker.

LeDroit Park was intended to be an exclusively white neighborhood with a rural atmosphere that would accommodate genteel neighbors who desired easy access to the city. Originally marketed to merchants, professionals, and government workers, the neighborhood was closed in by a wood and iron fence that separated it from the University and a settlement of black citizens named “Howard Town.”

Over time, professors, military brass, congressmen, businessmen and bureaucrats inhabited the development. However, as the 19th Century drew to a close, the push to integrate the community heightened and the first black resident moved to LeDroit Park in 1893, followed, thereafter, by other professional blacks, including Howard University professors.

Eventually, the fences and walls came down, and the LeDroit Park area expanded north to include the area north of “V” Street, NW and the University’s campus.

The LeDroit Park Initiative, a University partnership with Fannie Mae and the Fannie Mae Foundation, has become a national model for neighborhood-wide revitalization, and a catalyst for broader community improvements.

Phase I involved the conversion of 28 unoccupied structures and 17 vacant lots owned by the University in historic LeDroit Park into homeownership opportunities.

All of the homes were sold, and over half are now occupied by University or municipal employees, and area community members. The American Institute of Architects presented the University with its 2002 Housing PIA Award for Community Design in recognition of the beauty of these residences.

“Today, the LeDroit Park neighborhood is experiencing a renewal of its historic beauty and grace. Howard University, in partnership with Fannie Mae, LeDroit Park residents and the local and federal governments, has renovated and constructed 40 townhomes, with three additional homes scheduled to come on line very soon. These homes were purchased by University employees, municipal employees LeDroit Park residents and members of the general public. Many other homeowners and private investors have begun renovations on their own properties, making this revitalized neighborhood a more beautiful place to live and work.”



**H-BOOK**

**ACADEMIC  
AFFAIRS**

**HOWARD  
UNIVERSITY**



Office of the Provost and  
Chief Academic Officer

Dear Students:

Welcome to Howard University and the 2007-2008 academic year.

Congratulations to the new students joining the Howard family. I encourage you to take time to adjust to campus life and to familiarize yourself with the University's wealth of educational and cultural resources. If you are a returning student, you already know the University's high expectations for academic excellence. Welcome back.

For all students, the "Academic Affairs" section of this *H-Book* provides information about University policies, procedures, and resources. The *H-Book* is an invaluable resource and guide to help you navigate the academic year. The University regularly sends information about campus programs and activities via your HU student e-mail account. Make sure you contact Information Systems and Services (ISAS) to acquire your user name if you have not yet done so; then log on. Be sure to visit regularly the University website, [www.howard.edu](http://www.howard.edu)

Among the most rewarding aspects of college is campus life. I encourage you to explore the diverse opportunities available through campus lectures, art and cultural exhibitions, theatrical productions, musical performances, athletic events, student organizations, and other learning and educational activities. Howard's rich and historic academic and cultural offerings are open for your exploration and discovery.

We look forward to your joining other Howard alumni who are making significant contributions to the University, in their communities and throughout the world.

Best wishes for a successful academic year.

Sincerely,

Richard A. English, Ph.D.  
Provost and Chief Academic Officer

RAE:ah



2400 6th Street, NW, Suite 405  
Washington, DC 20059

Telephone 202 806 2550  
Facsimile 202 806 4971  
[www.howard.edu](http://www.howard.edu)

**MEET YOUR ADVISOR AND CHAIRPERSON**

Maintain contact with your advisor to:

- Review your education program and career goals
- Identify department chairpersons and other key academic officials
- Discuss your adjustment to campus life and share any concerns or challenges
- Review your academic progress
- Discuss and identify any possible campus resource needs
- Explore enrichment activities, internships, and research experiences
- Discuss graduate or professional school opportunities

**KNOW YOUR DEAN**

Arrange to meet your Dean, know the location of his/her office and key assistant or associate deans. If you encounter difficulties, the Dean's office should be the first to which your questions can be directed.

**WHEN YOU HAVE A PROBLEM**

- Do not hesitate to ask for help, act in a timely manner, no question is unimportant
- Remember every student may need some kind of assistance during their college years
- It is our responsibility to provide you with assistance
- Inform a faculty member, advisor, administrator or staff person of your concerns and provide them with all relevant information

**IF YOU HAVE A PROBLEM WITH YOUR CLASSES**

- Speak with your instructor as soon as you have a concern
- Schedule an appointment to meet with your instructor during office hours
- Inform your advisor of any difficulties so they may be able to assist in the resolution of your challenges
- Inform your department chairperson who may also be of assistance as well
- Utilize study groups and tutorial assistance as needed

**USE ACADEMIC AND SUPPORT CENTERS**

- If you encounter academic difficulties in your courses, do not wait, inform your instructor, or advisor and seek appropriate levels of assistance to help resolve your academic challenge.
- Utilize campus resources such as: the Center for Academic Reinforcement, computer laboratories, University Counseling Services, career services, learning resource centers within your college/school, and tutorial assistance.

**READ ALL HOWARD UNIVERSITY PUBLICATIONS CAREFULLY**

You are responsible for reading and adhering to all academic and institutional policies including, but not limited to, all of those presented in the Howard University Bulletin (Catalog), H-Book, Student Reference Manual and Directory of Classes, (print and online version). These resources contain information about the history of Howard University; the various educational programs of study; the official University



calendar; academic requirements; faculty, advisors, and administrative officers; campus resources; course scheduling and registration; and all other University policies, regulations and procedures.

**PLAN AND MANAGE YOUR TIME EFFICIENTLY**

Plan all of your activities, utilize the calendars in this book, a daytimer or other resource to help you keep track of important tasks, course assignments, examination dates, registration periods, and deadline dates as well as your campus activities.

**BECOME INVOLVED IN CAMPUS LIFE**

One of the most exciting things about attending college is campus life. Take time to explore the diversity of learning and cultural opportunities that are available to you through campus activities: lectures, art exhibits, theatrical productions, musical performances, athletics events, and other cultural activities. We encourage participation in University events such as Opening Convocation and Charter Day Convocation as well as other special programs sponsored by the University. Contact the Office of Student Life as well as the student government offices in your college or school. Take advantage of the opportunities to meet and interact with individuals from diverse cultures and backgrounds.

**LIMIT YOUR OUTSIDE EMPLOYMENT AND ACTIVITIES**

Take time to adjust to campus life. Remember your primary responsibility is to your academic pursuits. Plan your activities accordingly. Do not allow excessive outside activities and employment to compromise your ability to excel academically.

**STAY IN TOUCH WITH YOUR FAMILY**

Keep your family informed about your progress; they want to know that you are doing well. Family support increases your chances for success as well as helps you to make the transition to campus life.

The University's 12 schools and colleges, which offer degree programs in more than 122 specialized subjects, are organized under the Office of the Provost and Chief Academic Officer. A Dean and Associate/Assistant Deans administer each school or college. A Chairperson administers departments within each school and college.

**HOWARD'S SCHOOLS, COLLEGES AND THEIR DEANS**

**College of Arts and Sciences**

James A. Donaldson, Ph.D., Dean  
(202) 806-6700 phone  
(202) 234-3947 fax

**School of Law**

Kurt L. Schmoke, JD., Dean  
(202) 806-8000 phone  
(202) 806-8424 fax

**School of Business**

Barron H. Harvey, Ph.D., Dean  
(202) 806-1508 phone  
(202) 462-7368 fax

**College of Medicine**

Robert Taylor, M.D., Ph.D., Interm Dean  
(202) 806-6270 phone  
(202) 806-7934 fax

**School of Communications**

Jannette Dates, Ph.D., Dean  
(202) 806-7694 phone  
(202) 232-8305 fax

**College of Pharmacy, Nursing and Allied Health Sciences**

Beatrice Adderly-Kelly, Ph.D., Interim Dean  
(202) 806-5431 phone  
(202) 234-1375 fax

**College of Dentistry**

Leo E. Rouse D.D.S., Dean  
(202) 806-0440 phone  
(202) 806-0354 fax

**School of Social Work**

Cudore L. Snell, D.S.W., Dean  
(202) 806-7300 phone  
(202) 387-4309 fax

**School of Divinity**

Alton B. Pollard, III, Ph.D., Dean  
(202) 806-0500 phone  
(202) 806-0711 fax

**School of Education**

Dr. Leslie T. Fenwick, Ph.D., Dean  
(202) 806-7341 phone  
(202) 806-5302 fax

**College of Engineering, Architecture and Computer Sciences**

James H. Johnson, Jr., Ph.D., Dean  
(202) 806-6565 phone  
(202) 462-1810 fax

**Graduate School**

Orlando L. Taylor, Ph.D., Dean  
(202) 806-6800 phone  
(202) 462-4053 fax

ACADEMIC AFFAIRS  
STUDENT AFFAIRS  
STUDENT GOVERNMENT & ORGANIZATIONS  
CAMPUS SERVICES  
POLICIES & REGULATIONS

ACADEMIC AFFAIRS  
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CAMPUS SERVICES  
POLICIES & REGULATIONS

**ACADEMIC INTEGRITY**

As part of Howard’s community of scholars, you are expected to hold the pursuit of learning and the search for truth in the highest regard while displaying unquestionable integrity and honesty. There is no place for academic dishonesty, regardless of any seeming advantage or gain that may accrue from such dishonesty. Students will be disciplined for any intentional act(s) of dishonesty in the fulfillment of academic course or program requirements and for intentionally representing as one’s own, any ideas, writings and works of another without acknowledging that author.

**PENALTIES**

The minimum disciplinary penalty imposed upon a student found to have committed any infraction(s) of the Academic Code of Conduct is no credit for the course assignment or examination in which the infraction(s) occurred. However, a more severe penalty, such as failure in the course involved or suspension from the University may be imposed depending upon the nature and extent of the infraction(s).

**ATTENDANCE**

All students are expected to attend classes regularly and promptly. It is especially important to attend the FIRST meeting of each class. It is there that you will receive much of the information critical to your success in the class – syllabi, handouts, names of textbooks, instructor contact information, class format, etc. If you are absent from classes or laboratory periods, you are still responsible for the work missed. If you miss a scheduled midterm or final exam, you must obtain your instructor’s approval to take a substitute exam or you will receive a grade of zero for the exam.

**GRADES**

The following grading system is used at Howard except where otherwise indicated in the school/college bulletins:

- A: excellent 90 and above
- B: good, 80 - 89
- C: fair, 70 - 79
- D: poor, 60 - 69
- F: failure less than 60
- W: official withdrawal (no grade value and not calculated)
- UW: unofficial withdrawal (no grade value and not calculated)
- I: incomplete (grade following I/ calculated)

**Required courses in which you receive failing grades must be repeated.**

Incomplete grades may be assigned ONLY to students who, as a result of circumstances beyond their control (e.g., illness or family emergency) are unable to complete their coursework. Although the student initiates the request for an incomplete grade, the decision to assign an incomplete grade rests solely with the instructor. If the student’s request is approved, the instructor establishes and submits specific “make-up” conditions on an Incomplete Grade Processing Form (IGPF). Each incomplete designation (“I”) must be accompanied by an alternative grade (“B,” “C,” “D,” or “F”). The alternative grade will become the permanent grade, if the incomplete is not removed.

**GRADE POINT AVERAGE (GPA)**

Your grade point average is a summary of your academic record. You can calculate your gpa by the following formula. First, multiply the credit hours of each course by the value of the grade you received for that course. The grade values are:

A = 4    B = 3    C = 2    D = 1    F = 0

The resulting numbers are quality points. Add the quality points and divide the resulting sum by the total number of credit hours you attempted.

**PLANNING YOUR GPA**

Plan now to earn an above average GPA. List your courses and the grades you must earn to reach your GPA goal.

Course	Credit Hours	Grade Value	Quality Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Total Quality Points/Total Credit Hours = GPA*

**HONORS PROGRAM**

Special Honors Programs are offered in the School of Business, School of Communications, and College of Arts and Sciences. These programs offer intensified study in selected courses to students who are formally in the program.

**GRADUATION HONORS**

- Honors at commencement are awarded based on the following grade point averages:
- Summa Cum Laude: 3.8 or higher
- Magna Cum Laude: 3.5 or higher
- Cum Laude: 3.2 or higher

**ACADEMIC STATUS**

Academic status categories include good standing, probation, and suspension. The Board of Trustees approved revisions in the probation, suspension, and readmission regulations of the undergraduate schools and colleges in June 1998 (please see policies and regulations section).

ACADEMIC AFFAIRS  
STUDENT AFFAIRS  
STUDENT GOVERNMENT & ORGANIZATIONS  
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**ACADEMIC STATUS**

Advising is essential to academic progress and student success at Howard University. The advisement experience also helps to prepare students for career and leadership opportunities after graduation. The role of the academic advisor extends beyond course and program scheduling. Advisors can assist the student with virtually all aspects of the academic experience and provide information regarding campus resources as needed. Some of the specific responsibilities of academic advisors include but are not limited to:

- Assistance with goal setting
- Assistance with personal growth and career development
- Selection of educational program
- Monitoring academic progress
- Clarification of academic and institutional policies
- Assistance with academic issues
- Assistance with personal concerns
- Navigation within the campus environment
- Assistance with campus resource identification & utilization
- Assistance with financial matters

**FINDING AN ACADEMIC ADVISOR**

Students enrolled in all undergraduate schools and colleges are assigned advisors to assist them in planning and following a given educational program of study. An Advisor’s assistance is invaluable in helping students define a given program of study or career goal. If you have declared a major, look in the Student Reference Manual and Directory of Classes or on Banner Web for Students at Howard University’s official website for advisory/registration information and the name of the advisor in your major who has been assigned to you. If your major is undecided, go to the Advisory Center, Office of Student Services, or Dean’s Office in your school/college for a consultation. Students in graduate and professional schools are also required to utilize their academic advisors as assigned in progress towards completion of their educational programs. The advisor’s signature is required on all registration cards, change of program forms and related academic forms.

**WHEN TO SEE AN ADVISOR**

You are urged to contact your advisor on any matters related to your educational progress. You are responsible for helping your advisor help you by sharing essential information about your academic progress, strengths, weaknesses, interests, and goals. All students must report to their advisor prior to every General Registration period. Ideally, students should see their advisors at least three times per semester, at the beginning, near the mid-term, and at the conclusion of the semester. All advisor sessions should be documented. Student should seek out advisor assistance any time they are experiencing a problem or have outstanding issues. Students are discouraged from registering for courses without consultation and advisor approval of their academic program.

**WHAT TO EXPECT OF YOUR ADVISOR**

Students have a right to expect their advisor to:

- Have posted reasonable office hours of availability throughout the academic semester
- Maintain appointments with students on a timely basis
- Be knowledgeable about educational program requirements, curriculum, and professional and career opportunities within their field of expertise
- Be knowledgeable about academic requirements, institutional policies and procedures to ensure academic success
- Seek information they do not know or refer you to the appropriate campus resources as needed

**WHAT YOUR ADVISOR EXPECTS OF YOU**

Students have a responsibility to:

- Read and understand the academic policies and procedures contained in official Howard University publications and on its official website
- Consult with their advisors during registration periods for course scheduling and any program modification
- Inform their advisor of any academic difficulties, program or career changes
- Maintain scheduled appointments with their advisors and be prepared for advisement sessions with any supporting documentation or materials which could assist the advisor
- Provide advisors with feedback and follow through on advisor recommendations as needed

**UNIVERSITY-WIDE CORE CURRICULUM**

Core Curriculum was initiated in Fall 2001 as part of the Strategic Framework for Action to ensure that all Howard University undergraduates acquire effective skills in language, mathematics, the use of computers, critical thinking and communication. The University-wide Undergraduate Core Curriculum, is comprised of courses, totaling 23-27 credit hours, that reflect the following formal themes: intellectual openness and cultural diversity; historical awareness<sup>1</sup>; empirical analysis; quantitative literacy and statistical reasoning; social and human relations; and health and physical education. The goals of the core curriculum include 1) proficiency in verbal and analytical skills, and 2) knowledge and application of discourses which promote intellectual openness and cultural diversity, historical awareness and empirical analysis that result in informed and compassionate understanding of social and human relations.

Schools and colleges with specific core and general education requirements have augmented such requirements to ensure their compatibility with the University-wide Core Curriculum guidelines. The dean’s office of each undergraduate school or college maintains the listing of courses that fulfill the University-wide Undergraduate Core Curriculum.

<sup>1</sup> The African American cluster requirement will be retained and may be used to fulfill this goal of the Core Curriculum.

## CORE COURSES

All students are required to complete certain core courses to meet University requirements and school/college requirements. In addition, students must meet specific requirements for their major and minor. ALL undergraduate students must complete at least:

- Two courses in English composition
- One of the following Afro-American studies courses:
  - AFST 101: African World
  - MUTP 100: Blacks in the Arts
  - AFRO 005/006: Intro. to Afro-American Studies
  - ENGL 054/055: African-American Literature
  - HIST 005/006: Intro. to Black Diaspora
  - POLS 006: Pan-Africanism
  - FASH 102: African-American Dress
  - ARTH 193: Black Body Dress and Culture

MOST undergraduate students must also complete specific courses in:

- College mathematics
- Freshman orientation
- Humanities, social sciences, and natural sciences
- Physical education

SOME students must complete courses in:

- Speech
- Philosophy
- Writing
- Foreign language
- Science

Be sure to include the required courses in your schedule first, and then work your electives in around them. Keep track of your progress every semester to make sure you meet core course requirements.

## CHOOSING A MAJOR

A major is a series of courses (consisting of 24 to 39 credit hours) required for a concentration in a specific department. A minor is a combination of courses (usually 15 to 18 credit hours) taken to support the major or broaden your perspective.

If you have not already chosen a major – don't panic! Nearly half of entering freshmen and many sophomores and juniors are not sure of their major, even if they say they are. Choosing a major takes time, persistence, and critical thinking about your future.

If you are not sure of your major:

- Discuss your concerns with your advisor, faculty members, and/or counselors at the University Counseling Service or Career Services offices.
- Learn about yourself – your interests, skills, and abilities; consider exploring a new area by auditing a course (participating without credit or grade).
- Think about what you want to be doing 10 years from now.
- Find out about the job market and opportunities for particular majors after graduation.
- Consider how you feel about attending graduate or professional school, which is a requirement for certain professions.

- Determine which courses and programs will take you where you want to go.
- Choose a major that best expresses who you are and who you would like to become.

## ADVANCED PLACEMENT (AP) CREDIT

Entering students may receive credit for work completed in secondary school under the Advanced Placement Program administered by the College Board. In order to be considered for credit, you must submit AP test results to your dean or advisory center. A minimum score of 3 is required in each subject for which credit is sought.

## TRANSFER CREDITS

Students must earn a grade of "C" or better in any course for which they seek transfer credit. Students who transfer from other accredited institutions can receive credit for the number of hours for courses transferred. Grades and grade point averages earned at other institutions are NOT transferable. Students may use summer courses taken at other institutions to meet academic requirements if they have received prior written approval from their advisor, department chairperson, dean or dean's designee.

## CONSORTIUM COURSES

The Washington Metropolitan Area Consortium of Universities (WMACU) is a cooperative arrangement that enables member institutions to share resources and offer students the opportunity to enroll at other institutions for courses not available on their own campus. Howard participates in the Consortium with the following universities and colleges:

- American University
- Catholic University
- Gallaudet University
- Georgetown University
- George Mason University
- George Washington University
- Marymount College
- Mount Vernon College
- Southeastern University
- Trinity College
- University of the District of Columbia
- University of Maryland at College Park

Students enrolled in first-professional degree programs in Dentistry, Law and Medicine are not eligible to participate in Consortium cross-registration. Information and applications are available from the Consortium Coordinator in the Office of Records, Room 105, Administration Building.

When you enter or reenter the University you will register at the beginning of your first semester, in October for the Spring Semester, and in March for the following Fall Semester. If you do not register during the published General Registration periods, you will be required to pay a late registration fee and participate in late registration at the beginning of the semester. If you do not pay for your courses by the published deadline, you will also have to pay a late payment fee.

ENROLLMENT MANAGEMENT  
ADMINISTRATION BUILDING  
2400 SIXTH STREET, NW, SUITE 105  
(202) 806-2700

The Office of Enrollment Management (EM) is located in the Mordecai Wyatt Johnson (Administration) Building consist of the following operational units: EM/Admissions and EM/Records

Detailed information can be found on the EM web page:  
<http://www.howard.edu/enrollmentmanagemnt/>

**Hours of Operation**

Monday, Tuesday, Thursday, and Friday 8:30 a.m. – 3:00 p.m.  
Wednesday 9:15 a.m. – 5:00 p.m.

**EM / Admission**

Responsible for recruiting prospective students, accepting and processing applications for admissions. Recruitment staff are located Administration Building, where prospective students can obtain applications and arrange for campus tours.

**Undergraduate Admissions**

Administration Building  
2400 Sixth Street NW, Room 111  
Washington, DC 20059  
(800) 822-6363  
(202) 806-2763  
admission@howard.edu

**Graduate School Admissions**

Graduate School  
Fourth and College Streets NW  
Washington, DC 20059  
(202) 806-7469  
hugsadmission@howard.edu

**First-Time in College-** The University promotes academic excellence through a highly selective admission process. Students who are admitted show strong personal motivation along with backgrounds of consistent academic growth and achievement. The University also attracts and seeks out socially and economically deprived students who show promise of gaining from a Howard University education.

**Readmission Procedures for Former Students Returning (FSR)-** Students who are not enrolled during the current semester (summer session not included), but who have previously attended Howard University are classified as Former Students Returning (FSR). FSRs must submit an application following the appropriate application deadlines. An application fee and enrollment fee are not required. FSRs absent from the University for two or more years must also submit a health evaluation form and receive a medical clearance from the University Student Health Center before they can complete the registration process.

In general, FSRs are readmitted to the last school in which they were enrolled at Howard University. Applicants must submit an official transcript from each post-secondary institution attended since last enrolled at Howard to EM/Admission. Credit will be awarded for those courses taken that are comparable to courses offered at Howard University in which the student has earned a grade of C or better.

Before readmission is granted, students who are absent from the University for the following reasons must fulfill the corresponding requirements.

- **Withdrawn for health reasons-** Clearance from the University Student Health Center must be obtained, Such correspondence should be directed to the Administrator, University Student Health Center, 2139 Georgia Ave NW, 2nd Floor, Howard University, Washington, DC 20059.
- **Suspended or dropped for poor scholarship-** Such persons must apply in writing to the dean of the college or school from which they were dismissed; and must have been out of school for at least one semester after having been suspended.
- **Disciplinary suspension and/or withdrawal-** Readmission may be sought for any period following expiration of the suspension period.
- **All voluntary withdrawals-** Persons who withdraw voluntarily and desire to be readmitted to the University must carefully follow the procedures outlined above.

FSR applicants dropped or suspended for various reasons must be cleared by the appropriate application deadline.

Once graduated, students may not return to the same school or status, but must be considered either graduate/professional, unclassified, or seeking another undergraduate degree and must again pay the applicable application fee.

**Summer School-** The mission of summer school is to extend the regular academic year program into the summer term for regular degree seeking students. Such an extension provides opportunities for degree acceleration, making up academic deficiencies, and gaining transfer credits.

The University offers two, five-week summer sessions. The quality of work required in all summer programs is identical to that of regular academic year programs. Credits obtained are recognized fully in meeting residence requirements for graduation in all schools and colleges of the University. For more information, call EM/Admission at (202) 806-2763.

**EM / RECORDS**

The official Howard University repository of academic records. It is located in Room 104 in the Administration Building and is responsible for conducting registration activities, recording and reporting grades, issuing transcripts, certifying attendance, and maintaining all official student academic records. This unit is also responsible for coordinating class scheduling and student participation in consortia and domestic exchange programs.

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THE OFFICE OF FINANCIAL AID, SCHOLARSHIPS AND STUDENT EMPLOYMENT  
 MORDECAI WYATT JOHNSON ADMINISTRATION BUILDING  
 2400 SIXTH STREET, NW, ROOM 205  
 (202) 806-2820  
 (202) 806-2818 FAX

The Office of Financial Aid, Scholarships and Student Employment provides equitable financing options to interested parties through exceptional and confidential customer service, while serving as a responsible fiduciary agent for federal and state governments, as well as the University and its benefactors. It also endeavors to record policies and procedures surrounding the financial aid delivery system at Howard University. Detailed information can be found on the website at: [www.howard.edu/financialaid](http://www.howard.edu/financialaid).

**Hours of Operation**

Monday, Tuesday, Thursday, and Friday 8:30a.m. – 3:00p.m.  
 Wednesday 8:30a.m. – 5:00p.m.

**Summer Hours:**

Monday through Friday 8:30a.m. – 3:00p.m.

**FEDERAL DIRECT SUBSIDIZED**

The William D. Ford Federal Direct Loan Program – Howard University participates in the Direct Loan Program, which includes the Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, and the Federal Direct Plus Loan Program (PLUS). The Federal Direct Loan Program is a federal aid program that provides lending assistance to parents and students to pay for costs associated with attending institutions of higher education. Under the Direct Loan Program, monies are borrowed directly from the Federal Government, rather than through commercial lending institutions.

The Office of Financial Aid determines your eligibility and the loan amount you can receive and notifies the Federal Government. If you are awarded a subsidized or unsubsidized loan, you must complete a promissory note and entrance interview. Please log onto <http://dlnote.ed.gov.empn.index/jsp> for the promissory note, and [www.dl.ed.gov](http://www.dl.ed.gov) for the entrance interview. You will need your FAFSA pin number to access these links. If your parent has applied for the Parent Plus Loan, they may also log onto the promissory note website to complete their promissory note if approved for the loan. After you sign the promissory note, the University receives the funds from the Federal Government, and credits the loan amount directly to your student account.

**Federal Direct Subsidized Loan** - The Federal Direct Subsidized Loan is a need-based program administered by the University and the Federal Government. The Federal Government subsidizes this loan by paying accrued interest if you are enrolled at least half-time. This loan is repaid directly to the Federal Government.  
**Federal Direct Unsubsidized Loan** - The Federal Direct Unsubsidized Loan is a non-need-based program administered by the University and the Federal Government. You are charged interest that is to be paid while you are in school. However, you

have the option to defer interest while you are in school at least halftime. If you defer the in-school interest payments, the accrued interest is capitalized (added back to the principal amount of your loan). Under this option, when you begin repayment the interest you pay is based on the higher principal balance. This loan is repaid directly to the Federal Government.

Repayment begins six months after you graduate, withdraw, or drop below half-time status. Complete details are provided, on your promissory note.

**FEDERAL PLUS**

**Direct Parent Loan (PLUS)** - Direct Plus Loans are specifically for parent borrowers and are used by a natural or adoptive parent or step-parent or a dependent student to meet the student’s educational expenses. Your parents must complete and submit a PLUS Loan application. Applications are available directly from the Office of Financial Aid, Scholarships, and Student Employment. Also, parents are required to submit a copy of their driver’s license and social security card along with the application.

**FEDERAL PERKINS**

**Federal Perkins Loan** - The Federal Perkins Loan is a low interest loan available to both undergraduate and graduate students who have exceptional financial need and meet the priority deadlines. This need is determined by a federal formula using the information you provide on your FAFSA. The Federal Government and the University fund the loan, and you repay this loan to the University. Perkins funds are limited.

**FEDERAL PELL GRANT**

**Federal Pell Grant** is a federally funded program for undergraduate students. Eligibility is determined by the U.S. Department of Education (DE) based on a standard formula established by Congress. Your Student Aid Report (SAR) will tell you if you are eligible for a Pell Grant. Please keep in mind that you must have an Expected Family Contribution (EFC) between 0 and 3900 to be considered for a Pell Grant.

**FRESHMAN SCHOLARSHIP PROGRAM**

The Howard University Freshman Scholarship Program (HUFPS) was designed to recognize outstanding academic achievement and leadership potential for first-time-in-college students. These scholarships are renewable annually for three (3) years of full-time undergraduate study (excluding summer) based on required grade point average (GPA) and the completion of at least twelve (12) credit hours each consecutive semester.

- PRESIDENTIAL Annual Renewal GPA is 3.50
- LAUREATE Annual Renewal GPA is 3.30
- FOUNDERS Annual Renewal GPA is 3.30
- CAPSTONE Annual Renewal GPA is 3.30
- LEGACY Annual Renewal GPA is 3.00

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**TRUSTEE SCHOLARSHIPS**

The Howard University Trustee Tuition Scholarship is merit-based award (financial need is not a criterion) that recognizes high academic achievement within individual schools and colleges. The Scholarship is awarded annually by the Office of Financial Aid, Scholarships and Student Employment based on recommendations from the Deans of individual schools and colleges. Students are recommended to contact the Dean's Office of their individual school or college for scholarship consideration.

**DONOR SCHOLARSHIPS**

A limited number of private scholarships established by University benefactors are available each year. These awards are primarily based on need and academic achievement, but may include other criteria as established by the donor (e.g., field of study, state of residence or classification). Due to the limited amount of funds available, students are considered for these awards on a first-come, first-served basis.

**GRANTS, SCHOLARSHIPS AND FELLOWSHIPS**

Students are encouraged to research alternative scholarship opportunities. Funds from University departments may be available depending on major and academic record. Grant, scholarship and fellowship funds are available through various sources and programs, both internal and external of the University. Alternative scholarship programs have very specific requirements. Funds are usually awarded by committees within the University's schools and colleges, in conjunction with the Office of Financial Aid. Interested parties should contact the Office of Financial Aid and the respective school/college in which you are enrolled.

\*\*Other Employment Opportunities (Non-Federal)

**HOWARD UNIVERSITY STUDENT EMPLOYMENT PROGRAM (HUSEP)**

The Office of Financial Aid provides an alternative means of employment for students who may not qualify for federal work study. HUSEP was established to provide eligible students with financial assistance in the form of earnings to be used in paying a portion of their educational costs. To be considered for HUSEP, you must log onto Bison Web at www.howard.edu to complete and submit the application online by the established financial aid deadline date. Students requesting HUSEP must be enrolled full-time during the academic school year and must also meet the satisfactory academic progress (SAP) requirements.

**EMERGENCY LOANS**

**The University has short-term low-** interest loan funds from which students may borrow if they experience temporary cash flow problems. These funds are available for emergency educational expenses which cannot be deferred (rent, food, books, etc.). Loan funds are not intended for use in making tuition payments or as a means of maintaining scheduled financial obligations. Loans are usually approved for amounts up to \$600 depending on availability of funds and loan repayment provisions. Repayment is usually required within 60 days, but no later than the end of the semester in which the loan is obtained. Graduating seniors must repay all outstanding emergency loans to obtain graduation clearance. Loans are not available to students with outstanding loan balances, unpaid tuition bills from a prior semester, or those who have received a refund check.

**GENERAL INFORMATION**

Tuition and fees vary depending on the school or college, level, full-time or part-time basis and whether a student lives in the residence hall and purchases a meal plan. All tuition, fees, housing and meal charges are assessed each semester. The Board of Trustees of the University reserves the right to change tuition, fees and other charges at anytime.

**PAYMENT**

Payment may be made by credit card, (Visa, American Express, MasterCard, and Discover), cash, money order, cashier's check or certified check. A \$25.00 fee is charged for all reversed credit card payments and returned checks. Furthermore, subsequent checks will not be accepted.

Payments by wire transfer should be sent to Bank of America, 730 15th St., NW, Washington, DC 20008. ABA #026009593, for credit to Howard University Account #1933194600.

All payments by any method should include the student's name and university ID number.

Credit card payments may be made by accessing the Howard Home page on the internet and signing into the Bison Web using the Student's ID number and pin number; or, by faxing a credit card consent form to the cashier's at (202) 483-7056.

**Mail in payments and inquiries may be sent to :**

Howard University • Office of Student • Financial Services  
MSC 590501 • Washington, DC 20059

**METHODS OF PAYMENT**

1. All charges paid in full by the due dates: Fall semester, August 1 and Spring semester, December 17.
2. A two payment deferred payment plan: Tuition and fees are paid in two installments except for housing and meals. One-half of the tuition and fees along with the total cost of housing and meals are due August 1 for fall semester and December 17 for spring semester. The remaining half of the tuition and fees is due 60 days after the regularly scheduled last day of late registration. There is a \$50.00 fee for participating in this plan. Students receiving full tuition scholarships or tuition remission must pay all remaining charges in full and before moving into the residence hall.
3. An interest – free, 5 or 10 month installment plan to pay tuition on a annualized basis. The first payment is due June 1 each year and there is a \$50.00 fee to participate in this plan. Students with delinquent balances may not participate in this plan.

**Students paying late will receive a \$75.00 late payment fee.**

Foreign bank drafts are accepted as payment. However, students must wait until the drafts have cleared the University's bank before they may withdraw money.

When you enter or reenter the University you will register at the beginning of your first semester, in October for the Spring Semester, and in March for the following Fall Semester. If you do not register during the published General Registration periods, you will be required to pay a late registration fee and participate in late registration at the beginning of the semester. If you do not pay for your courses by the published deadline, you will also have to pay a late payment fee.

**REGISTRATION PROCEDURES**

The registration process requires you to:

- Meet with your academic advisor to select courses (including alternate courses) and have them approved.
- Reserve your courses via Bison Web (<http://howard.edu/bisonweb>). Print out your schedule to confirm that it is correct.
- Retain your courses and be considered officially enrolled by making satisfactory financial arrangements with Student Financial Services.

You will not be allowed to select classes if there are any of the following “holds” on your registration account: academic, admission, international, medical, student affairs, or treasurer. Students who have not completed the entire registration process, including payment of tuition and fees, will not be allowed to attend classes, and will not receive credit or a grade for courses. Tuition and fees must be paid by the published deadlines. If a student does meet the payment deadlines, his/her classes are purged.

**CHANGING YOUR PROGRAM**

If you need to make changes in your program after you register, you may do so during General Registration and during the change of program period at the beginning of each semester. During these two periods you may add and/or drop courses with your advisor’s approval. Students who need admission to classes that are officially closed or have a time conflict can request overrides in exceptional cases. Overrides must be approved by the course instructor as well as the dean or dean’s designee of the school or college in which the course is offered. Once your program is finalized you should make sure that your name appears on the instructor’s official class list for each course. Your name on this list is proof of your official enrollment. Be sure to officially drop any courses that you do not plan to complete. If your name appears on an instructor’s official class list and you never attend class, you may receive a grade of “F.”

**IMPORTANT REMINDERS**

- The late registration fee is \$150.
- The late payment fee is \$75.
- The last day to add/drop a course is August 31 for Fall 2007 and January 16 for Spring 2006.
- The last day to withdraw from a course or complete a total withdrawal from the University is November 16 for Fall 2007 and April 7 for Spring 2008. A grade of “W” will appear on the student record.
- A change of program fee of \$20 per course adjustment will be applicable and enforced beginning September 8 for Fall 2007 and January 17 for Spring 2008.

**INTRA-UNIVERSITY TRANSFER**

If you want to transfer to another undergraduate school/college within the University, you must file an Intra-University Transfer (IUT) application form with the dean or advisory center of the school or college to which you want to transfer and do so by October 25 for Spring 2008 and March 15 for Fall 2008.

**REGISTRATION INFORMATION**

Academic Advising of students is conducted prior to registration by the schools or colleges. For more information on academic advising prior to registration, please contact your respective schools or colleges.

**EVIDENCE OF OFFICIAL ENROLLMENT**

You are not officially enrolled until all designated charges for tuition/fees, previous balances, etc., are paid. Mere possession of a computer printout of your confirmed schedule is not considered proof of official enrollment. The appropriate and acceptable evidence of your official enrollment is the appearance of your name as a validated student on the class lists. For more information, consult BISON Web or the Student Reference Manual and Directory of Classes.

**WITHDRAWAL FROM A COURSE**

A student may withdraw from a course up to 12 weeks after the first day of instruction and receive a grade of “W” (withdrawn), which has no grade point value. A Change of Program Form must be used for all additions, drops, withdrawals, section changes or course enrollment status changes. Students who fail to officially withdraw after the third week will receive a UW from the instructor. Students may receive a failing grade for courses in which they discontinue attendance without officially withdrawing. Please review your academic registration and officially withdraw from any course(s) you are not attending.

**ABSENCE FROM THE UNIVERSITY**

Failure to attend classes, or abandonment of a residence hall space to which one has been assigned, or one’s non-return to classes for an upcoming semester for which one is already academically and financially registered in advance, does not constitute official discontinuance or withdrawal. The student should effect total withdrawal in person or request that it is done on his/her behalf through the office at the Dean in the school/college in which the student is enrolled.

**TOTAL WITHDRAWAL POLICY**

A student may withdraw from the University at anytime prior to the twelfth week of classes. To implement an official total withdrawal from the University, a student must file a completed Total Withdrawal Request Form with the Office of Enrollment Management/Records. A student who leaves the University without filing a completed Total Withdrawal Request Form may not be eligible to receive tuition refunds and may receive failing grades in the courses for which he/she is registered. A student who withdraws officially from the University may be eligible to receive a total or partial tuition refund in accordance with the University’s Schedule of Financial Adjustments and/or Refunds. Students may be required to repay federal funds received in a given semester as a result of total withdrawal from the University.

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Students registering for courses during General Registration for the upcoming semester, who decide prior to the first day of classes of the next semester that they will not attend the university, must complete a Total Withdrawal Request Form.

**Approved by the Howard University Board of Trustees on January 19, 2002**

The Financial Aid Office will generate a report of all Title IV recipients who have a grade of UW. This report will be used to calculate the amount of financial aid the students is ineligible to receive. This mandatory reporting is required by the Department of Education for all institutions of higher education receiving Title IV funding.

**STEPS FOR A TOTAL WITHDRAWAL**

Students who find it necessary to withdraw from all of their classes for the current semester or for a subsequent semester for which they have already registered must complete a Total Withdrawal Request Form. This form must be submitted by the end of the 12th week of classes for the semester in which they wish to withdraw. The withdrawal form and instructions are available from the dean or advisory center of each school or college. Students who are physically unable to complete the withdrawal in person, students who are administratively withdrawn, and students who have special needs due to extenuating circumstances should contact their dean's office or advisory center for assistance.

Students considering a total withdrawal should note the following:

- The effective date of the withdrawal will be the date on which EM/Records receives the completed withdrawal request form.
- By registering for courses, students accept financial responsibility for payment for those courses and for any other charges incurred while they are enrolled.
- Financial aid may be adjusted or canceled as a result of withdrawal and may require repayment of loan funds. Adjustments to financial aid awards will be calculated according to University and Federal refund guidelines based on the official withdrawal date.
- Once the withdrawal has been completed, students will receive a grade of "W" for each course.
- Students who reside in University housing are required to check out of their residence hall within 24 hours of completing the total withdrawal process.
- Completing a total withdrawal from the University requires that students surrender all University property, including, but not limited to library books, room keys, computer cards, and identification/access cards.
- Students who complete a total withdrawal from the University must apply for or request readmission to the University by published deadlines. The procedure for readmission depends on the length of the student's absence from the University.

Students should report first to the office of the dean or advisory center of their school or college to obtain a Total Withdrawal Request Form, and to discuss the reasons for and the implications of the withdrawal (1). Students who decide to continue with the withdrawal process should have the withdrawal form signed by their dean or the dean's designee, obtain readmission instructions, and then proceed as follows to the offices that correspond with their student status:

- Veterans, students with disabilities, and students who have judicial stipulations should report to the Office of Special Student Services, Suite 725, Howard Center (2).
- International students must report to the Office of International Student Services, Rm. 119, Blackburn Center (3).
- Students who reside in University housing must report to the Office of Residence Life, Tubman Quadrangle (4).
- Students who received any type of financial aid (including scholarships, grants, and loans) must report to the Office of Financial Aid, Scholarships, and Student Employment, Rm. 205 Administration Building to discuss the effect of withdrawal on their award(s) and potential financial aid overpayment (5).
- All students must report to the Office of Student Financial Services, Rm. 218, Administration Building to discuss the status of and adjustments to their account. (6).
- All students must report to EM/Records, Rm. 104 Administration Building to submit the completed Total Withdrawal Request form and surrender their CapstoneCard (7).

**FEDERAL FINANCIAL AID UNOFFICIAL WITHDRAWAL POLICY**

Howard University is required by federal law to identify and report any student who has unofficially withdrawn from the University and is a recipient of federal student financial aid. As a result of this requirement, it is the policy of Howard University that all faculty, by the end of the third week of classes of each semester, must identify student who have never attended class. The Faculty will be required to report this unofficial withdrawal data using the on-line Banner Web Grade Reporting System. A grade of Unofficial Withdrawal (UW) will be assigned to the student who has never reported to class as of the last day of the third week of classes. This grade should also be reported on the final grade report. The UW grade will not be counted in the calculation of the students' GPA, but will count for financial aid purposes in the calculation of attempted hours.

**STUDENT SUPPORT SERVICES**

The Student Support Services Program provides academic support services and activities that will increase student retention and graduation rates. Program services include academic advising, personal and career counseling, free individual tutoring, cultural activities, completion of FAFSA forms and skill development workshops. To be considered for the program, student must be U.S. citizens and first generation college, low-income or disabled.

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**CENTER FOR ACADEMIC REINFORCEMENT (CAR)**

CAR is an academic support unit that provides a variety of services for Howard students. All students can benefit from participation in the CAR program. As a freshman, you can receive assistance to bridge the gap between high school and college, reinforcing basic skills or enhancing your potential and performance. As a continuing student, you may participate in CAR's auxiliary programs. CAR's instructional program includes courses in basic mathematics, study skills, and reading improvement. Auxiliary programs include tutoring, assessment, and workshops on special topics. The goal for all students is to maximize the skills necessary for success in college.. For additional information call (202) 806-7634.

**CONSORTIA AND EXCHANGE PROGRAMS**

**Consortia**

The Consortia of Universities of the Washington Metropolitan Area (CUWMA) is a cooperative arrangement in post secondary education that is designed to permit the sharing of academic resources by member institutions and to offer qualified students the opportunity to enroll at other institutions for courses not available on their own campus.

Howard University offers its qualified undergraduate and graduate degree seeking students the opportunity to enroll in courses at American University, Catholic University, Gallaudet University, Georgetown University, George Mason University, George Washington University, Marymount University, Southeastern University, Trinity College, University of the District of Columbia and University of Maryland-College Park.

**Domestic Exchange**

Howard University student have an opportunity to participate in domestic exchange programs which allow students to spend one or two semesters at institutions within the U.S.

For more information on consortia and domestic exchange programs contact room 105 n the Administration building or call (202) 806-2709.

**International Exchange and Study Abroad**

The Ralph J. Bunche International Affairs Center administers the international exchange and study abroad programs for the Academic Year or semester to qualified undergraduate students including The English-Speaking Union of the United States-Luard Junior Year Abroad. International exchanges and study abroad are possible through several affiliates and reciprocal agreements with the International Student Exchange Program (ISEP), American Institute For Foreign Studies (AIFS), American InterContinental University (AIU), Council on International Educational Exchange (CIEE), Denmark's International Study Program (DIS), Institute For The International Education of Students (IES), and Oxford Study Abroad Program (OSAP). The minimum grade point average (GPA) of 3.0 is required for consideration and all prospective applicants are carefully evaluated at Howard before permission is granted.

For additional information, please visit Study Abroad at the Ralph J. Bunche International Affairs Center at 2218 Sixth Street, or call (202) 806-4363.

**STUDENT EMAIL AND ACADEMIC COMPUTING**

All students are assigned account numbers to access computer resources. Contact the student help-desk at 806-0660 to establish an e-mail address as soon as possible. E-mail is often the quickest way to reach an instructor, advisor or classmate. The Office of Academic Computing Services provides University-wide computing facilities and consulting support and training services on the use of information technologies for students and faculty. The central computer facility with an academic computing help desk is located at the iLab. There are also eleven Resnet computer labs located in University Residence Halls. For instructions on accessing your Howard email, please visit [www.howard.edu/technology](http://www.howard.edu/technology). For additional information-call (202) 806-0660.

**RESNET COMPUTER LAB**

Bethune Annex Hall East	(202) 806-4860	Bethune Annex Hall West	(202) 806-6027
Carver Hall	(202) 806-9184	Cook Hall	(202) 806-2002
Drew Hall	(202) 806-7645	East Towers	(202) 806-4520
Mays Hall	(202) 806-2710	Meridian Hill Hall	(202) 806-4335
Slowe Hall	(202) 806-0122	Tubman Hall	(202) 806-7388
West Towers	(202) 806-4420	Student Help Desk	(202) 806-0660

**LIBRARIES**

In 1867 the Howard University Library consisted of a small reading room and a few thousand books in the same building where classes were held. Today, the University Library System is among the nation's larger academic and research libraries. It consists of a central library group (the Founders Library/Undergraduate Library and branch libraries in the Schools of Architecture, Business, Divinity and Social Work); the Moorland-Spingarn Research Center; the Louis Stokes Health Sciences Library, the Law Library; the Ralph J. Bunche International Affairs Center Library; and the Afro-American Studies Resource Center. Together, these facilities contain more than 2.3 million volumes; 16,000 current journal subscriptions; 3.7 million microform pieces; 18,000 manuscripts; and thousands of audio-visual items.

All persons visiting the University libraries must present a valid Capstone Card or other valid photo identification (e.g. driver's license, consortium ID, employee ID). Access restrictions apply to children under 18 years of age. See admissions policy at <http://www.howard.edu/library/policy/general.htm>.

**CENTRAL LIBRARY GROUP**

**The Founders Library**, named in memory of the 17 founders of the University, is the main facility in the University Library System. Opened in 1938, the building was designed by Albert Irvin Cassell (1895-1969), an African-American architect. The adjacent Undergraduate Library (UGL) opened in 1983. The Founders Library and UGL house more than half of the books, periodicals, microfilms, and other resources held at the University. A Digital Learning Classroom for Internet-based instruction is located on the first floor of Founders Library.

The Periodicals Collection is in the UGL. Indexes of periodicals are available in print, on CD-ROM, or on the Internet via the Library's home page: <http://www.howard.edu/library>

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**The Media Center**, located on Sub-Level 1 of UGL, houses the main collection of DVD, VHS and audio recordings, 16mm filmstrips, and prints. Media resources are non-circulating. The Media Center also has multimedia workstations with full Internet access.

**The Channing Pollock Theatre Collection**, a non-circulating special collection devoted to the performing arts, is located on the first floor of the Founders Library. Open Monday-Friday by appointment only, (202) 806-7259.

**The Architecture Library**, on the ground floor of the School of Architecture, houses print and non-print materials encompassing such areas as building design and construction, interior design and city planning.

**The Business Library**, located in the School of Business, provides access to on-line and CD-ROM business and financial databases including ABI/INFORM, Dow Jones' factiva, and Standard & Poor's Compustat.

**The Divinity Library**, located on the East Campus, 1400 Shepherd Street, NE in the School of Divinity, contains the African Heritage Collection and audiotapes from the Howard Thurman Educational Trust.

**The Social Work Library**, located in Inabel Burns Lindsay Hall, supports the School of Social Work's programs that focus on such areas as family and child welfare social policy, criminal justice, gerontology, displaced populations and social work in health and mental health care settings.

Consult STERLING, the Libraries' on-line catalog, for holdings information at <http://www.howard.edu/library/Search/Connect.htm>

The libraries provide reference assistance onsite, via telephone or e-mail, as well as through online tutorials and help guides. Reference personnel give tips for navigating the online catalog, answer basic questions, and make referrals. Contact the appropriate subject librarian for term paper advice or to schedule a 30-60 minute research consultation. See <http://www.howard.edu/library/Reference/Contacts/SubjectSpecialists.htm>

Also, sign up for one of the free classes on searching online catalogs, the Internet, or databases of scholarly articles. For class descriptions and schedule see <http://www.founders.howard.edu/Reference/classes.html>

For further information, call (202) 806-7252.

**LOAN SERVICES**

A validated Howard University ID is required for borrowing circulating materials. Reference materials, periodicals, course reserves and media items may not be removed from the library without special authorization. For further information, call (202) 806-7250 or 5064.

**AUXILIARY FACILITIES**

Other facilities in UGL include a lecture hall, meeting rooms, a student lounge, typing facilities, and several group study rooms.

**OTHER LIBRARIES AND RESEARCH COLLECTIONS**

Moorland-Spangarn Research Center (located in Founders Library)  
 Ralph J. Bunche International Affairs Center Library (located at 2218 6th St., NW)  
 Afro-American Studies Resource Center (located in Founders Library)

For further information, call the Reference Desk at (202) 806-7252. You may send comments or suggestions to the specific library managers using the online fillable form at <http://www.howard.edu/library/feedback.asp>

**Library Hours**

Current hours for all library units are posted at on the Web at <http://www.howard.edu/library/Hours.htm>

**TECHNOLOGY AROUND THE CAMPUS**

**iLab**

The Information Laboratory at Technology Center or iLab easily ranks among the most popular spots on the campus for our students. This central student computing facility houses some 200 well-equipped PCs, Macintoshes, and UNIX-based machines from Apple, Dell, IBM, Silicon Graphics, and Sun in an attractive, interactive information-rich setting. The iLab features a large wall-mounted video screen and several clusters of monitors that can display feeds from Howard University Television Network, cable channels or video images from any of the 200 workstations. Students can listen in on any TV monitor by way of an inexpensive headset plugged into the wireless audio transceiver positioned at each workstation site. Designated computers are equipped for animation, statistical analysis, CAD/CAM and other specialized applications.

**DIGITAL AUDITORIUM AND SMART CLASSROOMS**

The University Center houses the Digital Auditorium, a videoconference-capable, fully wired facility that provides compliant conference standards. Each of the 140 seats is wired for data and power. The facility includes an eTheatre with the ability to project overhead slides and high-resolution photography, and a smartboard capable of direct access, electronic storage and projection. The audiovisual components are capable of DVD viewing and theatre room presentation of Web offerings. A 16MM projector provides 'cinema'-quality video and studio-quality sound. Twenty-eight digital smart rooms are distributed in classroom buildings throughout the campus. Each has high-end, integrated audio-visual presentation and production capabilities, and provides access to distance learning resources.

**LOUIS STOKES HEALTH SCIENCES LIBRARY**

Located at 400 W St., NW, this four-story architecturally stunning information technology facility can store over 400,000 volumes, periodicals and electronically formatted material. The structure seats 615 people in spaces wired with power and data ports to support Internet and World Wide Web connectivity.

**SCHOOL OF LAW LIBRARY**

Located at the Law School, 2900 Van Ness St., NW, this state-of-the-art facility supports legal research and instruction in a four-story, 76,000 square-foot building. It provides a book collection of up to 215,000 volumes; seats over 295 students, including 90 open carrels, with all locations wired for computer use; enlarged microform

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## ○○○ CAMPUS RESOURCES

and audiovisual facilities; and distinctive rooms for special collections, newspaper and periodical reading, and the Rare Book Collection.

### HOWARD UNIVERSITY BOOKSTORE

This attractive facility includes 15,000 square feet of retail space under girded by an e-commerce system that places the store in the mainstream of contemporary bookstores. In addition to the usual campus retail fare, the Bookstore has a computer sales center and cyber café where patrons can surf the net. The store's website allows readers to search for historic books long since out of print.

### HOWARD UNIVERSITY TELEVISION WHUT-TV

The Howard University television station, WHUT-TV, has been the only African American-owned public television station in the nation for more than 20 years. In addition to broadcasting important University events to the influential Metropolitan Washington Area community, Howard University Television provides news, information and programming for people of color that is simply unavailable elsewhere. Howard University Television facilitates national and international distribution of key University activities through the C-SPAN networks. The campus-wide video network enhances Howard University Television's capacity to capture University speakers, athletic and cultural events and Rankin Chapel services. The closed circuit system is being expanded to allow distribution to classrooms, academic buildings and residence halls throughout the campus.

### HOWARD UNIVERSITY RADIO WHUR 96.3 FM

The Howard University radio station WHUR-FM (96.3), has been broadcasting for 30 years and, according to Arbitron ratings is a dominant station in the Washington metropolitan area.

### CENTER FOR EXCELLENCE IN TEACHING, LEARNING AND ASSESSMENT

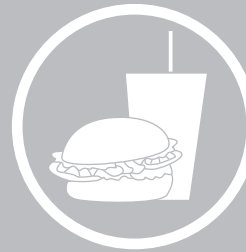
The Center for Excellence in Teaching, Learning and Assessment, located in the iLab, amplifies the University's commitment to high-quality instruction and effective educational preparation of students at the undergraduate and graduate levels. This Center's goals include building a community of dedicated faculty to effect beneficial changes in the University's teaching culture, while supporting traditional methods of instruction. The Center offers seminars and workshops to encourage excellence in teaching, provide technical support for the development and execution of online courses, provide awards for outstanding faculty, establish support groups for new teachers, and make advanced technologies more readily available to faculty, students and distance learning communities.

### COMMUTER COMPUTER LAB

The Commuter Computer Lab located on the lower level of the Blackburn Center. This 38-station computer lab is designed especially for our commuting students and is outfitted with PCs and Apple Macintoshes in a secure wireless network. This lab mimics the popular iLab with its mounted TVs and printers around the periphery. The computers are equipped with the popular Microsoft Office product set, and statistical analysis software.

### RESNET2

Each residential hall is outfitted with wireless data access to the University's network, 50 channel cable TV, and telephone service.



**H-BOOK**

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**HOWARD  
UNIVERSITY**



Division of Student Affairs  
Office of the Vice Provost  
for Student Affairs

Dear Students:

We are extremely pleased to welcome you to the Howard University family! You have embarked upon a very wonderful and rewarding journey; an experience that will guide you for the remainder of your life. You have surrounded yourself with an exceptional community of scholars that will challenge, teach, and nurture you in an environment of respect and admiration.

Your experience at the University can be both enriching and successful, but it's up to you to become fully engaged in this educational sojourn. Within the Division of Student Affairs we share in the belief that a holistic education is the key to a student's success. With that in mind, the Office of the Vice Provost for Student Affairs administers a myriad of programs designed to stretch the limits of possibilities by providing opportunities for practical application to the theoretical underpinnings of classroom instruction. We encourage you to take on a leadership position in a campus organization, get involved in a national campaign; or become editor to the nation's premiere student newspaper, the Hilltop. Studies show that students that are involved in co-curricular activities indicate that their college experiences were both rewarding and beneficial to their post collegiate success.

We hope you'll take full advantage of the services and resources that the Division of Student Affairs provides. We are a one-stop resource for Howard students from orientation through graduation, providing an exceptional co-curricular experience, supportive of the academic program and reflective of our core values of truth, excellence, leadership and service.

The Division of Student Affairs includes: the Office of the Vice Provost for Student Affairs, Dean for Special Student Services, Dean for Student Life and Activities, Student Activities, International Student Services, Blackburn University Center, Central Scheduling and Information, Counseling Services, Career Services, Residence Life, Intercollegiate Athletics and Intramurals and Recreational Activities.

I encourage you to utilize this H-Book as a resource of first choice. Contained within its many layers are interesting, informative and, most importantly, helpful information. Please also keep in mind that within each office in the Division of Student Affairs there are trained professionals who are eager to respond to any questions you may have. Thank you for selecting Howard as your school of choice.

Sincerely,

*Franklin D. Chambers*  
Franklin D. Chambers, Ph.D.  
Vice Provost for Student Affairs



2400 6th Street, NW, Suite 2101  
Washington, DC 20059

Telephone 202 806 2100  
Facsimile 202 806 9302  
www.howard.edu

Howard University is concerned about the development of the whole person and the complete student; one who excels in the classroom, in service to the community, in the success of the organizations in which one participates, and in positive relationships with others in all facets of life. Each person's education is primarily their own responsibility and, therefore, the University strives to provide adult responsibilities to its students as a key component of the educational process. Howard's legendary tradition of student engagement in the critical issues of the day occurs not only at the University level, but also on a local, national and international level and is unmatched by any student body in the world.

In furtherance of the University's mission, the Division of Student Affairs is committed to providing, from orientation through graduation, an exceptional cocurricular experience, supportive of the academic program and reflective of our core values of truth, excellence, leadership and service. Opportunities for involvement and leadership abound on and off the campus. On campus these include: student government, student publications, residence hall activities, varsity and intramural sports, honor societies, and a multitude of student organizations, committees, task forces and other university bodies, including the Board of Trustees.

The Division of Student Affairs includes the offices of the Vice Provost, Dean for Special Student Services, Dean for Student Life and Activities, Student Activities, International Student Services, Blackburn University Center, Central Scheduling and Information, Counseling Services, Career Services, Residence Life, Intercollegiate Athletics and Intramurals and Recreational Activities.

**PROGRAM HIGHLIGHT**

The Howard University Executive Leadership Institute (H.U.E.L.I.) is a three-day residential leadership training program designed to enhance students' personal development and expand their capacity to lead in today's rapidly changing world. Student leaders are presented with the challenges of diversity as it relates to working collaboratively within and beyond their communities, to include senior-level executive and professional environments.

The Howard University Executive Leadership Institute will enlighten the minds and reach out to the hearts of a new generation of young people in colleges and universities around the world, as well as, afford participants an opportunity to learn first-hand about the innovative ways in which diverse groups work to promote Leadership in America and the Global Community.

**Goals:**

1. Expand participants' capacity to lead and manage in a changing global environment.
2. Forge relationships between student leaders, university officials and institutional/corporate executives
3. Increase fiscal acumen in SGA presidents and vice presidents.
4. Enhance the skills of our current and future leaders with respect to becoming media savvy on the community and national level.

**QUICK REFERENCE DIRECTORY**

**OFFICE OF THE VICE PROVOST FOR STUDENT AFFAIRS**  
(202) 806-2100

Johnson Administration Building, Suite 201  
Dr. Franklin Chambers, Vice Provost  
Mr. Keith Miles, Chief of Staff  
Mr. A.B. Williamson, Director of Athletic Compliance and Business Affairs  
Ms. Adria Washington, Administrative Assistant

**OFFICE OF THE DEAN FOR SPECIAL STUDENT SERVICES**  
(202) 238-2420

Howard Center, Suite 725  
Dr. Barbara Williams, Dean  
Mr. Terrance Samuels, Assistant Dean

**OFFICE OF THE DEAN FOR STUDENT LIFE AND ACTIVITIES**  
(202) 806-5990

Blackburn University Center, Suite 122  
Ms. Tonya Guillory, Dean  
Ms. Jean Perry, Administrative Secretary

**OFFICE OF STUDENT ACTIVITIES**  
(202) 806-7000

Blackburn University Center, Suite 117  
Mrs. Lennon N. Jackson, Director  
Ms. Norkia J. Baker, Assistant Director  
Mr. Kevin A. Reed, Assistant Director  
Ms. Lavern Freeman, Secretary

**OFFICE OF INTERNATIONAL STUDENT SERVICES**  
(202) 806-7517

Blackburn University Center, Suite 119  
Dr. Grace Anshar, Director  
Dr. Wilma Hosten, Associate Director of Visa Services  
Mr. Peter Ugbong, International Student Advisor  
Ms. Louise Henry, Secretary

**SCHEDULING AND INFORMATION OFFICE OF STUDENT ACTIVITIES** (202) 806-5978

Blackburn University Center, Room 134  
Mr. Bernard Moon, Director  
Ms. Linda Cannon, Scheduling Assistant  
Ms. Fawn Jennings, Scheduling Assistant

**THE OFFICE OF STUDENT ACTIVITIES**

The mission of the Office of Student Activities at Howard University is to provide leadership development and sustained implementation of a student centered community which supports the achievement of students' academic, career, and personal goals while simultaneously promoting civility, respect, and equity among members of the college community. Student Organizations, Student Government, and various University-wide committees and organizations function under the Office of Student Activities. The Office is located in Suite 117, Blackburn Center, (202) 806-7000.

The Office of Student Activities serves as the hub in providing practical applications for enhancing national and community service, through which all students are afforded the opportunity to involve themselves in co-curricular activities that will help them continue to develop their social, academic, and personal skills.

**OFFICE OF BLACKBURN UNIVERSITY CENTER**  
(202) 806-5689

Blackburn University Center, Suite 134  
Ms. Roberta McLeod, Director  
Dr. Samuel Amoako-Atta, Assistant Director for Recreation and Intramural Sports  
Mr. Dexter Harris, Coordinator of Intramurals  
Mr. Wayne Leland, Budget Assistant  
Mr. Keith Jenkins, Night/Weekend Manager

**UNIVERSITY COUNSELING SERVICE**  
(202) 806-6870

C.B. Powell Building Student Resource Center  
Dr. Ayanna Watkins-Northern, Director of Clinical Services, Dean  
Dr. Nickole Scott-Conerly, Director of Training

**OFFICE OF CAREER SERVICES**  
(202) 806-7513

C.B. Powell Building Student Resource Center  
Mr. Kim Wells, Director  
Dr. Joan M. Browne, Associate Director  
Ms. Henrietta Duncan, Associate Director  
Ms. Nadine Nadine, Campus Recruitment Coordinator

**OFFICE OF RESIDENCE LIFE**  
(202) 806-6131

2401 4th Street, NW  
Mr. Charles Gibbs, Dean  
Mr. Marc D. Lee, Assistant Dean  
Ms. Paulette Porter, Administrative Assistant

**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**  
(202) 806-7140

Burr Gymnasium, Suite 1013  
Ms. Dwight Datcher, Director  
Mr. Dexter Harris, Interm Associate Director  
Ms. Karen House, Assistant Director  
Mr. Edward Hill, Sports Information Director

OFFICE OF STUDENT ACTIVITIES  
BLACKBURN UNIVERSITY CENTER, SUITE 117  
(202) 806-7000

**STUDENT ORGANIZATIONS**

Student Organizations provide students with the opportunity to explore their academic, professional, political, social, cultural, recreational, spiritual, and community service interests. As students get involved, they are able to develop interpersonal, organizational, and leadership skills in a supportive yet challenging environment. The Office of Student Activities is a major resource for students who seek opportunities to get involved in the myriad of activities on campus from volunteer/community service to joining an organization. The Office of Student Activities houses all information on recognized student organizations and facilitates the student organization recognition process. A listing of recognized student organizations is listed later in this publication. In addition, the Office of Student Activities maintains updated contact information for all recognized student organizations.

The Organizations Fair is one of the office's most popular events, which generally happens during the fall semester. The fair presents a display of the recognized student organizations, as well as the community service organizations. The recognized student organizations are responsible for many programs and events held on campus each year including concerts, lectures, special events, cultural and social events, and conferences.

Student organizations that are officially recognized by the University have the following privileges:

- Post approved flyers in designated locations on campus.
- Reserve rooms and other facilities on campus.
- Apply for funding from HUSA.

The University reserves the right to recognize any and all student organizations. A few of the basic requirements for recognition are to:

- Have an approved organizational constitution on file in the Office of Student Activities.
- File an updated Organizational Census form.
- Maintain an on-campus advisor.

The student organizations at Howard fall into one of several categories:

- Student Government
- Fraternities and Sororities
- Political Action and Community Service
- Professional and Departmental
- Honors Societies
- Religious
- Social

**UNIVERSITY-WIDE COMMITTEES**

The Office of Student Activities facilitates several different University-Wide Committees that provide guidance to major events and operations on campus.

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**Who's Who Among Students in American Universities and Colleges**

Who's Who is an annual award given to outstanding students classified juniors, seniors, graduate and professional students for their scholastic ability, participation and leadership in academics, extra curricular activities and community service. The selection process is competitive. Applications are made available in fall.

**Bison Board**

The Bison Board ensures the continued prominence and excellence of the Howard's Bison Yearbook. The Board advises the Editor-in-Chief on financial as well as creative matters pertaining to the Bison Yearbook. The Director of Student Activities makes appointments to the Bison Board.

**Hilltop Policy Board**

The Hilltop Policy Board is responsible for developing policies and procedures governing the operations of the Hilltop Newspaper, and is charged with ensuring the implementation of approved policies. The policy board consists of appointments by all student councils, the President of HUSA, the Director of Student Activities, Dean of Student Life, Dean of the School of Communications, Chair of the Journalism Department, Vice Provost for Student Affairs, representative from the Faculty Senate, University Communications, along with the Editor-in-Chief, Business Manager and Advisor.

**Homecoming Policy Board**

One of the most popular University-wide events of the year is the Howard University Homecoming. The Homecoming Policy Board develops policies, procedures, regulations, and guidelines governing all aspects of this annual event. HUSA, UGSA and GSA make appointments to the Homecoming Policy Board and other members consist of the Director of Student Activities, Dean of Student Life, General Advisor and representation from the Faculty Senate and Alumni Relations.

**STUDENT ACTIVITIES FEE ALLOCATION**

The Student Activities Fee assessment is based upon rates recommended by student organizations that are approved by the President of the University and authorized by the Board of Trustees. Revisions of authorized student activities fee rates require the same approvals. All students in each school and college who are enrolled full time pay the Student Activities Fee. The present rate is \$135.00 per student, effective for the 2007-2008 school year. Half of that amount is paid during registration each semester.

Allocation	Dollar Amount
Vice Provost for Student Affairs	\$43.75
Budgeted to support University-wide Activities, Student Newspaper (Hilltop), Intramural and Recreational Activities and Homecoming Steering Committee	
Student councils in each school/college	*\$28.75
HUSA – Executive Account	*\$5.00
General Assembly	*\$13.82
Undergraduate and Graduate Student Assembly	\$19.375
(For each full-time student in the respective category.)	
The Bison Yearbook	*\$15.00
Self Help Program (Five dollars each semester per student)	**\$10.00
<b>Total</b>	<b>\$135.00</b>

\*Allocation revised as a result of student referendum February 1977.

\*\*Allocation instituted as a result of student referendum September 1987.

OFFICE OF INTERNATIONAL STUDENT SERVICES  
BLACKBURN CENTER, ROOM 119  
(202) 806-7517

This office provides services principally to international students on campus, but also offers services to U.S. students, faculty and staff members. Grace Ansah heads this office, which deals with five main areas:

**Programming:** There is an ongoing orientation program for new students, which continues throughout the semester. The International Pals and student organizations cosponsor weekly programs and engage in discussion groups and other activities to help students in their adjustment to a university environment, a new country and by bringing international and domestic students together for joint programs and discussion.

**Advising/Counseling:** Advisors in the office are available to discuss matters of concern to international students: finances, immigration, personal, finding long-term housing, and other matters.

**Immigration:** The office has the major responsibility to ensure that international students, faculty, and staff maintain legal immigration status while in this country. The Bureau of Citizenship and Immigration Services (BCIS) issues regulations governing international students and require that all students in "F-1" and "J-1" status maintain full-time registration each semester. Undergraduates must register for a minimum of 12 credit hours and graduate students a minimum of 9 credit hours.

All financial arrangements to study at Howard must be made prior to registration. It is each student's responsibility to maintain legal immigration status while in the U.S.

Students must make sure that their authorized stay in the country has not expired (see Forms I-20 and I-94); that their passport is valid for at least six months at all times; that there are no changes to their majors as indicated on their Form I-20; and that they are registered full-time. Changes to International students records must be done in collaboration with the Bureau of Citizenship and Immigration Services and the Office of International Students Services where appropriate.

**Financial Forms:** Students often need official letters showing the estimate cost of expenses to have money sent from abroad. Advisors complete and sign a variety of scholarship and loan forms from other countries, and for international agencies and organizations.

**Faculty And Staff:** The office handles all immigration matters for international faculty and staff members at the University and the hospital.

The office publishes an International Student Handbook, quarterly newsletters and updates, an Employment Reference Guide, a General Office Pamphlet and a wide variety of handouts.

For additional information, appropriate application forms and for services, please visit the Office of International Student Services, Room 119, Blackburn University Center.

The Armour J. Blackburn University Center is a community organization and program that provides services, conveniences and amenities to the members of the University family, student, faculty, staff, administrators, alumni and the community. It is designed to provide experiences to enrich co-curricular living and learning. Students are encouraged to utilize the Blackburn University Center as the community center of the University. Programs and activities in the Blackburn University Center, which also include the Intramural, Recreation and Club Sports activities, are planned to stimulate and promote a broader social and academic understanding of University and life experiences.

The Blackburn University Center provides leisure time programs and activities, cultural programs, fine arts programs and serves as a laboratory where social interaction and cultural exchanges can occur outside the classroom. The Intramural, Recreation and Club Sports activities provide the campus community with a structured outlet for relaxation and leisure time recreational activities. The Blackburn University Center houses a fine arts gallery which presents exhibitions of works by local, national and international artists; a digital auditorium; a restaurant; a cafeteria; the Punch-Out (snack bar); a ballroom; meeting rooms; lounges and the Copy Center. Located on the basement level in the Blackburn University Center are the Recreation Center which houses the bowling lanes; the Music Listening Lounge, and the Copy Center.

**PROGRAMS**

The University Center sponsors several annual programs. Some of the programs are:

- The “ Blackburn Center Fine Arts Series” which is presented in collaboration with the Department of Music, Division of Fine Arts. The series provides free concerts featuring student music majors, soloists and ensembles, faculty artists and guest performers. The series provides the audience an opportunity to have conversations with the guest performers. The “Blackburn Center Fine Arts Series” is presented each Wednesday, 12:00 noon to 1:00p.m. in the Gallery.
- Book signings and readings by the authors.
- Theatrical productions with the Theater Arts department and professional performers by touring companies.
- A Classical Film Series.
- The Martin Luther King Jazz, Blues and Gospel Festival which is sponsored on the Martin Luther King, Jr. Federal Holiday.

**HONDA CAMPUS ALL-STAR CHALLENGE ACADEMIC TEAM**

An on campus tournament is held annually to select the Honda Campus All-Star Challenge Academic Team. The team represents the University in the regional tournament. The team then advances to the national tournament in Orlando, Florida, where the competition against sixty-four (64) Historically Black College/University teams, is held. To sign up for the tournament call Ms. Roberta McLeod, Director, Armour J. Blackburn University Center/ Coach of the Honda Campus All-Star Challenge Academic Team. Call (202) 806-5689 or come to room 118.

INTRAMURALS AND CLUB SPORTS  
BLACKBURN UNIVERSITY CENTER, ROOM-LL33  
(202) 806-7228

**THE RECREATION CENTER AND BOWLING LANES**

The Blackburn University Center recreational facilities provide an avenue for the development of interpersonal relations and leisure time relaxation. The Recreation Center houses: billiard tables, electronic video games, chess and card tables, foosball, table tennis and bowling lanes. For information on activities in the Recreation Center and bowling area contact Dr. Samuel Amoako-Atta, Assistant Director for Recreation and Intramural Sports in room LL-33, (202) 806-7226 or 7228 and Bison Bowling Lanes (202) 806-7227.

**HOWARD UNIVERSITY INTRAMURALS**

The Howard University Intramural, Recreation & Club Sports Program (H.I.P.) involves numerous components that provide the Howard University Community with a wide array of recreational experiences. These include: intramural sports, club sports, outdoor adventure trips, fitness programs and informal recreational activities. There are more than thirteen (13) different sports activities for individuals who wish to involve themselves in non-competitive/competitive sports and free-play activities.

Most Intramural and Club Sports activities are scheduled in the evenings between 6:00p.m. and 10:00p.m., and on weekends. For information on activity schedules, entry dates, and program times or general information, contact Dr. Samuel Amoako-Atta, Assistant Director for Recreation and Intramural Sports Room LL-33, Blackburn Center, (202) 806- 7228 7226 or Dexter Harris, Intramural Coordinator, (202) 806-7144. For team formation and other planned activities contact Mr. Dexter Harris at (202) 806-7144.

**INTRAMURAL EVENTS INCLUDE:**

**Fall Activities:**

- Tennis Tournament
- Flag Football  
-Men & Women
- Coed Volleyball
- Badminton Tournament  
-Singles & Doubles  
-Men & Women
- Basketball
- 3-on-3 Tournament\*  
(First 32 teams registered)
- Indoor Soccer  
-Men & Women
- Aerobics
- Swimming

**Spring Activities:**

- Coed Basketball
- “Spot Shot” Contest
- “Slam Dunk” Contest
- Men’s Lacrosse Tournament
- Basketball League  
-Men’s teams  
-Women’s teams
- Indoor Soccer League  
-Men’s teams  
-Women’s teams
- Aerobics
- Swimming

**Summer Activities:**

- Faculty/staff basketball
- Wiffle Ball
- Swimming

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**HOWARD UNIVERSITY CLUB SPORTS**

A club sport is an organized student sports team registered with the Howard University Intramurals and Club Sports office and Student Activities which has been organized by individuals motivated by a common interest. Club teams vary in focus and activities. A club may be oriented toward any or all of the following: competition, teaching, training, recreation, or socialization.

All club matters are channeled through, and administered by the Director of the Armour J. Blackburn Center in Room 118 or Assistant Director for Recreation in the Recreation Office located in the Armour J. Blackburn Center lower level, Room LL-33. The success of the Club Sports program depends on the student leaders of each club. These leaders must have the initiative and drive to handle club administrative matters and motivate club members to take part in all club activities.

**Club Sports offered by the Howard University Recreation/Intramurals Program include:**

Badminton	Billiards	Bowling	Chess
Coed Volleyball	Judo	Karate	Lacrosse
Racquetball	Soccer	Tae Kwon Do	Table Tennis
Flag Football	Spades	Videogames	Table Soccer
Wiffle Ball			

**FACILITIES**

**Recreation Area**

The Recreation Area located in the basement of the Armour J. Blackburn University Center has a bowling lane facility, 13 pool tables, table tennis tables, table soccer tables, chess, and a variety of table games and X-Box videogames.

**HOURS OF OPERATION**

Monday through Friday	9:00a.m. – 9:00p.m.
Saturday	10:00a.m. – 6:00p.m.
Sunday	Noon – 6:00p.m.

For reservations, call Recreation Area at (202) 806-7226/806-7228  
Bison Bowling Lanes at (202) 806-7227

SPECIAL STUDENT SERVICES  
HOWARD UNIVERSITY CENTER, SUITE 725  
(202) 238-2420

**DISABLED STUDENT SERVICES**

Howard University is committed to providing access and reasonable accommodations to persons with documented disabilities in accordance with the American with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and in accordance with other pertinent federal, state and local disability and antidiscrimination law. The University, through its Disability Assistance Program (DAP), in the Office of Special Student Services, will coordinate support services to assist students with disabilities to maximize their educational potential through their awareness of available services.

Students, who need accommodations relative to their disabilities, and assistance in their academic program of study, must officially notify the Office of the Dean of Special Student Services at the time of initial enrollment or at any time during their enrollment at Howard University. It is strongly encouraged that a Students with disabilities are encouraged to contact the ODSSS at the beginning of the academic year to ensure that appropriate services can be established. The Office of Special Student services will inform the student of all policies, procedures, requirements and documentation needed to establish accommodations in accordance with ADA regulations. Students are not required to self-disclose their disability; however, in order to receive accommodations from the University, they must properly inform the Office of Special Student Services in accordance with the established procedures.

**STUDENTS ELIGIBLE FOR VETERANS ADMINISTRATION BENEFITS**

Howard University is approved through the Office of Special Student Services by the District of Columbia State Approving Agency to file for benefits for students determined to be eligible by the Veteran’s Administration to receive such funds. Each semester upon validation, eligible students should report to the Office of Special Student Services in order to initiate the filing of required documentation.

**JUDICIAL PROGRAM**

All students are expected to adhere to and uphold the University’s Code of Ethics and Conduct, 1998. Individuals who do not may be subject to the Student Code of Conduct and Judiciaries, 2000 as administered by the Office of Special Student Services. Both documents outline prohibitive behaviors and procedures for responding to and adjudicating such matters.

Dr. Barbara Williams, is the Dean of the Office of Special Student Services. The office is located in the Howard Center, 2225 Georgia Avenue, NW, Suite 725, Washington, DC 20059. The phone number is (202) 238-2420, fax (202) 588-9755 and TTD services are available at (202) 238-2426. More information about the Office of Special Student Services can be obtained at their website accessible at [www.howard.edu](http://www.howard.edu).

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**HOWARD UNIVERSITY 101: THE NEW STUDENT ORIENTATION PROGRAM**

The mission of the orientation program is to facilitate a smooth transition for new students into their academic and community life at Howard University. The program includes academic advising, course registration, and a number of workshops and other sessions, as well as social and spiritual experiences to help you to be successful both academically and personally. For more information regarding the Orientation Schedule, you may visit our website at <http://www.howard101orientation.edu>, or call us at (202) 238-2420, or visit our office in the Howard University Center, Suite 725.

UNIVERSITY COUNSELING SERVICES (UCS)  
C.B. POWELL BUILDING, ROOM G-7  
(202) 806-6870

**PERSONAL COUNSELING AND PSYCHOTHERAPY**

Personal counseling is available for those who need help in handling emotional difficulties, improving interpersonal relations, and dealing with problems of college life and other personal concerns. Students suffering from depression, anxiety, and other debilitation disorders are encouraged to take advantage of the short-and long-term psychotherapy offered by the University Counseling Service.

**COUNSELING AND PSYCHOTHERAPY GROUPS**

UCS offers a number of counseling and therapy groups throughout the year that discuss such topics as Black male and female relationships, adult children of alcoholics, loss and grief, and personal support and therapy groups.

**CAREER COUNSELING**

This service is designed to assist students in selecting a major field of study and planning a career through discussions with a counselor, interest and aptitude testing, and other activities.

**TESTING**

Testing services range from career interest inventories and personality tests to national, international and institutional tests (LSAT, MCAT, GRE, GMAT, TOEFL, and SAT). UCS serves as a regional test administration center for the Educational Testing Service (ETS).

**TRAINING**

Counselors, psychologists and other mental health professionals interested in serving African Americans and other minority groups receive training through internships and practicum experiences in the UCS. The UCS is accredited by the American Psychological Association as a site for pre-doctoral internships in psychology.

**CONSULTATION SERVICES**

Staff development activities, human relations workshops, and facilitation of faculty student dialogue are among the services provided to departments and other campus organizations.

**DRUG EDUCATION PREVENTION**

Howard University Drug Education and Prevention Program (HUDEPP) provides a variety of educational and anti-drug activities designed to prevent alcohol and other drug abuse, and to provide alternatives to psycho drug use. This program is targeted at individual students and student groups and organizations. Campus consultations, referrals and treatments are also provided.

CAREER SERVICES OFFICE  
525 BRYANT STREET, NW  
(202) 806-7513

The Howard University Career Services Office (CSO) provides dynamic career and professional development services that engage, empower, and connect students, employers, and the university community in the career development process. The Career Services Office programs and services are designed to assist all Howard University Students, undergraduate and graduate students, and Alumni who wish to take advantage of available resources and consulting services.

**CAREER SERVICES ONLINE**

The Career Services Office Website "Career Services Online" provides thousands of Howard University students, and alumni with a comprehensive tool that provides hundreds of monthly job listings, information and resources on how to prepare for today's job market, and online information guides that can be downloaded on top employers, industries, and job market trends. Students can also use the Career Services Online website to register online for on-campus interviews, and fall and spring job fairs.

**EXCITING EVENTS AND ACTIVITIES**

Exciting events at the Career Services Office include: Fall and Spring Career Fairs, Career Weeks, Career Fest on The Yard, Graduate and Professional School Day, Information Sessions, Professional Development Workshops taught by corporate and government executives, Networking Receptions, The Director's Future Professionals Series, The Black Executive Exchange Program, and much more.

**WALK-IN CAREER CONSULTING & COACHING SERVICES**

Monday - Thursday on site at the CSO all students and interested alumni can participate in the walk-in career consulting and coaching sessions administered by on-call Career Services Staff. These one-on-one sessions range from 15 minutes to 30 minutes and are an excellent opportunity for any student to individually review career and professional development strategies, explore career interest and job market trends, and to receive assistance on writing and developing job search tools such as resumes and cover letters.

For additional regarding Career Services Office programs or services, or for information and directions to our on-site Career Resources Library, come and visit us at 525 Bryant Street, NW in the CB Powell Building, in Suite 206. We are located on the corner of Bryant and 6th Street on the 2nd Floor of the Student Resources Center area. You may also call us at (202) 806-7513 for additional information or to schedule an appointment with a member of our staff.

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CENTER FOR PROFESSIONAL DEVELOPMENT  
SCHOOL OF BUSINESS  
2600 6TH STREET, NW  
(202) 806-1518

The Center for Professional Development (CPD) is designed to bring students and companies together by providing recruiting and networking opportunities through Howard University's School of Business. The Center hosts such activities as Speaker's Bureaus, Corporate Information Sessions, Professional Skills Modules, and the MBA Exclusive, while facilitating all of the interviewing for the undergraduate and graduate students of the School of Business. The Center is located in the Office for Student Affairs, Suite 222, in the School of Business. For additional information regarding the CPD and its programs, you may call us at (202) 806-1518, or visit the website at [www.bs.school.howard.edu/cpd](http://www.bs.school.howard.edu/cpd).

DINNING SERVICES  
BLACKBURN CENTER, ROOM 133  
(202) 806-7401

Students living in the Bethune Annex, Cook Hall, Drew Hall and Tubman Quadrangle are required to purchase a meal plan. Whether you take advantage of the "all you can eat" dining hall at the Bethune Annex and the Blackburn Center, or grab a meal at the Punch-Out Snack Bar it is Sodexho's commitment to all of our customers to provide the highest level of quality, service and value. For more information about the Howard University Dining Services, please call (202) 806-7400.

**MEAL PLANS**

- Traditional 19 – Designated for residents, this plan provides the maximum number of meals served during the week (19). The cost for this plan is \$1,349.00 per semester.
- Traditional 14 – Designated for the resident student who will leave the campus occasionally; this plan provides any 14 meals provided during the week. The cost of this plan is \$1,290.00 per semester.
- On The Go 10 – Designed for the resident student who will frequently be off campus, this plan provides any 10 meals served during the week. The cost of this plan is \$1,274.00 per semester.
- On The Go 5 – Designed for the off campus student and provides any 5 meals per week, Monday – Friday. The cost of this plan is \$542.00 per semester.

**DINING DOLLARS**

Dining Dollars is a declining debit account that allows students a cash-free and tax-free access to all of our dining facilities and at the same time giving customers added security and a savings of 10% with every purchase. Dining Dollars is available for all students. Students on the mandatory meal plan can purchase Dining Dollars in ADDITION to their mandatory meal plan. The minimum buy in for Dining Dollars is \$100.00 per semester. Unused Dining Dollars not used by the end of the Spring Semester will be forfeited.

**HOURS OF OPERATION**

**Bethune Annex**

Monday – Friday  
Breakfast: 7:00a.m. – 9:30a.m.  
Continental Breakfast: 9:30a.m – 10:30a.m.  
Closed: 10:30a.m. – 11:30a.m.  
Lunch 11:30a.m. – 2:00p.m.  
Light Lunch: 2:00p.m. – 2:30p.m.  
Closed: 2:30p.m. – 4:30p.m.  
Dinner: 4:30p.m. – 6:30p.m.

**Saturday and Open Holidays**

Saturday: Brunch: 10:30a.m. – 1:30p.m.  
Dinner: 4:30p.m. – 6:30p.m.

**Sunday & Holidays**

Brunch: 11:00a.m. – 2:00p.m.  
Dinner: 4:30p.m. – 6:30p.m.

**Blackburn Center**

Monday-Friday  
Breakfast: 7:00a.m. – 9:30am  
Continental Breakfast: 9:30a.m. – 10:30a.m.  
Closed: 10:30a.m. – 11:30a.m.  
Lunch: 11:30a.m. – 2:00p.m.  
Light Lunch: 2:30pm-3:30pm  
Closed: 3:30p.m. – 4:30p.m.  
Dinner Monday through Thursday: 4:30p.m. – 9:00p.m.  
Dinner Friday: 4:30p.m. – 6:30p.m.

**Saturday and Open Holidays**

Saturday Brunch: 10:30a.m. – 1:30p.m.

**Sunday & Holidays**

Brunch: 11:00a.m. – 2:00p.m.  
Dinner: 4:30p.m. – 6:30p.m.

**MEAL CARD POLICIES**

- In order to be admitted to the dining hall, meal plan participants must present their valid Capstone Card or pay the posted casual meal rate. If you lose or misplace your meal card, you will need to present another form of identification to the Meal Plan Coordinator's office located in the Blackburn Center, Room # 135 between the hours of 9:00a.m. through 6:00p.m. (the office will be closed from 2:00p.m. – 2:30p.m.) to receive a temporary meal card. If your card is stolen, please present a copy of your campus police report to the same office for a temporary replacement card. A temporary card will only be issued for 3 meals. After the 3 meal cards have been issued, it is your responsibility to procure a new identification card to use for meal.
- You can enjoy "all you can eat" meals in our dining halls. However, no uneaten food may be removed from the dining hall without management's permission. Violation of this policy will be reported.
- The scheduled dining week operates from Friday to Thursday, noting that Friday morning signals the start of a new meal week.
- Students with special dietary needs or unable to make it to the dining hall due to schedule conflicts should contact the Director of Dining Services to make alternative arrangements at 202-806-7402.

**THE PUNCH OUT**

The Punch out is the University’s snack bar that is located on the ground level of the Blackburn Center. The Punch Out is open Monday – Friday from 11:00a.m. – 10:00p.m. The Punch Out offers three branded concepts to accommodate for all dining needs: Pandinis: serves pizza, pasta, and assorted Italian food options. Sky Ranch Grill: offers custom made grilled sandwiches and other fried products. Last but not least, Chic Fil-A, a national brand which offers an assortment of chicken sandwiches, salads and nuggets. Cash and Dining Dollars are accepted in the Punch-Out.

**UNIVERSITY RESTAURANT**

The University Restaurant is located on the main level of the Blackburn Center. The restaurant offers a daily lunch meal with a white tablecloth, china and silverware dining option for students, faculty and staff. Our hours of for lunch are Monday – Friday from 11:00a.m. – 2:30p.m., during the academic year, summer session hours are 11:30a.m. – 2:00p.m. The restaurant is closed for Holidays and Weekends. Dine in or carry out service is available to customers. Cash, Credit Cards and Dining Dollars are accepted. The menu can be accessed daily on our menu line at (202) 806-5840.

**BLACKBURN CENTER C-STORE**

The C-store is located on the first floor of the Blackburn Center adjacent to the ATM terminals. The hours of operation are 8:00a.m. – 7:00p.m., Monday through Friday during the academic year. Summer session hours are 9:00a.m. – 4:00p.m. A variety of cold beverages, coffee, snacks, household goods, toiletries and paper products are available for purchase. Cash and Dining Dollars are accepted.

**JAZZMAN’S CAFE**

Smoother than Ella, hotter than Miles, Jazzman’s® Café is pure improvisation. Located at the Administrative Building in the first floor lobby, Jazzman’s Café offers specialty coffee products and a variety of sandwiches, salads, pastries, soups, cold beverages and smoothies on a daily basis. Open from Monday to Friday from 8a.m. – 4:00p.m. Jazzman’s Café is a perfect place to grab a snack or a quick meal. Cash and Dining Dollars are accepted.

**CAFE A LA CART**

Café a la Cart is located on the second floor of the in Howard University Service Center at 2244 10th Street N.W. The unit is open from Monday – Friday from 7:30a.m. – 2:00 p.m. Menu offerings include a daily assortment of Hot Breakfast and Lunch entrees and a choice of salads, sandwiches, pastries, beverages and coffee. Café a La Cart can be reached at (202) 806-6516.

**THE COLLEGE OF MEDICINE COFFEE CART**

The College of Medicine Coffee Cart is located in the main lobby of the College of Medicine and is open Monday through Friday from 8:30a.m. – 3:00p.m. The cart sells regular and specialty coffees with an assortment of sandwiches, salads and cold beverages. Cash and Dining Dollars are accepted.

**THE SCHOOL OF BUSINESS EVOLUTION COFFEE CART**

The School of Business Evolutions Coffee Cart if located in the main lobby of the School of Business and is open Monday-Friday from 8:00a.m. – 2:00 p.m. Menu offerings include regular and specialty coffees and a daily assortment of salads, sandwiches, pastries and cold beverages. The evolution Coffee Cart can be reached at (202) 483-1891.

**THE BETHUNE ANNEX MINI MART**

The Bethune Annex Mini Mart is located directly in front of the Bethune Annex Dining Hall and is open Mondays through Fridays from 2:00p.m. – 12:00a.m and Saturday through Sunday from 12:00p.m. – 2:00a.m. Cash and Dining Dollars are accepted. The Bethune Annex Mini Mart can be reached at (202) 588-0823.

**MERIDIAN HILL MARKETPLACE**

The Meridian Hill Marketplace Convenience Store is located in the Meridian Hill Residence Hall and open daily from 12:00p.m. – 6:00p.m. The convenience store sells candy, nachos, personal toiletries, bottled beverages and assorted household necessities. Dining Dollars and cash are accepted. The staff of the Meridian Hill Marketplace can be reached at (202) 806-9597.

**LAW SCHOOL CAFE (WEST CAMPUS)**

The Law School Café is located at 2900 Van Ness Street NW and is open Monday – Friday from 8:00a.m. – 3:00p.m. Menu offerings include Seattle’s Best Coffee, fresh fruit, hot entrée selections, bottled sodas and juices, soup, deli, a salad bar and desserts. The Law School Café can be reached at (202) 364-0029.

**DIVINITY SCHOOL**

The Divinity School Cafeteria is located at 1400 Shepherd Street, NE. The cafeteria is open Monday – Thursday from 5:00p.m – 7:00p.m. Daily selections include selections of hot entrees, prepackaged sandwiches/ salads, bottled beverages, and desserts.

**CATERING**

The Howard University Catering Services can assist you in all of your event planning needs. Services can range from a simple coffee break to an elaborate ball or reception. The Catering Office is located in Room #133 of the Blackburn Center and can be reached by phone at (202) 806-7401 or by fax at (202) 806-0642. The catering manual and supporting information is available on the Campus Dining web-site.

If you need any additional information about the Howard University Dining Services, please feel free to contact us at (202) 806-7400 or visit our web site at <http://www.howard.edu/services/dining/>

**OFFICE OF RESIDENCE LIFE**  
 2401 4TH STREET, NW  
 (202) 806-6131  
 (202) 806-4431 FAX

**RESIDENCE HALL PROGRAM**

It has been stated that students who reside in university housing earn better grades and have a higher rate of graduation. This is due in part to their ability to take advantage of student organized study groups and faculty scheduled office hours. Students have a choice, based on availability, of several types of residence halls including the Howard Plaza Towers West if there classification is a junior or senior. All students must submit an application for housing. Married students, transfer students, international students, students 21 years or older, may apply for commercial housing in the Howard Plaza Towers East, which also houses our Honors students. Undergraduate residents of Drew, Cook, Bethune Annex and Tubman Quadrangle are required to purchase a meal plan as part of the Combined Room and Meal Plan.

**COMMUNITY DIRECTOR**

Residence halls are managed by a full-time professional staff member who is responsible for the administrative and programming functions of the hall and serves as a resource to all students residing in the residence hall.

**RESIDENT ASSISTANTS (RA) AND GRADUATE ASSISTANTS (GA)**

Resident Assistants and Graduate Assistants help to develop and maintain a sound living and learning environment and help students maximize their experience in a culturally and diverse residence hall. They are specially trained and have experience in activities programming, advising and conflict management.

**ROOM SELECTION AND VERIFICATION PLANS (RSVP)**

Following the freshman year, all students requesting University housing are required to participate in the Room Selection and Verification Plan (RSVP). During the early spring, each resident, including those who are freshmen, will be provided information relative to the room selection process. Students must pay a \$200.00 deposit by the designated date in order to participate in the process. The RSVP is based on a point system with fifty (50) points being the maximum a student can receive. The points are derived from (4) categories to include: grade point average, classification, distance from campus, and student organization involvement, to include volunteerism, and employment.

**ROOMMATES COOPERATIVE AGREEMENT**

The Roommates Cooperative Agreement serves as a basis for avoiding and resolving roommate disputes. Additionally, hall staff and resident and graduate assistants are available to assist whenever necessary.

**KEYS**

Each resident receives a key or access card to the main entrance door and to his or her bedroom door. There is a change-of-lock fee for lost keys. Refer to your Housing Agreement for specific details.

**LAUNDRY**

The University does not provide linen services to students. Laundry rooms equipped with card-operated washing machines and dryers are available in each residence hall.

**MAIL**

Students who complete the check-in process are provided with a mailbox and key. Mailboxes are assigned at the time of hall registration. Additionally mailboxes are available for rent at the U.S. Post Office (on the ground floor of the University's Mordecai Wyatt Johnson Administration Building).

**RESIDENCE HALL MAILING ADDRESSES**

**Tubman Quadrangle (Baldwin, Crandall, Frazier, Truth and Wheatley Halls)**  
 2455 4th Street, NW • Washington, DC 20059  
 (202) 806-7388 office • (202) 332-2384 fax

**Bethune Annex**  
 2225 4th Street, NW  
 Washington, DC 20059  
 (202) 806-6001 office  
 (202) 332-2319 fax

**Carver Hall**  
 211 Elm Street, NW  
 Washington, DC 20001  
 (202) 806-7833 office  
 (202) 806-7861 fax

**Drew Hall**  
 511 Gresham Place, NW  
 Washington DC 20059  
 (202) 806-7379 office  
 (202) 578-7140 fax

**Howard Plaza Towers**  
 2251 Sherman Ave., NW  
 Washington, DC 20001  
 (202) 797-7148 office  
 (202) 483-9501 fax

**Cook Hall**  
 601 Fairmont Street, NW  
 Washington, DC 20009  
 (202) 806-7392 office  
 (202) 332-2391 fax

**Meridian Hill Hall**  
 2601 16th Street, NW  
 Washington, DC 20009  
 (202) 806-4114 office  
 (202) 806-9301 fax

**Slowe Hall**  
 1919 3rd Street, NW  
 Washington, DC 20001  
 (202) 806-7381 office  
 (202) 667-6130 fax

**Benjamin E. Mays Hall**  
 1400 Shepherd Street, NE  
 Washington, DC 20017  
 (202) 806-0500 office  
 (202) 806-0711 fax

**OFF-CAMPUS HOUSING**

The Off-Campus Referral Service maintains listings and apartment shopping booklets and an updated bulletin board with other vacancies and notices of roommates wanted. For more information, contact:

Off-Campus Housing Referral Service  
 Howard University Office of Residence Life  
 Tubman Quadrangle, Terrace Level  
 2401 4th Street, NW • Washington, DC 20059  
 Phone: (202) 806-6131 • Office Hours: Monday-Friday, 9:00a.m.- 5:00p.m.  
<http://howard.edu/residencelife/OffCampus>

**SHUTTLE BUS SERVICES**

The shuttle bus service is available to students to and from the main campus to the Residence Halls from 7:00a.m. – 12:00 midnight on weekdays and to 2:00a.m. on weekends. Blue “HU Bus Stop” signs indicate pick-up and drop-off locations. The shuttle runs between the main campus and Slowe, Carver, Drew, and Meridian Hill Residence Hall as well as the Law School (West Campus) and Mays Hall School of Divinity (East Campus). For more information, please call (202) 806-2000 or check-out the Howard University website.

**SUMMER HOUSING**

Limited University housing is available to students who are enrolled in the University for both summer sessions 1 and 2. Continuing students who want University housing for the summer session are required to file an “Application for Summer School Housing” with the residence halls or with the Office of Residence Life. The checkout date specified in the housing agreement will be strictly enforced. Housing will not be available beyond the checkout date. Room rent must be paid in full on or before the registration date for each summer session.

**HOWARD PLAZA TOWERS**

Owned by the University and managed by Pollinger Shannon & Luchs, the Howard Plaza Towers are located across from the main campus. This residential facility offers efficiencies, double studios, one-, two- and three-bedroom apartments with full carpeting and modern kitchens. The West Tower is designated for undergraduate students. The East Tower, which is unfurnished, is designated for graduate and professional students, students with families, and for faculty and staff. For further information, contact:

Property Manager • Howard Plaza Towers  
2251 Sherman Ave., NW • Washington, DC 20001 • (202) 797-7148

**TELEPHONE SERVICES**

The fee for basic telephone service is included in the room rate for all residence halls. Students are advised to bring their own telephone and utilize a long distance calling card for long distance access. The Office of Telecommunications, which is a part of Information Systems and Services, is responsible for student phone service. They can be contacted at (202) 806-2955 or through the Switchboard at (202) 806-6100.

**RESNET LABS**

ResNet Computer Labs, located in the residence halls, provide state-of-the art equipment and network access, and can be used for research, preparing papers, and exploring the Internet.

**COOKING POLICIES**

Regulations regarding electrical appliances in bedrooms are established to protect the health and safety of all residents. They are also required by the Safety Code of the District of Columbia, and the University’s insurance contracts, for the protection of its properties. Hot plates, electric fryers, large refrigerators, small ovens, microwave ovens and any other cooking appliances are strictly prohibited in students’ rooms.

Depending upon hall assignment, students may have a small refrigerator not to exceed 3.75 cubic feet, and an electric iron. The iron must be used only in the laundry room provided in each hall. Ironing on beds and dressers is prohibited and can result in the termination of your housing agreement. Candles and incense are also prohibited. Howard Plaza Towers provides apartment-style living accommodations. Each apartment includes a kitchen with a stove and refrigerator, where cooking is permitted. Cooking is also permitted in the kitchen facilities provided in Bethune Annex, Carver, Meridian Hill and Slowe Halls.

**CO-EDUCATIONAL VISITATION**

Visitation guidelines must be adhered to very strictly. Guests must be properly signed in and out of the building and must be escorted by the resident at all times. Residents will be held responsible for their guests’ actions during their visit.

**RESIDENCE HALL SECURITY**

With the exception of Mays Hall (Graduate Housing), each residence hall has 24-hour front desk coverage, live-in community directors, resident assistants and graduate assistants. The University Security Force patrols the campus and uniformed officers are stationed in some residence halls.

Each student is cautioned against careless actions and tampering with the locking devices on all residence hall doors, any other points of entry, and any safety equipment. Residents are also required to keep their keys and/or their access cards with them at all times, and are prohibited from lending keys/access cards or duplicating them.

The University is not responsible to anyone for loss of personal property in any building or on any part of the campus, whether the loss occurs by theft, fire, or otherwise. All students are encouraged to purchase an insurance policy for personal belongings.

**IMMEDIATE DISMISSAL FOR DRUGS AND WEAPONS**

Students found to be in possession of, or using, weapons or illegal drugs will be required to vacate University housing immediately and will lose housing privileges for at least two semesters and face other sanctions including disciplinary action and expulsion from the university, if appropriate, police action under D.C. law. No adjustment (no refund) will be made to room charges in such cases. The presence of drugs or weapons in a student’s room constitutes possession for these purposes.

This is a notice to all students that these matters are handled administratively and are not subject to the Student Judiciary or the Residence Halls Judiciary systems unless a hearing is requested in writing within 48 hours of the time of the discovery of the violation.

This zero tolerance policy is strictly enforced. A student who has been dismissed may submit a letter to the Dean of Residence Life asking to be reconsidered for housing at least three months before the start of the semester for which housing is requested. For more information on this policy, students may contact the Community Director of their residence hall.

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JOHN H. BURR GYMNASIUM  
 6TH STREET AND GIRARD STREET, NW  
 (202) 806-7141

GO BISON!! Truth, leadership, excellence and service must be the guiding values for all of Howard’s endeavors, including Intercollegiate Athletics. Varsity sports teams, “The Bison,” take on some of the country’s top competition. Howard University is a member of the National Collegiate Athletic Association (NCAA), competing in Division I and Division IAA in football.

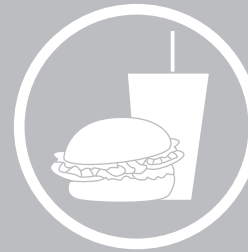
Most of Howard’s athletic teams compete in the Mid-Eastern Athletic Conference, the MEAC. The MEAC includes: Florida A&M, North Carolina A&T, Hampton, Bethune-Cookman, Coppin State, South Carolina State, Delaware State, Maryland-Eastern Shore, Morgan State and Norfolk State. Swimming competes in the Northeast Conference and men’s soccer in the Atlantic Soccer Conference. Scholarships (Grants-In-Aid) are offered in all sports. The women’s soccer team competes in the newly-formed United Soccer Conference.

**Men’s teams (8) are: Basketball, Cross Country Track, Football, Indoor Track, Outdoor Track, Soccer, Swimming & Diving and Tennis.**

**Women’s teams (11) are: Basketball, Bowling, Cross Country Track, Indoor Track, Lacrosse, Outdoor Track, Soccer, Swimming & Diving, Tennis, Volleyball and Softball.**

**HIGHLIGHTS**

- The 2006 Homecoming football game will be played at 1:00 pm, on Saturday, October 14th against Morgan State University at Greene Stadium.
- The MEAC Basketball Tournament will be played in Raleigh, N.C.
- In 2005, the women’s cross country team won its third MEAC Championship in four years.



**H-BOOK** | **STUDENT GOVERNMENT & ORGANIZATIONS**



**HOWARD  
UNIVERSITY**

Howard University Student Association

Greetings Bison!

Welcome to the Mecca and to another great year at Howard University. Your presence here will, no doubt, only add to the legacy of this esteemed institution.

You will find that the H-Book will become a useful guide throughout your Howard experience. This tool is full of valuable information that will aid you in your navigation of the Howard community.

Our platform, "Homecoming: The Return of HUSA," is designed so that we may hear and understand the issues that face you as students and best serve you by advocating on your behalf. As a Bison, you are as much a part of the Howard University Student Association (HUSA) as we are. Our vision and initiatives require your support, knowledge, and concerns in order to come to fruition.

We are excited about working with you. Feel free to come visit us in the Blackburn Center Suites 100-104 during business hours to bring us your problems, to volunteer, or to simply get to know us better. Also visit us online at <http://www.husaonline.org>. Through this website we will keep you up-to-date on events and initiatives from HUSA as well as the university. We promise to be visible and accessible tools for you throughout the year.

With warmest regards,

Marcus Ware  
HUSA President

William Roberts  
HUSA Vice President



Armour J. Blackburn University Center, Suite 102  
Washington, DC 20059

Telephone 202 806 7007  
Facsimile 202 806 9545  
[www.howard.edu](http://www.howard.edu)

Student government was established to provide a voice for the students. Participation in student government enables students to witness firsthand, the intricacies of governmental operations. Emphasis is placed on the effective coordination of traditional and innovative administrative policies. Three categories make up the student government organizations on Howard's campus: the Howard University Student Association, the Undergraduate and Graduate Student Assemblies and student councils.

**THE HOWARD UNIVERSITY STUDENT ASSOCIATION (HUSA)**

HUSA was established in 1961. Its purpose is to provide input into the University's decision-making process; to act as a spokesperson for the students; and to maintain communications concerning student interests in many segments within the University. HUSA is comprised of the entire student body, the legislative branch, known as the General Assembly, and all representatives elected to the Undergraduate Student Assembly (UGSA) and the Graduate Student Assembly (GSA). The President and Vice President are elected to administer the executive branch. The policy board interprets the HUSA Constitution and includes each student council president as a voting member. The office is located in Room 102, Blackburn Center. The phone number is (202) 806-7007.

**THE UNDERGRADUATE STUDENT ASSEMBLY (UGSA)**

UGSA represents the undergraduate student population. It was founded in 1973 for the purpose of providing a variety of entertaining and educational programs. The office is located in Room 108, Blackburn Center. The phone number is (202) 806-4144.

**THE GRADUATE STUDENT ASSEMBLY (GSA)**

GSA officers preside over an assembly of representatives from each of the graduate schools and programs. GSA sponsors programs that advance scholarship and its goals are to work for the usefulness of the Howard University graduate student community. The office is located in Room 111, Blackburn Center. The phone number is (202) 806-6651.

**STUDENT TRUSTEES**

Each year in the spring semester, students vote to recommend, one graduate and one undergraduate student to represent their respective student population on the Howard University Board of Trustees. Further information on the requirements for the student trustee positions is available upon request in the Office of Student Activities, Suite 117, Blackburn Center.

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There are over 130 recognized student organizations under the auspices of the Office of Student Activities from which students may choose to participate. New organizations may petition the University for official recognition by following the procedures listed under the “Recognition as a Student Organization” section and providing a presentation of sustainability over the course of one academic year. Further information may be obtained from the Office of Student Activities.

## STUDENT COUNCILS

Student councils are established in each school/college for the special interest of students in their respective school or college.

- Arts and Sciences Student Council
- Business Student Council
- Communications Student Council
- Dentistry Student Council
- Divinity Student Council
- Education Student Council
- Engineering, Architecture and Computer Science Student Assembly
- Graduate Business School Student Council
- Graduate Pharmacy, Nursing and Allied Health Sciences Graduate Student Council
- Graduate Student Council
- Medicine Student Council
- Pharmacy, Nursing and Allied Health Student Council
- Social Work Student Government Association
- Student Bar Association

## GREEK FRATERNITIES AND SORORITIES

Greek fraternities and sororities are primarily committed to academic excellence and community service. Membership requirements vary; however, University policy requires a minimum cumulative grade point average of 2.3, 30 credit hours earned at Howard University and matriculate with a full-time status to be eligible for membership. Many of the Pan-Hellenic organizations were founded at Howard University. For the Pan-Hellenic organizations, membership intake is only during the spring semester.

### Pan-Hellenic Council Greek Fraternities and Sororities:

- Alpha Kappa Alpha Sorority, Inc. – Alpha Chapter
- Alpha Phi Alpha Fraternity, Inc. – Beta Chapter
- Delta Sigma Theta Sorority, Inc. – Alpha Chapter
- Iota Phi Theta Fraternity, Inc. – Alpha Tau Chapter
- Kappa Alpha Psi, Fraternity, Inc. – Xi Chapter
- Kappa Alpha Psi Fraternity, Inc. – Theta Tau, Graduate Chapter
- Omega Psi Phi Fraternity, Inc. – Alpha Chapter
- Phi Beta Sigma Fraternity, Inc. – Alpha Chapter
- Sigma Gamma Rho Sorority, Inc. – Alpha Phi Chapter
- Zeta Phi Beta Sorority, Inc. – Alpha Chapter
- Pan-Hellenic Council, Howard University Chapter

### Non Pan-Hellenic Council Fraternities and Sororities:

- Alpha Phi Omega National Service Fraternity, Inc.

- Beta Alpha Psi, National Accounting Fraternity
- Chi Eta Phi Nursing Sorority
- Delta Sigma Pi Business Fraternity
- Eta Sigma Phi Classical Studies Honor Society
- Gamma Iota Sigma, International Risk Management, Insurance and Actuarial Science Collegiate Fraternity
- Gamma Sigma Sigma National Service Sorority, Inc.
- Kappa Kappa Psi National Band Fraternity
- Malika Kambe Umfazi Sorority, Inc.
- Phi Mu Alpha Sinfonia Fraternity of America, Inc.
- Shemsu Heru
- Sigma Alpha Iota Sorority, Inc.
- Tau Beta Sigma National Band Sorority, Inc.
- Ubiquity, Inc.

## REGIONAL ORGANIZATIONS

Regional Organizations encourage social cohesiveness among students from the same geographical location, and motivate students to get involved in campus activities and social/community service programs.

- |                                   |  |
|-----------------------------------|--|
| • Baltimore Club                  | • Missouri Student Alliance            |
| • California Student Association  | • New Jersey Club                      |
| • Chocolate City Club             | • New Yorkers Unlimited                |
| • Chicago People’s Union          | • North Carolina Club                  |
| • Connecticut Club                | • Ohio Club                            |
| • Floridians of Howard University | • Philadelphia Club                    |
| • Georgia Club                    | • Pittsburgh Club                      |
| • Illinois Club                   | • South Carolina Club                  |
| • Louisiana Club                  | • Tennessee Club                       |
| • Massachusetts Club              | • Texas Club                           |
| • Michigan Club                   | • Washington State Student Association |
| • Mississippi Club                |  |

## HONOR SOCIETIES

Honor societies have been established in each school and college to recognize and perpetuate excellence in various disciplines. Honor societies aim to promote scholarship and research, encourage a high standard of character, and conduct and recognize a high attainment of practice in related fields.

- Beta Gamma Sigma Honor Society
- Eta Sigma Phi Classical Studies Honor Society
- Golden Key International Honor Society
- Kappa Psi Pharmaceutical Fraternity
- Lambda Pi Eta Honor Society
- Psi Chi National Honor Society in Psychology
- Phi Beta Kappa Honor Society
- Phi Sigma Pi National Honor Fraternity
- Tau Beta Pi Honor Society

**HONORS PROGRAMS**

Honors programs have been established in three of the schools and colleges in order to promote the same standards of achievement and academic excellence as the University's Honor Societies. All three programs include an integrated honors curriculum whereby students attend honors sections of some of their required courses. Some honors programs, such as the School of Business, may have other requirements in which students must attend seminars, workshops, corporate retreats, case studies competitions, etc.

- Annenberg Honors Program, School of Communications
- College of Arts and Sciences Honor Programs
- School of Business Executive Leadership Honors Program

**CULTURAL CLUBS AND ORGANIZATIONS**

Cultural clubs and organizations provide a social outlet for international students and bring U.S. and international students together. These organizations also present programs and seminars about the culture of other countries. Please contact your local school or college about membership into the following organizations:

- African Student Association
- Haitian Student Association
- Afro-Latinos Making Alliances
- Cimarrones
- Caribbean Student Association
- International Students Association
- Ethiopian Rastafari Community

**RELIGIOUS STUDENT ORGANIZATIONS AND CHOIRS**

Religious student organizations and choirs involve themselves with civic work, services and social functions and emphasize religious concepts, ideals and beliefs held by each group.

**Organizations:**

- Alpha Omega Steppers for Christ
- Alpha Nu Omega Fraternity, Inc.
- Alpha Nu Omega Sorority, Inc.
- Andrew Rankin Memorial Chapel Liturgical Dance Ministry
- Christian Brothers United
- Christian Sisters United
- Deeper Life Fellowship
- Howard University Chapel Assistants
- Impact Movement
- Living Stones Worship and Arts Ministry
- ReJOYce in Jesus Campus Fellowship
- Sis2Sis
- Tom Skinner Campus Ministry (Noonday Prayer)
- Wednesday Night Live

**Choirs:**

- Howard Gospel Choir
  - Rankin Chapel Gospel Choir
  - Howard University Community Choir
- (See also Religion section for listing of Chaplaincies at Howard University)

**DEPARTMENTAL AND PROFESSIONAL ORGANIZATIONS**

Departmental and professional organizations provide useful opportunities and leadership experiences for students in their respective fields. These special interest groups focus on the furtherance of their respective disciplines.

- Actuarial Science Club
- American Institute of Architecture Students
- American Institute of Chemical Engineers
- American Marketing Association
- American Society of Civil Engineers
- American Society of Interior Design
- Association for Computing Machinery
- Charles Hamilton Houston Pre-Law Society
- Delta Sigma Pi International Fraternity
- Endustry Power Player
- Entertainment, Media, Sports and Law Club
- Environmental Society
- French Club
- Gamma Iota Sigma
- German Club
- Graduate English Student Association (G.E.S.A.)
- Graduate Political Science Association
- Graduate Student Advisory Council
- Health, Human Performance, and Leisure Studies Club
- Health Professions Society
- Howard Players
- Howard Scroll: The Social Justice Law Review
- Howard University Association of Black Journalists
- Howard University Film Organization
- Institute of Electrical and Electronic Engineers
- International Business Society
- Kappa Epsilon Professional Pharmaceutical Fraternity
- National Association of Black Accountants
- National Community Pharmacist Association
- National Society of Black Engineers
- National Society of Minorities in Hospitality
- Occupational Therapy Club
- Organization of Graduate Sociologists
- Orthopedic Surgery Interest Society
- Peer Health Educators
- Political Science Society
- Pre-Pharmacy Club
- Psychology Club
- Real Estate Club
- Society of Women Engineers
- Spanish Language Society
- Student National Medical Association
- Thomas B. Smith Biological Society
- University Fashion Council
- Women in Medicine

# ○○○ STUDENT ORGANIZATIONS

## CLUB SPORTS

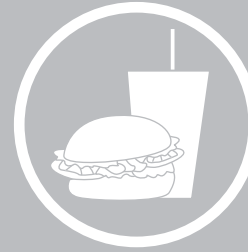
Club sports have been established to provide students, faculty and staff with an opportunity to further their athletic skills and, through competitive intramural and intercollegiate programs, achieve academic excellence.

- Badminton
- Billiards
- Bowling
- Chess
- Flag Football
- Judo
- Karate
- Soccer
- Spades
- Tae Kwon Do
- Table Tennis

## UNIVERSITY-WIDE ORGANIZATIONS

University-wide organizations encompass many areas of campus life, dedicated to serving the entire University. They serve a number of different purposes and appeal to a variety of interests. Membership is open to all students.

- American Red Cross
- America's Promise
- Amnesty International
- Bisexual, Lesbian and Gay Organization of Students at Howard
- Bisonette Dance Ensemble
- Bison Yearbook
- Campus Pals
- College Democrats
- College Republicans
- Circle K Club
- D.I.V.A
- Entrepreneurial Society
- F.R.E.S.H.H.
- Genesis Club
- Gentlemen of Drew Social Club
- Global Leadership Interlink
- Habitat for Humanity
- Homecoming Steering Committee
- Howard University Red Cross
- Impact Movement
- Kwame Toure Society
- Ladies of the Quad Social Club
- Meridian Hill Hall Dorm Council
- Martin Luther King Jr., Forensic Society
- National Association for the Advancement of Colored People
- National Council of Negro Women
- National Society of Collegiate Scholars
- National Society of Pershing Rifles
- Navigators
- N'CORBA
- Nsaa Dance Ensemble
- Poutre
- Roots Association
- Student-Parent Support Group
- Talented Tenth
- The Hilltop
- Transfer Student Association



**H-BOOK**

**CAMPUS SERVICES**

THE UNIVERSITY STUDENT HEALTH CENTER  
 GENERAL MEDICAL CLINIC & THE WOMEN'S CLINIC  
 2139 GEORGIA AVENUE, NW, SUITE 201  
 (202) 806-7540  
 WWW.HOWARD.EDU/STUDENTHEALTH  
 24 HOUR NURSE ADVICE LINE: 1-866-509-7715

**HOURS OF OPERATION**

**Fall and Spring Semester**

Monday, Wednesday, Friday 8:00 a.m. – 5:00 p.m.  
 Tuesday and Thursday 8:00 a.m. – 8:00 p.m.

**Summer Session and Breaks:**

Tuesday and Thursday 8:00a.m. – 4:00 p.m.

The Student Health Center provides full-time and part-time students with access to care for acute sickness and injuries, health promotion and disease prevention education. This information is only a brief description of student health requirements and services provided by the Student Health Center. Please refer to the "Guide to Health Services" brochure for a complete description of health services. The brochure is available at the Student Health Center and may also be accessed through the website, www.howard.edu/StudentHealth then simply click on "Medical Insurance."

**PREVENTION AND PUBLIC HEALTH LAW**

All students entering a school or college of the University for the first time or returning after an absence of a semester or more are required to submit a completed report of medical history and immunization record. The University must be compliant with all public health laws, regulations and guidelines related to prevention of communicable diseases. Students who have not received the appropriate vaccines risk contracting serious illness and infecting others, especially those who are pregnant or have chronic illnesses. Thus, all students enrolled at Howard University must provide written proof of immunity to vaccine preventable diseases as determined by the District of Columbia Immunization Law and documentation of tuberculosis screening. This documentation must be provided to the Student Health Center before any student will be permitted to register for classes. Students entering one of the University's Health Science schools may have some additional requirements. Please check with that school for those requirements. Specific Information on the health requirements can be obtained from the Student Health Center or from our website www.howard.edu/studenthealth by clicking on "Medical Forms."

**APPOINTMENTS**

Appointments can be made for all clinics by calling (202) 806-7540. If you must cancel or reschedule, please call us as soon as it is possible; this allows us to move patients who are waiting for appointments into your slot.

**URGENT CARE**

If you are acutely ill but think that you can wait 24 hours to be seen, call ahead to see if there is an available appointment the following day. Talk with the advice nurse if you are not sure. The nurse can assist you in deciding whether to wait or to come in right away for evaluation. Of course, you can always walk in if you feel that you are too ill to wait or call. You will see the triage nurse who will talk with you, check your vital signs and perform a nursing assessment of your medical problem. Then you will be advised to the next steps to provide you with appropriate care.

**TRANSPORTATION TO THE STUDENT HEALTH CENTER OR HOSPITAL**

If transportation is needed from the dormitory to the Student Health Center or to the Howard University Hospital, staff personnel in the dormitory shall be notified who will place the telephone call to the Campus Police or to an ambulance for the transport. The ambulance service shall only be used for emergency/life-threatening conditions. The number for the campus police is (202) 806-1100. Failure to follow these procedures may result in the student paying for the ambulance cost.

ANDREW RANKIN MEMORIAL CHAPEL  
 2371 6TH STREET, NW  
 (202) 806-7280  
 (202) 806-4641 (FAX)  
 HTTP://CHAPEL.HOWARD.EDU  
 EMAIL: CHAPEL@HOWARD.EDU

Since its inception in 1894, Andrew Rankin Memorial Chapel (Rankin Chapel) has been dedicated to the spiritual, ethical, intellectual, social and physical welfare of students, faculty, and administration. Rankin Chapel serves as the center of religious life at Howard University. The programs of Rankin Chapel guide the University community in its endeavors to promote interfaith dialogue and cooperation, deepen understanding and respect for diverse faiths, establish occasions for religious expression, nurture diverse faith traditions, and affirm and strengthen linkages between faith communities and all people of good will. Rankin Chapel carries out the University's commitment to preserve and celebrate the African American spiritual and religious heritage.

The Charter of Howard University contains no religious test or limitation. The University requires neither conformity to a religious position nor participation in any religious activity. The University recognizes, however, the place of religion in the University community and in the lives of its students. The Office of the Dean of the Chapel is the center where religious life is coordinated. As appointed chief executive officer for religious affairs at the University, the Dean of the Chapel manages the Andrew Rankin Memorial Chapel and the Dunbarton Chapel (located at the Law School Campus); coordinates the wide array of ministries sought by students and their parents, faculty, staff, and the wider community; participates in religious services and public programs at the University; and serves as a liaison between the University and religious organizations at the local, national and international levels. The Office of the Dean of the Chapel partners with the University Counseling Center and other student support services to conduct interventions around life issues such as bereavement. Through this partnership, the Chapel also develops programs of support for the University community around national and international crises.

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Dr. Bernard Richardson is the Dean of the Chapel and oversees the Spiritual and Ethical Dimensions of Leadership Initiative, a major leadership education program of the University. The Andrew Rankin Memorial Chapel is located at 2371 Sixth Street, NW. The administrative offices and the Office of the Spiritual and Ethical Dimensions of Leadership Initiative is located at 2395 Sixth Street, NW, on the ground floor of the Carnegie Building. Both offices are at opposite corners of Sixth Street and Howard Place and can be reached at (202) 806-7280.

**WORSHIP SERVICES**

Worship services are held every Sunday at 11:00 a.m. at Andrew Rankin Memorial Chapel or Cramton Auditorium on the main campus. The Chapel is one of the most historic and prestigious chapels in the nation and features nationally and internationally renowned preachers and speakers.

**SPIRITUAL AND ETHICAL DIMENSIONS OF LEADERSHIP**

The Spiritual and Ethical Dimensions of Leadership Initiative (SEDL) is a comprehensive program, funded by the Lilly Endowment Inc., to help students discern their vocation, discover their life’s purpose, and grow spiritually individually and in community. Through worship services, small groups, the Pre-Ministry Fellowship, workshops, service learning experiences, and exposure to national leaders, students are encouraged to explore their calling and to honor the gifts within them. Wednesday Night Live (WNL), a component of SEDL, is a midweek nontraditional worship service held monthly, designed and led by students. WNL features contemporary gospel music, spoken word, stepping, dance, and comedy. All students are invited to assist in planning the services and/or to participate in them. Contact the Chapel office for further information.

**CHAPLAINCIES**

Howard University has traditionally welcomed the on-campus participation of chaplains and chaplaincies supported by a denomination or religious organization. Chaplains are recognized as guests of the University. Howard University is a pluralistic campus and has been grateful for the willingness of faith groups to provide a chaplain for counseling, programming, teaching, and worship for members of our campus community.

Chaplaincies currently at Howard University are:

- Absalom Jones/Canterbury Student Association (Anglican/Episcopal/Lutheran)
- Baptist Student Ministry (Baptist)
- Howard University Adventist Student Association (Seventh Day Adventist)
- Howard University Baha’i Student Association (Baha’i)
- Howard University Muslim Community (Muslim)
- Howard University Newman Club—The Roman Catholic Chaplaincy
- Navigators Christian Fellowship (Non-denominational Christian)
- Tom Skinner Campus Ministry (Noonday Prayer) (Non-denominational Christian)
- Wesley Foundation United Methodist Campus Ministry (Methodist)

(Also see Student Organization section for a listing of Religious Organizations)

**THE COMMITTEE ON RELIGIOUS LIFE**

The Committee on Religious Life serves as an advisory and resource committee to the Dean of the Chapel. Members of the committee are appointed by the President of the University. The committee is composed of the Dean of the Chapel, administrative officers, faculty, and students of the University.

**THE RELIGIOUS FELLOWSHIP COUNCIL**

The Religious Fellowship Council (RFC) is made up of student representatives of officially recognized religious groups on the campus of Howard University in recognition of the different expressions of faith represented by the organizations. The purpose of RFC is to assist the Dean of the Chapel in coordinating religious activities on campus, to increase communication between organizations, to increase interfaith dialogue, and to provide opportunities for fellowship and programs to further understanding of different faith traditions.

**INTERFAITH FELLOWS PROGRAM**

The mission of the Interfaith Fellows Program is to create programs that will expose the greater Howard University community to different faith traditions and the multiple ways that issues of spirituality and ethics intersect with spheres outside of religion. Fellows are expected to think critically about the state and effects of religion in a secular society, particularly as it relates to their future career aspirations. The fellowship is open to all undergraduate and graduate students, and a diverse assembly of Fellows will be chosen who differ in age, major, campus activities, geographic origins as well as faith traditions.

The Fellows are expected to collectively produce at least six programs per year. The Fellows will have the responsibility of heading the committees that will plan and implement these programs, which will be based on the discussions from their closed meetings. A stipend will be given for the Fellows participation. Active participation and event planning are conditions for the Fellow’s receipt of stipend. For further information, please contact the Office of the Dean of the Chapel.

**RECOGNITION AS A STUDENT RELIGIOUS ORGANIZATION**

Student religious organizations at Howard University often involve themselves with community service and religious fellowship, with an emphasis on instilling and perpetuating the spiritual concepts, ideals, and beliefs held by each group. A group desiring to be recognized as a student religious organization must complete and file a Petition for Recognition as a Student Organization form, which should be secured from and filed with the Office of Student Activities.

Official recognition by Howard University as a student religious organization is a result of a recommendation by the Religious Fellowship Council, the Committee on Religious Life and the approval of the Dean of the Chapel. The Vice President of Student Affairs will grant final approval of the recommendation to recognize all student organizations, including religious organizations. Recognition in no way implies University endorsement or sponsorship of such organization’s events or activities. Recognition simply acknowledges the existence of an organization composed of at least ten (10) Howard University students, consistent with objectives and philosophy of the University, and meets an expressed need of the University and of the student body. Only recognized student organizations may be granted permission to sponsor events and activities on campus and to make use of University facilities for this pur-

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pose. Only recognized student organizations may use Howard University nomenclature as a part of their organization name and/or in representing themselves as associated with the University.

### Expectations and Responsibilities

Students and invited speakers and/or guests of religious organizations must observe the following:

1. Maintain respect for the various religious traditions represented at the University and the broader community, conducting programs of witness and enlistment in such a way that integrity and legitimacy of the individual who holds a given faith (or no faith) is not disparaged, coerced, or manipulated;
2. Maintain and respect the privacy of students in their residential environment;
3. Clearly advertise the group's sponsorship of all programs, study groups, surveys, etc. Obtain approval for publicity materials or newsletters from the Office of the Dean of the Chapel prior to their distribution.
4. Abide by university policies.
5. Participate in Religious Fellowship Council meetings. Failure to comply with these guidelines may result in the withdrawal of recognition.

### Guidelines for the Conduct of Religious Ministry

1. All literature produced and all advertisements published or posted must clearly identify the group sponsoring the event, program or meeting, include a telephone number and/or e-mail address where contact with the group can be made. University regulations concerning the placement of posters must be followed.
2. Neither religious workers nor a student member of religious groups may make unsolicited or random visits to any student's room. Religious groups may visit or solicit members of their own tradition if (a) the student to be visited or solicited has submitted a religious preference card indicating preference for the tradition or member group and expressing a desire to be solicited, or (b) the student has an affiliation with the group.
3. Students may make a witness to their religious commitments and invite others to attend meetings of a religious nature. However, if the hearer indicates a desire to cease the conversation, or to walk away from the one making the witness, or to refuse an invitation, such desire must be honored immediately.
4. Students invited to attend a meeting, whether social or programmatic, must be told the identity of the religious group issuing the invitation.
5. A student who accepts an invitation to a meeting of a religious group, and who then indicates a desire to leave the meeting, must be allowed to do so without the appropriateness of their departure being questioned.
6. Literature may be distributed in public places, e.g. city sidewalks. It must be possible for a passerby to reject the offer of literature and the distributor may not walk with the passerby without invitation to do so. Literature may also be distributed on campus, but the Dean of the Chapel must be notified so that appropriate places of distribution may be approved and the rights of the distributor as well as the rights of those persons to whom the material is being distributed be protected.

### CULT AWARENESS

Some groups on university campuses throughout the country profess a religious focus, but have potentially dangerous practices and influence. These groups and individuals will often target new students because they have not yet become fully acclimated to the environment or established healthy friendships and associations. These groups promote their agendas on campus although they are not recognized by either Howard University or the Office of the Dean of the Chapel. Some of these groups can be identified as cults. They are generally dishonest about their true identity and their agenda. They aggressively recruit and, in some unfortunate cases, harass students, particularly newcomers to campus. The following are some general characteristics of these groups:

- Wants members to follow a leader who claims divinity or a special relationship to God
- Desires members to be faithful to a leader who is sole judge of members' actions or faith
- Encourages members to separate from family and friends, especially if they do not share the beliefs of the group
- Encourages members to manipulate relationships with their families and friends
- Encourages members to withdraw from relationships with families and friends
- Asks potential members to confess all past sins to the members of the group
- Seeks to have total control over members' lives and wants influence in every decision members make
- Wants members to keep things secret
- Wants members to develop unhealthy emotional dependence on the group or leader
- Prohibits critical analysis or independent thinking
- Desires to destroy a member's ego
- Desires to diminish a member's sense of his/her self
- Exploits a member's or all members' finances
- Wants members to be part of an exclusive group
- Wants members to isolate themselves

If you believe that you are being recruited or harassed by a group you think might be a cult—or if you're concerned about a friend—contact the Office of the Dean of the Chapel.

The Office of the Dean of the Chapel is here to help you have a healthy, positive experience of your own spiritual journey while you're here at Howard University. Contact us for spiritual support and guidance. We look forward to being part of your spiritual journey.

THE HUB  
 2225 GEORGIA AVENUE, NW  
 (202) 238-2641  
 (202) 986-1981  
 WWW.BOOKSTORE.HOWARD.EDU

What was once the hub for weary travelers, is now the new Howard University Bookstore the “HUB” of the African American Cultural Experience. The HUB provides goods and service to the University community for its academic and administrative needs. The Bookstore currently operates two locations: The Main Campus Bookstore and the School of Law Bookstore.

**HOURS OF OPERATION**

Monday – Wednesday	9:00a.m. – 6:00p.m.
Thursday	9:00a.m. – 7:00p.m.
Friday	9:00a.m. – 6:00p.m.
Saturday	10:00a.m. – 4:00p.m.
Sunday	Closed

**DEPARTMENT NUMBERS**

General Books	(202) 238-2641
Customer Service	(202) 238-2650
Textbooks	(202) 238-2651
Computers	(202) 238-2653
Health Sciences	(202) 268-2654

The HUB stocks textbooks, general books, academic supplies, apparel, gifts, greeting cards, computer software and hardware, black art, and professional framing services. Many apparel, gift items, and books are now available for purchase on our website at [www.hubbookstore.com](http://www.hubbookstore.com)

The HUB frequently hosts author signings and events. For a schedule of events, visit our website at [www.hubbookstore.com](http://www.hubbookstore.com) and click events calendar.

SCHOOL OF LAW BOOKSTORE  
 2900 VAN NESS STREET, NW  
 (202) 806-8108  
 (202) 806-8461 FAX

**HOURS OF OPERATION**

Monday – Friday	9:00a.m. – 5:00p.m.
Saturday – Sunday	Closed

The School of Law Bookstore is located on the lower level of Holy Cross and serves the Law School students on the West Campus. It provides course books, study aids, legal outlines, school supplies, and convenience items.

THE ENVIRONMENTAL HEALTH AND SAFETY PROGRAM  
 HOWARD UNIVERSITY SERVICE CENTER, SUITE 208  
 2244 10TH STREET, NW  
 (202) 806-1033

The University operates a comprehensive Environmental Health and Safety Program that includes Occupational Safety, Environmental Compliance, Fire Safety, Accident Prevention & Investigation, Laboratory Safety, Hazard Communication, Hazardous Material Handling, BioSafety, Indoor Air Quality, Safety Training, Building Code Compliance, Safety Committee Advisory support and a number of other safety related services. The Board of Trustees has approved a written safety policy that covers all of the important aspects of the university’s safety operations and management. The Environmental Health and Safety office is located in Suite 208 of the Howard University Service Center, 2244 10th Street, NW, Washington, DC 20059, (202) 806-1033, (202)806-1230, (202) 806-1231 or (202) 806-1006. Non-occupational accidents or injuries (occurring on any of the campuses or impacted by Howard University operations involving students or visitors) should be reported to the Office of Environmental Health and Safety, along with complete details, as soon as possible. The office is open week days from 8:00a.m. – 5:00p.m. Accidents or safety related incidents that occur on weekends should be reported to the Campus Police Department.

**REPORTING FIRES AND OTHER EMERGENCIES**

Each Dormitory, Classroom and Administrative Building has an approved Fire Emergency Evacuation Plan specifically designed for that facility. You must become familiar with this plan. All building evacuations will occur when an alarm sounds and/or upon notification by a Fire and Emergency Attendant/Warden/Campus Police or DC Fire Department..

**1. What to DO if you Discover or Suspect a Fire**

- Sound the Alarm.
- Be aware that the DC Fire Department needs to be called immediately.
- Call the 9-911 system.
- Call the Campus Police Emergency Number 6-1100.
- Do Not use the elevators.
- Do Not take time to recover clothing, books or other belongings.
- Do Not run or create any condition that may cause panic.
- Move quickly away from the building (at least 50 feet) and proceed to a pre-designated Assembly Area.

**2. Reporting Fires**

Whenever any Fire and Emergency Attendant/Warden or Alternate that discovers a fire should take the following actions immediately.

- Sound the building fire alarm by pulling the nearest pull station. If the fire alarm fails to operate, warn the occupants by shouting “Fire” loudly as you leave the building. As soon as possible call 911 and report the building’s address, location of the fire and you name. After evacuation, the Attendant/Warden who pulled the fire alarm or discovered the fire should call Campus Police Emergency Number 6-1100.

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- If possible close doors behind you, especially the door to the burning room.
- Evacuate the building immediately using the nearest accessible stairwell or exit, or if you are an attendant go to your designated Assembly Area.
- Never attempt to fight a fire that may endanger your life.
- DO not use the elevators. Elevator shafts may fill with smoke or the power may fail leaving you trapped.
- Contact the first responding official campus police of fire department to provide additional information upon their arrival.

**3. When not to fight a fire**

DO NOT fight a fire:

- If the fire is spreading beyond the spot where it started
- If you can't fight the fire with your back to an escape exit
- If the fire can block your only escape route
- If you don't have adequate fire-fighting equipment
- If you have not been trained to use a fire extinguisher

Students should always remember that participation in Annual Fire Drills is mandatory and mandated by the DC Office of the Fire Marshal. In addition, any Emergency Response exercises conducted by the University Administration is also mandatory.

**CAMPUS POLICE**  
**2200 GEORGIA AVENUE, NW**  
**(202) 806-1100**

The Howard University Campus Police Department's (HUCPD) officers are available 24 hours to meet the security needs of the Howard Community. The main office is located in the University Service Center at 2244 10th Street, NW, 2nd Floor, and a substation is located at 2200 Georgia Avenue, NW. The department will alert students to crime hazards, and provide students with coping tools and information on campus crime and available prevention programs. The campus is equipped with a "Blue Light" emergency telephone system to alert the HUCPD of emergent security service needs. Officers also patrol the campus on foot, bicycles and motorized vehicles. Call (202) 806-1100 for assistance.

If you have any concerns or suggestions about security or law enforcement at Howard University, Please feel free to contact Lawrence W. Thomas, Interim Chief of Police at (202) 806-1102 or by e-mail: l\_w\_thomas@howard.edu

**CAMPUS POLICE/METROPOLITAN POLICE SUB-STATION**

The Metropolitan Police Department (MPD), in cooperation with the Campus Police Department (CPD), shares the Police Sub-Station in support of their commitment to provide a safe environment for the Howard University community. The Sub-station epitomizes the direct working relationship between the MPD and CPD. The station provides logistical support to the officers assigned to the area and dispenses crime prevention and law enforcement information. The station is located at 2200 Georgia Avenue, NW and the main telephone number is (202) 806-9245.

**OFFICE OF PARKING & SHUTTLE OPERATIONS**  
**ADMINISTRATION BUILDING, B-11**  
**(202) 806-2000**

**Hours of Operation: Monday - Friday 8:30a.m. - 5:00p.m.**

The Office of Parking & Shuttle Operations maintains and operates Howard University parking lots and shuttle services. The parking lots provide primary parking for faculty, staff, students, vendors, contractors and visitors to the campus. These resources are extremely limited and are managed through a permitting system designed to be safe, efficient and equitable. To effectively manage this limited resource, freshmen (first time in college) students are not eligible for parking privileges on University lots. Freshmen are discouraged from bringing a car to campus as street parking is limited and aggressively enforced by District of Columbia authorities.

Student parking is assigned through an online system. Online parking registration is held in April each year for the following academic year. Registration dates are announced in The Hilltop Newspaper and on the parking website ([www.howard.edu/administration/parking](http://www.howard.edu/administration/parking)). Student parking assignments that are not claimed at the beginning of the academic school year will go back into a pool and will be distributed via online registration on a "first come first serve" basis. The first come first serve registration dates will be announced in the Hilltop Newspaper. **The current cost of student parking is \$240.00 per year. Payment is charged to student's account.**

Commuter students are encouraged to use the Metro Transit System (Metro Bus and Metro Rail System services). The Metro Bus runs along Georgia Avenue and has five stops along main campus. The University provides shuttle services from the Howard-Shaw Metro station to main campus.

**1. Issuance of Parking Permits**

The Parking Office issues annual parking permits to faculty, staff and students. Parking assignments for staff and faculty are made through respective departments. Parking patrons are required to sign a completed parking registration application, a disclaimer and a University parking rules and procedures form. Patrons must notify the Parking Office of any changes affecting their registered vehicle(s). There is a \$40 replacement cost for lost parking permits. Registration of vehicle and valid parking permit are required at all times to park on campus parking lots. Failure to comply may result in your vehicle being ticketed and towed from University property.

**2. Display of Parking Permits**

Parking permit hangtags must be clearly displayed on the rear view mirror. Permits are not valid unless properly displayed. You must have a parking permit to park on any of Howard University's parking lots.

**3. Enforcement of the University's Parking Regulations**

The administration and enforcement of the University's parking regulations are not intended to diminish the responsibility of the Metropolitan Police Department for the enforcement of the District of Columbia traffic and vehicular regulations. All District of Columbia fines double after thirty (30) working days. Parking in unassigned lots, reserved spaces, fire lanes and emergency access lanes will result in a parking citation being issued and/or towing at the vehicle owner's expense.

University parking citations must be paid within thirty (30) calendar days from the date of issuance. Upon receiving three unpaid citations vehicles are subject to being booted or towed at the owner's expense. Citations may be appealed after the fine has been paid.

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**POST OFFICE**  
ADMINISTRATION BUILDING, G-22  
(202) 806-2009

The University Post Office is located on the ground level of the Administration Building in Room G-22. The hours of operation are 9:00a.m. – 4:30p.m., Monday through Friday. Regular mail services and sales are available. Postal money orders are sold and cashed from 9:00a.m. – 4:00p.m. Mailboxes are available for rent between the hours of 1:00p.m. – 3:00p.m. These boxes are for personal mail service only.

Notices of receipt of certified, registered, insured and express mail are made by the Post Office staff to the residence hall staff who will, in turn, notify students to report to the Post Office. Notifications to mail boxes in the Post Office are placed directly in those boxes. Students must present their HU photo identification when picking up mail.

**HU COMMUNITY ASSOCIATION**  
2731 GEORGIA AVENUE, NW  
(202) 806-4771

The Howard University Community Association was established on December 2, 1996 for the purposes of increasing the public’s accessibility to the life of the campus community, and facilitating the University’s involvement in the life of the community. Located on the southeast corner of Georgia Avenue and Girard Street, NW, the Association is an important community resource for information about the more than 100 University-sponsored programs, activities, and services as well as special events available to the public. In addition, the Association is a focal point for the University, community-planning and development efforts aimed at improving the quality of life in neighborhoods surrounding Howard’s campuses. These include housing rehabilitation and new construction in the LeDroit Park, Pleasant Plains, Bloomingdale and Shaw communities; infrastructure improvements; human service programming, economic development, cultural heritage and regional recreation planning activities.

In addition, the community Association actively engages community members and their leadership from area neighborhoods in a number of ways. The Association convenes quarterly Community Advisory Committee meetings and periodic working group meetings around issues community members identify as important to them. Association staff represents the University at civic association, advisory neighborhood commission, and other local government agency meetings, and participates in city- or community-sponsored workshops, charettes, seminars and forums. The Association is also the headquarters for Howard University’s service placement program called Project C.H.A.N.G.E. (Connecting Howard And Neighborhoods for Growth and Empowerment). Project C.H.A.N.G.E. recruits, trains, places and supports Howard University students, staff and faculty in service opportunities within schools and after-school programs, and health, community development and senior citizen service agencies in the surrounding community. The Association also serves as the home of the Howard University Jumpstart/ AmeriCorps Program. Jumpstart pairs Howard University students one-on-one with pre-kindergarten and Head-Start children for one school year in order to prepare them for successful academic achievement upon entry into elementary school.

**WHUR-FM**  
529 BRYANT STREET, NW  
(202) 806-3500

The University’s commercial radio station, WHUR-FM (96.3) has been broadcasting for more than 33 years and is a leading station in the Washington metropolitan area. The radio station has a clinical relationship with University faculty and students, especially those in Business, Communications and Engineering. The station is well respected for services to the greater Washington community. Among the many community services rendered by WHUR-FM are “ProjectHarvest,” an annual drive to feed the needy during Thanksgiving; “Give Me Shelter,” a 12-hour radiothon to raise money to help shelter victims of domestic violence; an annual coat and toy drive to benefit disadvantaged children.

**WHBC**  
WHBC has grown from its humble beginnings into a cutting edge college radio station. The station is located in the basement of Howard University’s John H. Johnson School of Communications. WHBC operates 24 hours a day, 7 days a week, broadcasting on Channel 51 of the University’s residential TV network (ResNet). On Channel 51, you can hear great music while watching your favorite on-air personality during their showtimes. Since WHBC is a student operated station we welcome any Howard University student that is dedicated and willing to learn. WHBC provides students with the opportunity to learn the radio profession hands on as well as networking with professionals in the radio industry. The experience you gain from working at WHBC can be used to transition into your career.

**DEPARTMENT OF ALUMNI RELATIONS**  
HOWARD HALL, 607 HOWARD PLACE, NW  
(202) 806-5857

The mission of the Department of Alumni Relations is to advance the welfare of Howard University. To accomplish this mission, the Department of Alumni Relations sustains a mutually beneficial relationship between the University and its alumni through the sponsorship of various on- and off-campus activities. One medium used by the Department of Alumni Relations to champion the objectives of Howard University is the Howard University Alumni Association (HUAA). The primary goals of HUAA are to strengthen alumni participation in local chapters and to garner financial assistance for Howard University’s student scholarships.

Membership in HUAA is open to all graduates and honorary degree recipients, as well as former Howard University students who completed at least one year and withdrew in good standing. HUAA membership is complimentary to each member of a graduating class for one-year only following his or her commencement exercise. Howard University faculty and administrative staff who are not degree holders from Alma Mater, but who seek membership in HUAA, can request approval from the Director of Alumni Relations.

Current students who want to contact Howard University alumni clubs located in their hometown, or who want to join professional alumni associations, can visit our website [www.howard.edu/alumni/alumni.htm](http://www.howard.edu/alumni/alumni.htm)

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LICENSING AND VENDING  
HOWARD UNIVERSITY SERVICE CENTER  
2244 10TH STREET, ROOM 401  
(202) 806-2414

The Office of Trademark Licensing and Vending authorizes and manages the sale or distribution of merchandise and consumables on the University campus. Policies are in place to protect the University and its students from unsafe or harmful products and liability.

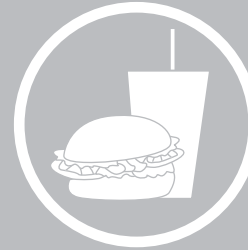
This office also administers the use and reproduction of the University’s trademarks, name and logos, ensuring that all products bearing the University name and logos are of a high quality and reflect positively upon the University.

**SHORT-TERM VENDING**

Authorized University student organizations must obtain a vending permit from this office to conduct fund-raising activities or to distribute products or consumables. Vending applications and brochures may be obtained at the Office of Student Activities and the Scheduling Office. All vending permit requests must be processed ten (10) business days prior to the planned event.

**USE OF UNIVERSITY NAME AND TRADEMARK**

The University has registered its name, logo and seal as trademarks. As such these marks are protected under applicable federal and local laws. Authorized student organizations must be pre-approved by this office to reproduce or to have a manufacturer reproduce the University trademarks on merchandise, for sale or distribution. The use of the University seal is further restricted to authenticating the highest official university documents and for display during major ceremonies. Exceptions for use of the seal are considered based on written request accompanied by justification and submitted to the Office of the President or the Office of the Secretary.



**H-BOOK**

**POLICIES & REGULATIONS**

**STUDENT CODE OF CONDUCT**

NOTE: A revised Student Code of Conduct and Judiciaries will be considered by the University Board of Trustees during the Fall of 2006. When a new Code is approved there will be full notification to Howard Community including implementation date.

**Preamble**

Howard University affirms that the central purpose of a university is the pursuit of truth, the discovery of new knowledge through scholarly research, the teaching and overall development of students, and the transmission of knowledge and learning to the world at large. The establishment and maintenance of a community where there is freedom to teach and to learn, however, is dependent on maintaining an appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruption.

Rules and regulations are necessary to mark the boundaries of this needed order. However, the rights of the individual demand that honesty, integrity, responsibility, and respect for persons and property must form the core values upon which those rules and regulations are based. All members of the University Community share a mutual responsibility to practice these values.

It is expected that student conduct will be in concert with and supportive of the University's central purpose and core values. Examples of prohibited student behavior are described in this Student Code of Conduct ("Code"). Circumstances that reasonably indicate a violation of the Code will give rise to the immediate consideration of adjudication through the University's judiciary system.

The Code is applicable to all validated (officially enrolled) students, and all persons admitted to any academic program, activity or event. The terms "student" or "students" as used in this Code refer only to those who meet this definition.

It is the responsibility and duty of students to become acquainted with all provisions of the Code. It is presumed that every student, from the date of his/her initial enrollment at the University, has knowledge of the Code, the Academic Code of Conduct, the University Code of Ethics and Conduct, as well as, policies and procedures contained in the H-Book, the Bulletin and the Student Reference Manual and Directory of Classes. All students are deemed to have agreed to the Code and are required to adhere to the Code as a condition of their enrollment as a student of the University.

**SECTION I: SCOPE, LIMITATIONS, AND APPLICABILITY OF THE CODE**

The Code applies to incidents occurring on campus and, as further explained below, to some situations occurring off campus. Incidents that involve students and that occur at institutions that are part of the Washington Metropolitan Area Consortium of Universities are also subject to this Code.

The actual daily administration, enforcement, and operation of the University's judicial program is delegated to the Office of the Dean for Special Student Services (ODSSS).

This Code does not address academic offenses. The University's schools and colleges administer the academic judicial system. Students must contact the appropriate school or college for information on disciplinary procedures regarding academic issues.

Judicial action against any student committing a violation of the Code off-campus will be considered on a case-by-case basis upon filing by a complainant of an Allegation of an Off-Campus Violation of the Howard University Student Code of Conduct form. The complainant must obtain the form from the ODSSS and it must be submitted to that office not later than 10 working days after the alleged violation. After review of the form, ODSSS will make a determination of its appropriateness for University judicial action. Examples of off campus matters that would typically be excluded from adjudication under the Code are landlord/tenant disputes, and certain personal business matters with off-campus entities, and non-violent domestic issues. Judicial action will be taken, however, with respect to any student convicted of or charged with a felony.

Depending on the severity of the charge, students who violate the Code are subject to suspension or expulsion and also may be barred from all University-owned and operated property and all University sponsored events and activities.

The consequences are serious for students who are charged and/or found guilty under this Code. Therefore, any member of the University community, who knowingly and willfully misuses the procedures of the Code to harm another member of the University Community shall be subject to disciplinary action.

**SECTION II: COOPERATION WITH LAW ENFORCEMENT AUTHORITIES**

The University cooperates fully with law enforcement authorities. Violations of the Code that are also violations of federal or local law, may be referred, therefore, to the appropriate non University authority. In such situations, a case may proceed concurrently under this Code while it is also being processed under the criminal justice system.

The Howard University Campus Police (CP) work closely with area law enforcement agencies, particularly the Washington, DC Metropolitan Police Department (MPD). CP officers have full powers of arrest, search and seizure on all University-owned and operated property, and are usually the first to respond to calls for police services on campus. However, complainants may request that MPD respond to any reported offense or incident that may violate the law.

**SECTION III: STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES**

With appreciation for the tradition of freedom of expression on campus, the University reasserts its commitment to the fostering of and tolerance for differing viewpoints. We acknowledge that points of view will diverge and that some students will believe it necessary to express themselves by means of protest. The University cannot tolerate, however, disruption to its academic mission or means of protest that interfere with the legitimate rights of others.

**1. General Rights And Freedoms**

Students shall have the following rights and freedoms:

- A. As members of the University Community, all students are guaranteed freedom of expression, inquiry and assembly, the right to form a student government, organize groups, to join associations in support of any cause or common interest, and to peacefully protest, provided that, such activity is conducted in a legal manner, is in accord with University regulations, and does not abridge the rights of others.
- B. Students have the right of fair access to all educational opportunities and benefits available at the University in an environment that is safe, free of invidious harassment, discrimination, or intimidation.

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- C. Students have a right to privacy in accord with the policy expressed in the Family Educational Rights and Privacy Act of 1974 (FERPA).
- D. Students have the right and responsibility to report, in good faith and without fear of retaliation, violations of this Code, the University Code of Ethics and Conduct, and violations of any other policy of the University, to appropriate academic or administrative officers of the University.

**2. Procedural Rights and Freedoms**

Students accused of violating this Code have the following rights:

- A. To have access to all University policies and procedures regarding the functioning of the judiciaries.
- B. To be informed of and to have explained as required the charges pending against him/her.
- C. To be free from intimidation by University charging officers to coerce admissions.
- D. To face his/her accuser(s) and have the opportunity to cross-examine them and any witnesses.
- E. To be free from searches or seizures unless based on reasonable cause. In accordance with written procedures approved by the Vice President for Student Affairs, searches and seizures may be made by the Vice President for Student Affairs and his/her designee, housing staff, University officers and officials, and Campus Police.
- F. To a fair and impartial judicial hearing before an appropriately appointed judicial board, appeal board, or Administrative Hearing Officer.

**3. Responsibilities**

All students share the following responsibilities:

- A. To read, become familiar with and adhere to the Code, the University’s Code of Ethics and Conduct, the Academic Code of Conduct, the Student Reference Manual, the H-Book, and the relevant academic Bulletin of the School or College in which the student is enrolled.
- B. To respect the personal and property rights of others and to act in a responsible manner at all times.
- C. To protect and foster the intellectual, academic, cultural, social and other missions of the University.
- D. To observe the laws of local, state and federal governments.

**SECTION IV: EMERGENCY ACTION**

As the Chief Executive Officer of the University, the President holds the ultimate authority in matters of student discipline. On rare occasions, this authority may be exercised on an exigent basis to protect University property and/or the health and safety of the University Community.

Unless otherwise exercised or modified by the President, this emergency authority is delegated to the Office of the Dean for Special Student Services (ODSSS).

Therefore, if at any time the President or the Dean for Special Student Services reasonably determines that a student poses a threat to University property or the safety, health, or welfare of the University Community, the President or Dean may take emergency administrative action to immediately suspend that student’s registration until a hearing is

convened and a decision rendered. Except in extenuating circumstances, ODSSS is to convene such a hearing within seven business days of the suspension action.

**SECTION V: SPECIAL PROVISIONS ON STUDENTS CHARGED WITH OR CONVICTED OF A CRIMINAL ACT**

A student charged with a crime by any local, state, or federal entity may be suspended by the Dean for Special Student Services, with the approval of the Vice President for Student Affairs, and after consultation with the Office of General Counsel. The term of suspension will be from the date of the charge until a judicial hearing can be convened. A suspension may be imposed by the Dean if: (1) presence of the student is considered a danger to the health and welfare of the Howard University Community, or (2) the student’s presence would otherwise interfere with the mission of the University. Except in extenuating circumstances, the hearing will be held within seven business days of the suspension.

It is the University’s policy that a student convicted of a felony shall be expelled from the institution. The decision on the continued enrollment of any student convicted of a misdemeanor will be made on a case-by-case basis by the ODSSS, appealable to the Vice President for Student Affairs.

**SECTION VI: FILING A COMPLAINT AND REQUEST FOR UNIVERSITY JUDICIAL ACTION AND NOTIFICATION OF THE ACCUSED**

Reports of violations of the Code may come from a written incident report taken by Campus Police. If a charge of a violation of the Code is not made by such a report, it is the responsibility of the complainant to take action to pursue adjudication of a violation. First, the complainant must review the Code to determine the specific provisions violated. Second, it is necessary to obtain, fully complete, and file, a Request for Adjudication of an Alleged Violation of the Student Code of Conduct form. More than one provision may be cited. The forms are available in ODSSS.

The accused individual is notified by ODSSS of an alleged violation by letter and/or telephone call and will be asked to report to ODSSS for an interview.

**SECTION VII: INITIAL ADMINISTRATIVE ACTION ON ALLEGATIONS OF VIOLATIONS OF THE CODE**

If a determination is made by ODSSS that a violation of the Code may have occurred, the complainant(s) and the accused will be contacted by ODSSS.

Each party will be required to put in writing their full version of what occurred. The accused will be informed of the allegation and related information, given an opportunity to provide his/her version of the facts, and allowed to plead “Guilty” or “Not Guilty”. Statements of the complainant and accused are shared with both parties, if requested.

If the accused fails to respond within six (6) working days of the date of the communication, the Dean for Special Student Services may proceed with scheduling and convening a hearing to adjudicate the matter.

A plea of “Not Guilty” by the accused will result in an automatic remanding of the case to the appropriate judicial board or to an Administrative Hearing Officer. The accused and the complainant will be notified by mail of the date and place of the hearing.

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All “Guilty” pleas by the accused will result in an ODSSS review of the case and determination of appropriate sanction(s) to be imposed. The complainant will receive written notification of the sanction(s). The sanction(s) may be appealed in writing to ODSSS using the process for Filing an Appeal outlined in Section XVI, except that the Dean for Special Student Services may appoint an Appeals Hearing Officer during periods when an Appeals Board cannot be convened.

**SECTION VIII: PROHIBITED BEHAVIORS**

The following is an illustrative list of the types of conduct that are prohibited by this Code. It includes not only actual conduct, but also attempts to engage in such conduct. A reasonable suspicion that a student has engaged in such prohibited conduct, or attempted conduct, will result in the immediate consideration of disciplinary action under this Code.

**1. Safety**

- A. Causing or creating a fire or any other condition that jeopardizes the safety of individuals.
- B. Tampering with safety measures or devices, such as alarm systems, fire extinguishers, exit signs, emergency phone systems, smoke or heat detectors, fire hoses, security systems, locked exterior doors, and sprinkler systems.
- C. Failing to conform to safety regulations, such as falsely reporting an incident, failure to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms, inappropriate use of the alarm system, and similar conduct.
- D. Falsely reporting the presence of a bomb or any other dangerous device or condition.

**2. Firearms**

Possessing, using, storing, or transporting firearms, other weapons, explosives, fireworks, ammunition or dangerous chemicals (except as authorized for use in class, or in connection with the University-sponsored research or other approved activities).

**3. Discrimination**

Engaging in verbal or physical behavior directed at an individual or group that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available from or through the University.

**4. Harassment**

Engaging in verbal, electronic, visual, written or physical behavior directed at an individual or group that, in the view of a person of reasonable sensibilities, is likely to provoke or otherwise result in negative or injurious response or reaction. This behavior may include:

- A. Making an expressed or implied threat affecting another person’s academic pursuits, University employment, or participation in activities sponsored by the University or organizations or groups related to the University;
- B. Engaging in unwarranted retribution or interference with respect to such pursuits, employment or participation; or
- C. Creating an intimidating or demeaning situation or environment or inflicting psychological or emotional harm, or undue stress.

**5. Sexual Harassment**

The “Howard University Policy Against Sexual Harassment and Gender Based Discrimination in Education Programs and Activities” covers students as well as employees. With respect to academic programs and activities, “sexual harassment” shall mean unwelcome sexual advances, requests for sexual favors, and other electronic, verbal, visual, written or physical conduct of a sexual nature, when:

- A. submission to such conduct is made either explicitly or implicitly a basis for any decision affecting the terms or conditions of participation in any such program or activity or status in an academic course;
- B. such conduct has the purpose or affect of unreasonably interfering with a student’s educational right, privilege, advantage, or opportunity; or
- C. such conduct is so pervasive or severe that it creates an intimidating, hostile, or offensive environment for learning and has no reasonable relationship to the subject matter of the relevant course of instruction.

**6. Assault**

Any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the victim reason to fear bodily harm constitutes an assault. An assault may be committed without actually touching or striking, or doing bodily harm. Self-defense may be a mitigating factor to this charge, depending on the circumstances.

**7. Sexual Assault**

A sexual assault and all incidents of “criminal sexual conduct” as defined by the District of Columbia Code.

**8. Battery**

An encounter in which physical contact occurs or is threatened between two or more persons with weapons, blows, or other personal violence and that may include pushing, shoving, and other acts of physical abuse. Self-defense may be a mitigating factor to this charge, depending on the circumstance.

**9. Alcoholic Beverages**

Violation of the University’s Alcoholic Beverages Regulations and Guidelines, including:

- A. The sale, service, possession or consumption of an alcoholic beverage in academic facilities, including classrooms, studios, theaters, auditoria and/or laboratories, is prohibited.
- B. Consumption of alcoholic beverages in the residence halls, not in accordance with the District of Columbia laws pertaining to the purchase and consumption of such beverages, is also prohibited.
- C. Student organizations affiliated with schools and colleges may not serve alcoholic beverages at events without the expressed approval by the academic dean of the school or college and the Director of Student Activities regarding the location and conditions of possession and consumption. If approved, alcoholic beverages may not be consumed outside of the designated areas for the event.
- D. Student organizations serving alcoholic beverages at off-campus events may not identify these events as University-sponsored or sanctioned.
- E. After consuming alcoholic beverages students must assume full responsibility for their conduct as it relates to the need for good judgment, moderation, respect for the rights of others and the legal regulations of the jurisdictions involved.

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**10. Drugs/Controlled Substances**

The University has a “zero” tolerance policy on the improper use of controlled substances that expressly prohibits:

- A. The illegal possession, use, distribution, and/or sale of a controlled substance.
- B. The illegal possession, use, distribution and/or sale of drug paraphernalia.
- C. Aiding or abetting the illegal possession, use, sale, or distribution of controlled substances or drug paraphernalia.

**11. Hazing**

Hazing is defined as conduct that causes or intends to cause psychological, emotional or physical harm to any person as a part of initiation into or affiliation with any campus-based organization.

**12. Forgery, Fraud, Dishonesty**

Altering or misusing official University forms, documents, records, stored data or identification, or knowingly furnishing false information to University officers, officials, faculty and/or employees or providing such information involving or referring to the University to off-campus organizations, institutions, or individuals. Making false statements in public or private, including knowingly false charges under the Code. Further, students may not use the seal, logo(s), motto, trademarks, or other intellectual property of the University without written permission from the University’s Office of General Counsel.

**13. Property Damage**

- A. Unauthorized removal, destruction or damage of University property, or property under University custody or control.
- B. Destroying, removing or damaging the property of others on University premises or at University-sponsored activities.

**14. Theft**

Stealing property and/or services; knowingly possessing or transporting stolen property; or improperly converting the property of another for personal use.

**15. Unauthorized Entry, Use, or Trespassing**

Entering or using University facilities or property, or property in the custody or control of the University, for an improper purpose or without proper authorization, or assisting others to do so.

**16. Organization and Event Registration**

Failing to comply with policies and regulations governing the registration of student organizations, events on campus, or the use of University facilities or resources.

**17. Compliance**

Failing to comply with the directions of an authorized University official, faculty, or staff member acting in the performance of his or her duties or any other person responsible for a University facility or registered function acting in accordance with those responsibilities.

**18. Smoking**

Smoking is prohibited in all indoor areas of University-owned and operated property.

**19. Disruptive Conduct**

Acting in a manner that impairs, interferes with, or obstructs the orderly conduct, processes, or functions of the University or of any person or persons on University owned or operated property.

**20. Electronic Communication**

Using University telecommunications and data communication networks for illegal or improper purposes or in violation of University regulations and policies.

**21. Harboring**

Knowingly harboring on, or transporting to, University owned or operated property a fugitive, student, employee, or any other individual who has been officially barred from the University or for whom there is an outstanding warrant.

**22. Contracts**

Students as individuals or representatives of student organizations are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability for Howard University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

**23. Established Policies and Procedures**

The failure to observe any provision of the University Code of Ethics and Conduct, the H-Book, or appropriate school/college bulletin, pertaining to personal conduct or behavior.

**24. Violation of Criminal Codes of the Local, State, or Federal Governments**

On or off-campus actions or activities that violate criminal law, also violate the Code.

**25. Embezzlement**

Unauthorized acquisition and/or use of funds belonging to or under the stewardship of any University unit, organization, or individual.

**26. Contempt of, or Interference with, Any Judicial Program Actions or Activities**

Failure to respect the judicial program or process, including failing to appear for a meeting or hearing if requested to do so, interfering with attendance by any person or persons mandated to attend a meeting or hearing, or interfering with the hearing or judicial process of any judicial board or administrative hearing. Acting in a threatening or harassing manner towards hearing participants before, during or after a hearing.

**27. Media Contact**

Students are expressly prohibited from speaking on behalf of or for Howard University with any media organization or publication, or from inviting same to any University-owned or operated property, facility, or event without the expressed permission of the Office of University Communications.

**28. Presenting False Testimony**

Knowingly making false statements regarding a judicial matter before, during, and after the judicial adjudication process.

**SECTION IX. UNIVERSITY-WIDE JUDICIAL BOARDS AND HEARINGS; ADMINISTRATIVE HEARINGS AND OFFICERS; APPEAL HEARINGS AND BOARDS; ADMINISTRATIVE APPEAL HEARINGS AND OFFICERS**

The adjudication of alleged violations of the Code is conducted by a duly appointed University-wide judicial board, or by an Administrative Hearing Officer.

**1. Judicial Boards**

There shall be University-wide judicial boards as follows:

- A. University-Wide Judicial Board for Undergraduate matters;
- B. University-Wide Appellate Board for Undergraduate matters;
- C. University-Wide Judicial Board for Graduate and Professional Student matters;
- D. University-Wide Appellate Board for Graduate and Professional Student matters.

Members of the University-wide judicial boards shall be selected from a pool of students, faculty members, and administrators trained by ODSSS. The pool of board members are those qualified appointees submitted by University officers, deans of the schools and colleges, the Faculty Senate, ODSSS, the Howard University Student Association (HUSA), and any other undergraduate or graduate student governing bodies approved by the Vice President for Student Affairs. Organizations shall select potential appointees according to their internal policies and procedures. Volunteers may also be part of the pool if they meet the qualifications for the category of their status at the University and they submit the “Offer to Volunteer for University Judicial Program” form to ODSSS. Names of volunteers and appointees to sit on judicial boards for an academic year must be received not later than the end of the second week of classes of the fall semester of each year. ODSSS shall provide at least two written requests for names to officials and organizations. In the event that appointments are not made by the deadline by the appropriate student and faculty organizations, ODSSS shall appoint persons to the board pool from the faculty and student body, subject to the approval of the Vice President for Student Affairs.

The judicial boards have jurisdiction over all students subject to the Code. They are responsible for reviewing and evaluating all of the relevant information, conducting hearings, rendering a decision of guilt or innocence, and making recommendations for sanctions, if any, to the Dean for Special Student Services.

The membership of the judicial boards is as follows:

Each board shall be comprised of nine (9) members. No fewer than four (4) members must be students who meet the qualifications outlined below. The remaining members shall be from the pool of qualified faculty and administrator appointees or volunteers who meet the qualifications outlined below.

- A. Undergraduate Students:
  - i. Validated for the semester(s) of service.
  - ii. In good academic, disciplinary and financial standing.
  - iii. At least 12 credits earned at time of appointment.
- B. Graduate/Professional Students
  - i. Validated for the semester(s) of service.
  - ii. At least one semester of enrollment by the time of appointment.
  - iii. In good academic, disciplinary and financial standing.

- C. Faculty
  - Must have been a member of the University faculty for a minimum period of one year at the time of appointment.
- D. Administrator/Staff
  - Must have been an employee of the University for a minimum of one year at the time of appointment.
- E. Chair
  - The Dean for Special Student Services shall appoint a faculty member or administrative staff member of each board to act as Chair.

**2. Administrative Hearings**

Adjudication of a violation of the Code may also be handled through an administrative hearing process conducted by an Administrative Hearing Officer rather than through a judicial board.

An administrative hearing may be used under any of the following circumstances:

- A. A student charged with a violation elects the administrative hearing process in lieu of a University-wide judicial board or appeal board hearing.
- B. The Dean for Special Student Services determines that it is not possible or practical to convene a judicial board or appeal board at the time the case is scheduled (e.g., summer sessions, semester breaks, lack of quorum, spring break, etc.) and it is in the University’s best interest to have the case heard expeditiously.
- C. The nature of the case is such that the Dean for Special Student Services believes the best interest of the student and/or the University would be better served by the use of an administrative hearing. If the complainant or the accused object, either may appeal this decision in writing to the Vice President for Student Affairs, within five (5) business days following notice of the Administrative Hearing. The Vice President shall render a decision within 3 business days.

**3. Administrative Hearing Officers**

Administrative Hearing Officers shall be selected by the Dean for Special Student Services from a pool of qualified and trained administrative staff members and faculty members. The Administrative Hearing Officer is responsible for reviewing all of the relevant information, conducting a hearing, rendering a decision of guilt or innocence, and making recommendations for sanctions, if any, to the Dean for Special Student Services. The hearing officer shall be the sole judge of the relevancy and admissibility of evidence presented for consideration.

**4. Appeal Boards**

Any student found “Guilty” by a University-Wide Judicial Board or Hearing Officer and, thereby subject to sanctions, may appeal the decision. (See Section XVI: Appeal of a Judicial Hearing Decision.) A request for reconsideration of a decision or recommended sanction(s) shall be submitted by the Dean for Special Student Services to the appropriate Appeal Board.

Each appeal board shall be comprised of seven (7) members. No fewer than three (3) members shall be qualified students. The remaining members shall be qualified faculty members, administrator appointees or volunteers.

Members of the appeal boards must meet the same qualification standards as members of the University-Wide Judicial Board. However, a member serving on a University-Wide Judicial Board shall not serve on an Appeal Board on the same case.

A faculty member or administrator who is a member of the board will be appointed by the Dean for Special Student Services to serve as Chair of each appeal board. A majority of five (5) will constitute a quorum.

**5. Administrative Appeal Hearing**

An appeal of a decision by a University-Wide Judicial Board may be handled through an administrative hearing process by an Administrative Appeal Hearing Officer rather than through an Appeal Board. An administrative appeal hearing will be convened at the discretion of the Dean for Special Student Services. If the accused objects, she/he may appeal this decision in writing within five (5) business days to the Vice President for Student Affairs. The Vice President will render a decision within 3 business days. In addition, a student filing an appeal may elect to request such a hearing.

**6. Administrative Hearing Appeal Officers**

Administrative Appeal Hearing Officers are selected and trained by the Dean for Special Student Services. The Administrative Appeal Hearing Officer is responsible for meeting with the Chairperson of the University-wide Judicial Board, reviewing all documents from the case file and hearing, and for conducting the appeal hearing. The Officer shall be the sole judge of the relevancy and admissibility of evidence presented for consideration. The qualifications for an Administrative Appeal Hearing Officer shall be the same as for an Administrative Hearing Officer.

**SECTION X: HEARING PARTICULARS**

**1. Notification of Hearing**

The ODSSS shall notify the members of the appropriate judicial board (or the hearing officer, as appropriate), the accused student(s), and the complainant(s), in writing, of the date, place, and time of a scheduled hearing not less than ten (10) working days prior to the hearing date (excluding holidays). Both the complainant and the accused shall be informed that they are responsible for contacting their own witnesses, informing them of the hearing, and ensuring their attendance at the hearing. Such notification shall be hand delivered, mailed or delivered to the local address of record. Witness lists are to be submitted to ODSSS at least two (2) days prior to the hearing. Upon request, ODSSS will make copies of the witness lists available to the opposing sides. Upon request, ODSSS will provide letters for professors of students absent from class due to participation in a judicial procedure explaining the students' absence from class.

**2. Notification of Inability to Attend a Hearing**

If either the accused or the complainant cannot attend a scheduled hearing due to compelling circumstances, he/she must notify ODSSS as soon as this fact is known. Written documentation of extenuating circumstances must be provided. Failure to adhere to this policy may result in additional judicial action and/or conducting the proceeding without the benefit of the absent persons participation.

**3. Document Access**

The accused and complaining student(s) shall have reasonable access to all of the relevant case documents that are maintained by the ODSSS.

Documents shall also be available to members of the boards or hearing officers for review prior to a hearing. The documents prepared by ODSSS and submitted during the hearing, as well as the statements given, will constitute the record of the board or of the hearing officer in an administrative hearing.

**4. Briefings and Consultations**

Board chairs, board members, and hearing officers may be briefed by ODSSS on factual and procedural matters. Legal advice will be provided to such individuals by the Office of General Counsel.

**5. Failure to Attend**

A student accused of violating the Code, who has received appropriate notification to attend a scheduled hearing but fails to do so, may be considered in contempt of the judicial process and subject to further judicial action by the Dean for Special Student Services. The board or hearing officer may elect to proceed with the hearing without the accused and render a decision based on the evidence presented.

A witness with evidence critical to the adjudication of a violation of the Code given reasonable notification of a hearing who refuses to attend may be considered in contempt of the judicial process and subject to possible judicial action.

**6. Rules of Evidence and Legal Representation**

Howard University judicial proceedings are not subject to standard legal rules of evidence or civil or criminal courtroom procedures and protocols. Rather, boards and administrative hearing officers shall make a determination based on whether the record makes it more probable than not that the charges are true.

The accused and the complainant may consult their personal legal counsel in preparation for a hearing, however attorneys are not allowed to attend a judicial hearing or to represent a student at a hearing. A student may, however, elect to have a peer advisor at a hearing, who shall serve in an advisory capacity only. Peer advisors must be students in good academic, disciplinary and financial standing with the University.

**7. Scope of Evidence Considered in a Judicial Action**

The Board Chair or Administrative Hearing Officer shall be the sole judge of the relevancy and admissibility of evidence presented for consideration.

**SECTION XI: PROCEDURES FOR CONDUCTING A JUDICIAL HEARING**

**1. Closed Hearings**

All hearings are closed, except to those persons directly involved (board members, complainant(s), the accused, and witnesses), unless the board determines otherwise.

**2. Witnesses**

In those situations when a Campus Police Officer(s) may have taken a report and/or investigated an incident relevant to the proceeding, the complainant or the accused may request the Officer to attend and/or participate in a hearing as a witness. Such attendance or participation will be permitted if it is determined by the Board or Hearing Officer that the CPO's presence will facilitate the finding of facts. The complainant or the accused should contact Campus Police directly to make such a request and, at the same time, notify ODSSS of the request.

Only those persons with direct knowledge of the incident shall be allowed to appear as witnesses. No character witnesses are allowed.



**3. Postponement**

A one-time request for postponement by either the accused or the complainant(s) may be considered by ODSSS, and granted only when ODSSS determines that there is a compelling reason for the delay. ODSSS will set a new date for the hearing and notify all parties involved. Further requests for postponement do not have to be considered, and a hearing may be held in the absence of either party.

**4. Quorum Requirement**

A two-thirds majority of appointed board members is considered a quorum necessary to conduct business, including receiving evidence and rendering a decision. Only members present may vote.

**5. Role of the Chair**

The Chair of a judicial board has the responsibility of conducting the hearing in a fair and equitable manner, and of taking such action as necessary to sanction or mitigate disruptive or inappropriate behavior.

**6. Burden of Proof**

The complainant carries the burden of proof to establish the guilt of the accused. The accused should be prepared to respond to charges against him/her with witnesses and/or documents, as appropriate.

**7. Steps In the Hearing**

Each hearing shall follow a standardized format. Copies of the Procedures for Conducting a Judicial Hearing may be secured from ODSSS.

**8. Deliberation, Decision Making and Reporting Results to ODSSS**

- A. Deliberations shall be conducted with only board members, University Counsel, and ODSSS staff present.
- B. Boards shall consider only such information as may constitute the record.
- C. Verdicts as to guilt or innocence and recommended sanctions shall be determined by a simple majority vote of the Board, except that recommended sanctions of suspension and expulsion require a two-thirds vote.
- D. The Chair of the board shall prepare a written report of the hearing’s finding(s), including the basis(es) for the finding(s) and shall submit it to ODSSS. For those findings of “Guilty” there shall be recommendations for sanctions. The Chair signs the report on behalf of the board. ODSSS will provide notification to the accused and complainant of the board’s determination.

**SECTION XII: PROCEDURES FOR CONDUCTING A HEARING BY AN ADMINISTRATIVE HEARING OFFICER**

**1. Closed Hearings**

All hearings are closed to anyone other than those persons directly involved (ODSSS staff, University Counsel, the complainant, the accused, and witnesses), unless the hearing officer determines otherwise.

**2. Witnesses**

Only those persons with direct knowledge of the incident shall be allowed to appear as witnesses. Those attesting to character alone are not allowed to serve as witnesses. A list of any witnesses speaking on behalf of the accused or complainant must be submitted to the Office of the Dean of Special Student Services not later than two (2) days prior to the hearing.

**3. Postponement**

A one-time request for postponement may be considered and granted by ODSSS only when it determines that there is a compelling reason for the delay. In that event, ODSSS will set a new date for the hearing and notify all parties involved.

**4. Role of the Administrative Hearing Officer**

The Administrative Hearing Officer is responsible for conducting the hearing in a fair manner and for recommending such action(s) as necessary to sanction or control disruptive or inappropriate behavior.

**5. Burden of Proof**

The complainant has the burden of proof to establish the guilt of the accused. The accused should be prepared to respond to charges and evidence presented against him/her with documents and/or witnesses, as appropriate.

**6. Steps in the Hearing**

Hearings shall follow a standardized format. Copies of the procedures may be obtained from ODSSS.

**7. Deliberation, Decision Making, and Reporting Results to ODSSS**

- A. The Administrative Hearing Officer shall consider all information in the record.
- B. The Hearing Officer shall prepare a written report including any recommended sanctions, and submit the report to ODSSS. The ODSSS shall notify the accused and the complainant of the Hearing Officer’s determination.

**SECTION XIII: NOTIFICATION OF HEARING OUTCOME**

The Dean for Special Student Services shall review the recommendations of the Board or Hearing Officer and shall make a final determination on sanctions. ODSSS shall then prepare a written memorandum setting forth the decision and any sanctions and notify both parties within 20 twenty working days after receipt of the report. ODSSS reserves the right to delay notification when it determines that such delay is in the best interest of the University.

When deemed necessary or appropriate by ODSSS, it shall notify relevant University officers, officials, units and organizations of hearing outcomes and sanctions.

**SECTION XIV: DISCIPLINARY SANCTIONS**

The purpose of disciplinary sanctions for violations of the Code is to educate students about responsible behavior as members of the Howard University Community, to maintain order, and to protect the rights of others.

Students found guilty of violating the Code are notified of any sanctions by ODSSS, which also monitors compliance with the sanction. There is no set sanction for any particular offense, with the exception of automatic expulsion for a felony conviction. Judicial Boards and Administrative Hearing Officers evaluate each case individually. Sanctions will be determined individually and will be consistent with the severity of the offense.

**1. General Terms**

- A. Parents of minor or dependent students who receive a disciplinary sanction may be notified of that action by the University.
- B. The University reserves the right to apply any sanction for a violation of the Code that, in its sole discretion, appropriately addresses the gravity and frequency of the offense. One or more sanctions may be imposed for any offense. Prior offenses are cumulative, and any student found guilty of the same offense or a second offense of equal or greater magnitude, may be suspended or expelled from the University. Evidence of prior violations of the Code, however, may be considered after a determination of guilt has been made as part of the process of determining sanctions.
- C. Sanctions are imposed under the Code without regard to student classification, prospective graduation date, the time in the semester or term when the violation occurs, scholarship status, or any other factor.
- D. Students who have not completely fulfilled their sanctions may be allowed to participate in General Mandatory Registration for the subsequent semester if all other financial and academic conditions have been met. However, their registration will be canceled if they fail to comply with all the stipulations of the sanctions within the time limit set.
- E. The imposition of sanctions will be a matter of record in the ODSSS.

**2. Types of Disciplinary Sanctions**

One or more of the following sanctions may be imposed for any violation of the Code. The failure to perform a sanction, as directed, can lead to the imposition of more severe sanctions, including suspension or expulsion.

- A. **Disciplinary Warning or Reprimand**  
A disciplinary warning or reprimand is an official written statement of censure. It is used when a student's behavior is unacceptable but is considered to be minor and/or unintended. It includes a warning that any other violation of the University's Code for which the student is found guilty will result in more severe disciplinary action. The written statement shall be delivered to the student.
- B. **Letter of Apology to the Aggrieved Party**  
A student may be required to write a letter of apology to the aggrieved party. A draft copy of the letter must be provided to ODSSS for prior approval.
- C. **Requirement to Seek Counseling**  
This sanction may be imposed when a student was found guilty of engaging in disrupting or uncivil behaviors. In such case, the student shall be required to provide evidence to ODSSS of attendance and completion of counseling by a qualified professional.
- D. **Participation In or Conducting Special Workshops or Seminars**  
A student may be required to participate in, or to develop, advertise and present special workshops or seminars related to a Code violation. In such a case, the student may be required to present a typed, summary of the activity to the ODSSS.
- E. **Research Assignments**  
A student may be required to complete a research assignment on a topic related to the Code violation within a specified deadline.

F. **Mandatory University or Community Service**

A student may be required to perform work assignments at the University or in the local community.

G. **Restitution**

Restitution is reimbursement to compensate for personal injury, property damage, or misappropriation of University or other personal property. It may be in the form of money or services, subject to the discretion of the Hearing Officer or Judicial Board.

H. **Disciplinary Probation**

Disciplinary probation may be imposed for a specified period of time. A student who is under disciplinary probation will not be permitted to participate in intramural, intercollegiate or club sports, or student clubs and organizations. Such a student may not represent the University in any public function, competition, or performance, hold office in a student organization, or be eligible to join a fraternity or sorority.

Students receiving scholarships for any activities enumerated above may have that scholarship suspended or terminated. Decisions regarding scholarships will be made by the Vice President for Student Affairs in consultation with the Dean for Special Student Services, and other appropriate University officials.

I. **Limited Term Suspension**

Suspension is appropriate in cases of serious misconduct or in cases when a student has violated a condition of disciplinary probation, or has failed to meet the stipulations of lesser sanctions. A student may be suspended from the University for the remainder of the semester (or Summer session) in which the sanction is applied, or any portion thereof, for the next semester, or for any other additional periods determined appropriate by the University.

Suspensions are recorded on the student's permanent record (official transcript). Students suspended from the University are required to return their student identification cards, room keys, and other University property and shall be barred from the campus for the duration of their suspension. Exceptions may be granted to this prohibition by ODSSS if it first determines that the barred student must enter University property for the purpose of conducting official business. If a student returns to the campus without permission during the period of suspension, his or her eligibility to be readmitted to Howard University is jeopardized and such persons may also be charged with unlawful entry and, thereby, made subject to arrest.

J. **Indefinite Suspension**

Indefinite Suspension provides for all conditions described in Limited Term Suspensions but does not give a specific date for the consideration of readmission of the suspended student. This sanction is used in cases of extremely serious misconduct when evidence of rehabilitation must be presented by the student and accepted by the Vice President for Student Affairs before the student is readmitted.

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K. Expulsion

Expulsion is the most severe sanction that the University may impose. Expulsion is permanent dismissal from the University. In addition, the student is not eligible for readmission to the University and permanently barred from Howard University owned or operated property and from all University-sponsored events. Expulsions are recorded on the student's permanent record (official transcript). Students expelled from the University are required to return any student identification cards, room keys and other University property and must leave campus immediately upon notification of being expelled. An expelled student may not return to the campus and is permanently barred from Howard University owned and operated buildings or property and from all University-sponsored events. If an expelled student returns to the campus, he or she will be charged with unlawful entry and may be arrested. An expelled student's relationship with the University is severed permanently.

**SECTION XV: PROCEDURE FOR READMISSION AFTER JUDICIAL SUSPENSION**

A student temporarily suspended will be considered for readmission only after filing a Request for Readmission After Judicial Suspension form with the Office of the Dean for Special Student Services.

ODSSS shall inform University officers or officials, including the appropriate academic and administrative deans, the Vice President for Student Affairs, the Office of the President, and the Office of the General Counsel of the disposition of the matter.

**SECTION XVI: APPEAL OF A JUDICIAL HEARING DECISION**

**1. Criteria for an Appeal**

A "Guilty" verdict and/or the sanctions imposed may be appealed. However, an appeal will reverse or modify a decision only if one of the following criteria is met. It should be noted that an appeal is not an opportunity to have a new hearing on the matter. As described below, an appeal can only be used to reverse an error or to consider important information that was not available at the hearing.

A. Process

An important procedure leading up to or during the original hearing was ignored or so flawed that the hearing was not fair and impartial.

B. Substantive Error:

There was an error in identifying or interpreting the controlling and relevant University policy or standard of conduct and this substantially affected the hearing and resulted in the accused being denied a fair hearing outcome.

C. New Evidence:

Relevant new evidence has surfaced that could have materially affected the decision or finding of the board or hearing officer. This evidence must be produced and substantiated or documented, and it is required that proof be provided that this information was not available at the time of the hearing.

D. Disproportionate Sanction:

The sanction levied is manifestly unjust because it is overtly disproportionate to the offense.

**2. Process for Filing an Appeal of Judicial Action**

An Appeal of Judicial Action form must be submitted to ODSSS by the student found guilty within five working days of receipt of the letter of notice of hearing outcome. The form should be typewritten or printed very legibly, with an attached statement not more than five double-spaced pages in length. The statement must clearly specify the grounds on which the appeal is being made, and have attached any supporting documentation. Each case may be appealed only once.

**3. Appeal Review Process**

The written appeal must be submitted to ODSSS. ODSSS will forward the appeal to the Chair of the appropriate Appeal Board. The Chair shall have the authority to determine if the appeal could reasonably be expected to meet at least one of the four stated criteria. If the Chair so rules, he/she will set up an appeal hearing and notify the parties of its date, time, and location. If ODSSS determines that an Appeal Board cannot be convened, (e.g., between semesters or at the end of a semester or lack of quorum), it will appoint an Administrative Appeal Officer to review the matter, determine if a hearing is warranted, schedule a hearing, and notify the student

**4. Appeal Hearing**

Appeal hearings will be limited to a presentation of evidence by the appellant that directly addresses the grounds for an appeal. The Chair of the University-Wide Judicial Board may be asked to attend, but no witnesses may be called. Appeal hearings will follow a standardized format.

**5. Remedies on Appeal**

The following actions may be taken by a majority vote of the Appeal Board members present and constituting a quorum:

- A. Affirm the findings of the original Board or Hearing Officer.
- B. Affirm the findings, but change the sanction(s) levied.
- C. Overturn the finding of the original Board or Hearing Officer and remand to the original Board for a new hearing.

**6. Notification of Finding**

The results of an appeal review will be sent directly by the Chair to the student who initiated the appeal, the original complainant, and ODSSS, within 20 working days of the Board's decision. For cause, the Dean may grant the Chair an extension. If the case is remanded for a new hearing, the ODSSS will contact the student about that new hearing. At the discretion of the Dean for Special Student Services, a different University-Wide Judicial Board may be asked to hear the case.

**7. Limitations**

- A. Each case may be appealed only once. Therefore the finding of the designated Appeal Board is final and binding.
- B. Only the accused may file an appeal.
- C. Appeals filed after the stated deadline will not be considered, except in compelling circumstances as determined by the Dean for Special Student Services.

**8. Stay of Sanction(s) During the Appeal Process**

The Dean for Special Student Services will determine if the sanction(s) imposed on an appellant will be stayed pending the appeal process.

**SECTION XVII: REVISIONS OF THE STUDENT CODE OF CONDUCT AND JUDICIARIES**

**1. Periodic Review**

The ODSSS will conduct a full formal review of the Code at least every five years, or at such other times as it deems appropriate to determine if the Code should undergo a full revision process.

**2. Procedure for Revision**

If it is determined that the Code is in need of full revision, the procedure for developing a new document for recommendation to the Board of Trustees will be as follows:

- A. A committee composed of an equal number of faculty, administrative staff and students will be appointed by ODSSS to review the “Code” portion of the document and to make recommendations for changes. The pool of those eligible to serve will come from names submitted by University officers, deans of the schools and colleges, the Faculty Senate, the Howard University Student Association (HUSA), and other authorized and approved undergraduate and graduate student governing bodies using their own internal policies for such selections. In the event that, after at least two notices, names are not submitted, ODSSS shall make appointments.
- B. The draft of the revised Code is completed by ODSSS and forwarded to the Vice-President for Student Affairs, the Office of the Provost, and the Office of the General Counsel for review and comment.
- C. An open forum, appropriately advertised, will be held to allow for discussion of proposed changes to the Code. Comments and concerns will be considered in completing the final draft.

**3. Forwarding for Approval**

The final document will be authored by ODSSS and forwarded through the Vice President for Student Affairs to the President for final review and revisions and for presentation to the Board of Trustees for consideration.

**4. Amendments**

Amendments to the Code deemed necessary by the Dean for Special Student Services during periods between formal full reviews and revisions will be prepared by ODSSS and forwarded through the Vice President for Student Affairs, and General Counsel, to the President for approval and implementation.

*Approved by the Board of Trustees on June 2, 2000*

**STUDENT ACADEMIC GRIEVANCE PROCEDURES**

**The Informal Procedure Process**

- 1. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g. grade dispute with instructor.
- 2. If the student is unable to resolve the dispute with the primary party of the dispute then, the student is advised to seek the intervention of his/her department chairperson.
- 3. All disputes which are not resolved at the departmental level are then brought to the Dean’s Office, where upon the Dean or his designee will seek to reach an informal resolution through mediation between the parties.
- 4. If the mediation at the Dean’s level fails, then the student’s grievance is consigned to the committee designated by the school/college to address student grievances herein referred to as the Student Grievance Committee.

**The Formal Process**

- 1. Student grievances which are consigned to the Student Grievance Committee must be specified in writing and given to the Dean or his designee.
- 2. A student written statement, along with supportive evidence, constitutes a case document which will be submitted to each member of the committee.
- 3. The second party to dispute is also requested to provide the Office of the Dean with his or her account of the matter in dispute, which becomes part of the case document that is forwarded to the committee.
- 4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.
- 5. After the date has been set, each party to the dispute is sent a certified letter which informs him/her of the charges, date of the meeting, as well as a statement requesting his/her presence.
- 6. During the hearing, the student presents his/her case; after the accused party is allowed to present the other side, each side is permitted to have witnesses to testify on their behalf.
- 7. Following the hearing, members of the committee after deliberation on their assessment of the case should be resolved.
- 8. The committee’s decision is sent to the Dean of the School/College in the form of a recommendation.
- 9. The Dean then informs the student in writing of the decision, which may be based upon the committee’s recommendation or upon a modification of it.

*Approved by the Board of Trustees on April 23, 1994*

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**READMISSION AFTER ACADEMIC SUSPENSION**

A student, after being suspended, is not eligible to apply for readmission for at least one semester. A request for readmission shall be initiated by a written application to the Dean. A faculty committee shall review the case and render a decision based on the academic achievement level during the period of enrollment and other relevant factors. Such decisions made 30 days prior to the registration period shall be valid for the next registration period.

**Readmission Procedures**

In the event that your attendance is interrupted, please follow the procedures listed below:

- I. In general
  - A. Students upon graduation, cannot return to the same school or status (as an FSR), but must be considered either graduate/ professional, unclassified, or seeking another undergraduate degree and must pay the \$25.00 application fee.
  - B. Regulations relating to returning students require that all students who are absent from or not registered at the university for one entire semester (Summer School not included) must apply in advance for readmission.

**ACADEMIC CODE OF STUDENT CONDUCT**

Howard University is a community of scholars composed of faculty and students both of whom must hold the pursuit of learning and search for truth in the highest regard. Such regard requires adherence to the goal of unquestionable integrity and honesty in the discharge of teaching and learning responsibilities. Such regard allows no place for academic dishonesty regardless of any seeming advantage or gain that might accrue from such dishonesty. To better assure the realization of this goal, any student enrolled for study at the university may be disciplined for the academic infractions defined below.

**Definitions of Academic Infractions**

- 1. Academic cheating-any intentional act(s) of dishonesty in the fulfillment of academic course or program requirements. This offense shall include (but is not limited to) utilization of the assistance of any additional individual(s), organization, document or other aid not specifically and expressly authorized by the instructor or department involved. (Note: This infraction assumes that with the exception of authorized group assignments all work shall be completed by an individual student only, without any consultation or collaboration with any other individual, organization, or aid.)
- 2. Plagiarism-to take and pass off intentionally as one’s own the ideas, writings, etc., of another, without attribution (without acknowledging the author).

**Administration of the Code**

The authority and responsibility for the administration of this Academic Code of Conduct and imposition of any discipline upon any particular student shall vest in the faculty of the school or college in which the student is enrolled but may be delegated by the faculty to the dean of the school or college in which the student is enrolled. The dean shall be assisted in this responsibility by any faculty members and administrative officers in the school or college the dean shall consider appropriate.

Any student accused of an infraction of this Code shall have a right to a limited hearing, as described herein, of the charges against him/her before a committee of faculty members, at least three in number, none of whom shall be the accuser or witness to the alleged infraction.

The committee may be either a standing committee of the school or college whose responsibilities are considered appropriate by the dean to conduct a hearing under this Code, or a committee appointed by the dean for the special purpose of conducting only a particular hearing or all such hearings that may arise during an annual period. The hearing committee shall be chaired by a member designated by the dean and the chairperson shall have the right to vote in cases of a tie vote.

**Procedure**

- 1. Any faculty member who has knowledge of an infraction of this Code shall assemble all supporting evidence and identify any additional witnesses to the infraction and make this information known to the dean of the school or college in which the student is enrolled as soon as possible after the date of the infraction.
- 2. Upon being notified of an alleged infraction of this Code, the dean shall, as soon as possible, consider the weight of the assembled evidence and, the dean shall notify the alleged offender of the charge(s) against him/ her together with a designation of a hearing time and place where the accused may respond to the charge(s). The hearing date shall be as soon as possible after notification to the accused of the charge(s) against him/ her. The dean shall similarly notify the hearing committee members of the time and place of the hearing together with identification of the accuser and the accused.
- 3. The “limited hearing” authorized by this Code is not an adversarial proceeding. Constitutional principles of “due process” are not applicable to these proceedings. The faculty member concerned shall present the case for the university. Both sides shall be allowed to present witnesses and evidence in support of their positions concerning the charge(s). However, no legal counsel for either side shall be allowed. The members of the hearing committee may question the accused and the accuser and examine all evidence presented. The standard of proof for the proceeding under this Code shall be the standard of “substantial evidence.” The proceeding may be tape recorded but will not be transcribed.
- 4. After the hearing of the charges against the accused, the hearing committee shall, in closed session, vote by secret ballot to sustain or reject the charge(s). If the charges are sustained, the committee shall then recommend the disciplinary penalty to be imposed upon the student. The chairperson of the committee shall transmit the results and recommendation of the hearing committee to the dean as soon as possible after the hearing.
- 5. Upon receipt of the results and recommendations of the hearing committee, the Dean shall, as soon as possible, notify the student of these results and recommendations, including notification that the student may appeal directly to the dean for litigation of any disciplinary penalty recommended by the hearing committee. The student shall have five working days to make such appeal from date of receipt of notification.
- 6. After hearing any appeal from a student the dean shall be authorized to determine the appropriate academic penalty under the circumstances. The dean may sustain the recommendation of the committee concerning the penalty or may reduce or increase the severity of the penalty. The dean’s decision shall be communicated to the student as soon as possible and shall be final.

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**Penalties**

The minimum disciplinary penalty imposed upon a student found to have committed an infraction(s) of this Code shall be no credit for the course assignment or examination in which the infraction(s) occurred; however, a more severe penalty, such as failure in the course involved or suspension from the university, may be imposed depending upon the nature and extent of the infraction(s).

*Approved by the Board of Trustees on January 24, 1987*

**ACADEMIC PROBATION, SUSPENSION AND READMISSION POLICY**

Effective Fall 1998\*, the probation, suspension, and readmission regulations of the undergraduate schools and colleges are revised to read as follows:

A student enrolled in any of the undergraduate schools and colleges whose cumulative grade point average is less than 2.0 at the end of the first semester or any subsequent semester will incur academic probation.

Students who have achieved junior status or are in the professional phase of the following programs will incur probation if their cumulative grade point average falls below 2.5: Education, Pharmacy, Nursing, and Allied Health Sciences.

**Regulations Governing Students on Probation**

1. Students on probation must adhere to the following conditions for continued enrollment:
  - A. Enroll in a maximum of 13 credit hours if full-time, and seven hours if part-time.
  - B. Establish and maintain contact with their designated school/college advisor (Dean, faculty advisor, advisory center, or student services unit) for academic advising, counseling, assistance, and referral to support services at least once per month.
2. Probationary status will be removed when the student has achieved a cumulative average of at least 2.0.
3. Probationary status must be removed within one semester, exclusive of summer sessions, or the student will incur suspension.
4. Any student who voluntarily withdraws from the University while on probation will be subject to stipulations as a condition for readmission.

**Academic Suspension**

1. Any student who fails to remove his/her probationary status within one semester, exclusive of summer sessions, will be suspended. Official notification of suspension will be in writing from the Office of Enrollment Management.
2. A one-semester extension of the probationary period may be requested by appealing in writing to the Dean of the School or College no later than 60 days prior to the first day of classes for the Fall semester and 15 days prior to the first day of classes for the Spring semester.
3. If the appeal is granted, the student will be required to follow specific stipulations during the extension period.
4. If the appeal is denied, the student is not eligible for readmission for at least one semester.

**Readmission After Academic Suspension**

1. Requests for readmission must be initiated by submitting at least 60 days prior to the registration period:
  - A. An application for admission to the Office of Enrollment Management; and,
  - B. A completed petition for readmission to the school or college in which the student was last enrolled. The request should include a description of the student's activities during the suspension period, the steps that have been taken to ensure success if the request is approved, and appropriate supporting documentation.
2. Requests for readmission will be reviewed by an admission committee, which will render a decision based on the student's previous academic record, contents of the request for readmission, and other relevant factors.
3. Upon readmission after suspension, students must adhere to the conditions outlined below. Failure to meet these stipulations will result in suspension from the University.
  - A. Establish and maintain contact (at least once per month) with designated school/college advisor (Dean, faculty advisor, advisory center, or student services unit) for academic advising, counseling, assistance, and referral to support services.
  - B. Enroll in appropriate courses in the Center for Academic Reinforcement and/or other support programs as stipulated by the admission committee.
  - C. Enroll in a maximum of 13 credit hours if full time, and seven credit hours if part time, until the cumulative grade point average meets the requirement for removal of probation.
  - D. Remove all deficiencies during the next semester of enrollment (or the next semester when the courses are offered) before proceeding with the published program for their degree.
  - E. Earn a minimum grade of C in each course or earn the required grade point average stipulated by the admission committee until the cumulative grade point average meets the requirements for the removal of probation.

*Approved by the Board of Trustees on June 6, 1998*

\*These revised regulations apply to students entering Howard University in the 1998 Fall semester. Continuing students, who maintain uninterrupted matriculation, are governed by the probation, suspension and readmission regulations that were in effect at the time of their admission.

**ATTENDANCE REGULATIONS**

All students are expected to attend classes regularly and promptly. Students who are absent from classes or laboratory periods are held responsible, nevertheless, for the entire work of the course. Members of the faculty will hold students responsible for regular and prompt class attendance. Any student who does not take a scheduled midterm or final examination must obtain the approval of his instructor in order to take a substitute examination. A student who does not secure such approval will receive a grade of zero for the examination missed.

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**POLICY GOVERNING THE MAINTENANCE OF STUDENT RECORDS**

IT IS THE POLICY OF THE BOARD OF TRUSTEES OF HOWARD UNIVERSITY THAT: Students should have access to information about themselves in the university record keeping systems. An individual student shall be accorded the right to correct or amend, upon reasonable request, an inaccurate record. Information contained in a student's educational record file shall not be disclosed or used for purposes other than authorized university purposes without his or her written consent, unless required by law.

Student files shall be retained for a reasonable period of time. The Office of the Provost is hereby charged with the responsibility of implementing the policy within the following guidelines.

**Guidelines**

1. Confidential Nature of Student Records. Student educational records, except as herein set forth in this policy statement, shall be kept confidential, with respect to requests made by all persons other than appropriate school officials, as determined by the President, or other Executive level officers of the University or parents of a dependent student, as defined for income tax deduction purposes in Section 152 of the U.S. Internal Revenue Code.
2. Release of Information to Investigators. When written consent has been received by the university from a student who is the subject of a governmental or employment investigation, information requested by such investigator from records or such students may be released through authorized staff personnel of the university within whose offices such records are maintained upon proper identification of the investigator. Investigators must adequately identify themselves through the display of official credentials, indicate the agency they represent and demonstrate a satisfactory basis for their request. Even as to such investigators, information in student records not priorly released will be withheld if a student timely notifies the Office of Enrollment Management in writing that he or she has withdrawn his or her prior consent. Student consent forms with reference to their educational records should be filed with the Office of Enrollment Management who will in turn notify appropriate offices of the university that such consent has been given and in the event such consent is withdrawn will direct these offices to discontinue release of such information.
3. Student Educational Records. The Office of the Provost shall prepare annually a list of the various categories of student educational records extant in the university. This list shall be promulgated in such ways as to afford students an opportunity to know of the kinds of records kept and their location. The list shall contain a summary explanation of the kinds of records kept under each category (i.e., Academic Records, etc.), and the cost, if any, which will be charged to the parent or student for reproducing copies of such records. It shall be known as the Student Educational Records List.
4. Student Addresses and Telephone Numbers. Officers and employees of the University will not normally release addresses or telephone numbers of students to persons not officially connected with the University. There may be an exception in cases of emergencies. Requests under claimed emergencies will be referred to the Office of the Dean for Special Student Services or the Office of the Dean of Residence Life for the purpose of making a judgment as to whether, under the circumstances, such information should be released.

5. Student Review of Records. A student may make a written request to review an educational record of a type found on the Student Educational Record List at any appropriate university office at any reasonable time. Upon receipt of such requests, the office involved will make the arrangements necessary to accommodate requests for review of student records as soon thereafter as practicable. A student may waive in writing the right to review letters of recommendation written in his or her behalf or at his or her request, which has been placed in his or her educational record after January 1, 1975. If a student challenges the contents of his or her student educational records on the grounds that they are either inaccurate, misleading or otherwise recorded in violation of his or her rights, he or she shall be accorded a hearing in order to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein, and to insert into such record, where found to be warranted, a written explanation from an appropriate source respecting the content of such records.

The hearing shall be conducted by a person designated by the President of the University or his designee. Such person shall not have a direct interest in the outcome of the hearing. It should be expressly understood that such a hearing is not to be used as a forum to contest whether a teacher should have assigned a higher grade because a student or parent believes that the student was entitled to a higher grade.

6. Records Not Subject to Review. Records maintained by the university with respect to which a student does not have a right of review, include, but are not limited to, instructors' or administrators' notes, financial statements submitted by parents in support of applications for financial aid, and letters of recommendation received by the university prior to January 1, 1975.
7. Faculty Review of Student Academic Record. Individual faculty members may review academic records of their students with the students' consent, except that such consent shall not be necessary for faculty members who serve as advisors and other administrative officers or counselors of the University in the discharge of their official functions.
8. Research Involving Student Records. The University recognizes research by graduate students, faculty, and administrative staff as a fundamental component of its overall mission. Occasionally such research involves the use of data which is to be extracted from student records which are essentially confidential. Approval to conduct such research must first be obtained from the person in charge of the involved discipline(s) and, following this, authorization to utilize student records must be obtained from the administrative officer under whose jurisdiction the records which are to be utilized are maintained. In such instances, the administrative officer maintaining custody of such records shall make every effort to insure the anonymity of identifying information contained in the records utilized.
9. Removal of Records from Custodial Office. Except, as required, in cases involving litigation, a student's permanent academic record may not be removed from the Office of Enrollment Management. Copies of the content of such records may be made available to administrative staff officials in conducting official business involving such records.

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10. Retention of Student Records. Admissions applications (of individuals who actually enroll) and academic records shall be maintained indefinitely by the Office of Enrollment Management. Records of student financial indebtedness to the University shall be maintained on an indefinite basis. Health records on students shall be kept for a period of five years after graduation or anticipated date of graduation. Student personnel records shall be retained for two years following graduation. Disciplinary records of students involving sanctions less than expulsion or indefinite suspension shall be maintained by the Office of the Provost for a period of five years following the graduation of such individuals except that, in cases where the student does not graduate, the record shall be maintained for a period of eight years following the last enrollment. Records of students who are expelled or suspended indefinitely, whether for academic, health, or disciplinary reasons, shall be maintained on an indefinite basis. Records of convictions of students who are convicted in civil courts of (1) misdemeanors involving moral turpitude, and (2) all felonies may be retained by the Office of the Provost for a period of five and eight years respectively, following such convictions.
11. Requests for Judicial Process. When any subpoena or other judicial order is issued requesting information about a student, the officer receiving the order or subpoena shall immediately contact the Office of the General Counsel.

*Approved by the Board of Trustees on September 27, 1975*

**THE RIGHTS OF STUDENTS REGARDING THE RECORDS MAINTAINED BY HOWARD UNIVERSITY**

1. The University will, at least annually, provide notice to students of the following:
  - A. the types of educational records and information contained therein which are directly related to students and maintained by the University;
  - B. the name, position, and campus location of the official responsible for the maintenance of each type of record to which students have a right of access; and
  - C. the categories of information, if any, which the University has designated as directory information.
2. A student desiring to review a reviewable university record shall execute in writing a form entitled “Request for Review of Student Record” obtained from and provided by the office concerned. A record of all requests for review of records by students, including the disposition thereof, shall be maintained by all offices of the University in which such requests are made. In instances in which a student requests a review of the contents of a university record, the office involved shall provide for such review with an appropriate official of the office within a reasonable time. Costs incurred in connection with furnishing a student a copy of anything contained in the university record and requested by such student will be borne by the student. Such appropriate costs will be established by the Vice President for Fiscal Affairs in consultation with the Provost.
3. A student, who after having reviewed a university record, is of the opinion that such record contains information or material which is inaccurate, misleading or should not be maintained by the university, must first execute in writing a form entitled, “Request for Purge/Removal of university Record” obtained in the office concerned. Upon the receipt of such request, the administrative officer of the office involved shall carefully review the request and make an appropriate disposition. In considering such request, the University official(s) involved will make a diligent effort to

resolve the matter informally, amicably and in the best interests of the student and the university. If the student making the request objects to the action taken, he/ she may request in writing a hearing in which the propriety of the action taken may be contested. It should be expressly understood that such a hearing is not to be used as a forum to contest whether a teacher should have assigned a higher grade because a student believes that he or she was entitled to a higher grade.

4. Upon notice that the student wishes to have a hearing, the office involved shall notify in writing the Office of the General Counsel of the University. A hearing officer, for the purpose of hearing appeals requested by students, shall be designated by the Office of the General Counsel. The hearing officer shall schedule the date, time and place of such hearing. Upon notice from the hearing office, the dean or director of the office involved shall provide written notification to the student as to the date, time and place of the hearing. The dean or director will select one person to be the University representative at such hearing.
5. At all such hearings, the student and the university representative will be accorded the following procedural rights:
  - A. Advance notice of the date, time and place of the scheduled hearing;
  - B. Personal appearance;
  - C. To present their case or have the same presented in their behalf by anyone of their choice; and
  - D. To present evidence and to call witnesses.
6. The hearing officer will render a written decision and provide the student petitioner and the university representative with a copy of the decision within a reasonable period following the conclusion of the hearing. Where the student involved receives an adverse decision, he shall have a right to petition the Provost for an appeal. Both the student and the University representative may submit a written argument in support of their position.

The Provost may decide on the petition that no further hearing of the matter is required or he may decide to reopen the matter and hear the case over again. Where the Provost determines that there need be no further hearing, the decision rendered by the hearing officer will be final. Where the Provost decides to reopen the case, the decision rendered by him/her shall be final.

**PRIVACY RIGHTS OF STUDENTS**

Section 438 of the “General Education Provisions Act,” as amended, commonly referred to as the “Buckley Amendment” 1974:

1. AFFORDS each student, once enrolled in an institution of higher education THE RIGHT:
  - A. OF ACCESS (within a 45 day period) to his education record there. EXCEPTING those items specifically excluded by the Act, namely:
    - i. FINANCIAL RECORDS of parents;
    - ii. CONFIDENTIAL LETTERS and statements of recommendations entered in the file PRIOR TO JANUARY 1, 1975; and
    - iii. CONFIDENTIAL RECOMMENDATIONS entered in the education record after January 1, 1975 and to which the student has WAIVED RIGHT OF ACCESS.

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It is understood that the institution:

- i. cannot require as a condition of admission or award of financial aid, the waiving of right of access to letters of recommendation;
  - ii. must, upon request, furnish the names of all persons making confidential recommendations; and
  - iii. shall use such letters ONLY for the purpose for which they were intended.
- B. FOR A HEARING to:
- i. CHALLENGE the content of his/her education record and, if appropriate;
  - ii. CORRECT OR DELETE any inaccurate, misleading or inappropriate data contained therein; and
  - iii. INSERT a written explanation respecting the contents of such records.
2. EXCLUDES from student access CERTAIN FILES not directly related to the student's education records such as:
- A. PERSONNEL NOTES institutional, supervisory and educational personnel;
  - B. Campus LAW ENFORCEMENT RECORDS;
  - C. EMPLOYEE FILES, if student is employed by the institution; and
  - D. MEDICAL, PSYCHOLOGICAL-COUNSELING AND PSYCHIATRIC RECORDS or case notes maintained by an appropriate professional of the student's choice.
3. DEFINES DIRECTORY INFORMATION which the institution may release without the written request of the student unless he/she has specifically (in writing) requested that no such data be released. Directory Information includes: Name; Address; Telephone Number; Date of Birth; Dates of Attendance; School or College; Major Field of Study; Credit Hours Earned; Degrees Earned and Honors Received.
4. REQUIRES the institution to obtain the WRITTEN CONSENT OF THE STUDENT to release his/her education record (or personally identifiable data contained therein other than "Directory Information" subject to the limits specified above) EXCEPT FOR the following persons/agencies/institutions specifically exempted by the ACT:
- A. PERSONNEL WITHIN THE INSTITUTION who have a "legitimate educational interest";
  - B. OFFICIALS OF OTHER INSTITUTIONS in which the student SEEKS, OR INTENDS, TO ENROLL (with the understanding that he/she will be so notified and a copy of the document granted if desired);
  - C. Certain GOVERNMENT OFFICIALS/AGENCIES listed in the ACT;
  - D. Persons/agencies in connection with a student's application for, or receipt of, FINANCIAL AID;
  - E. Recognized ORGANIZATIONS CONDUCTING STUDIES AS WELL AS ACCREDITING AGENCIES desiring information, each with the understanding that personally identifiable data is not to be released or retained after its purpose is served; and
  - F. PARENTS OF DEPENDENT STUDENTS (as such dependency is defined in Section 152 of the Internal Revenue Code of 1954).

5. REQUIRES the institution to MAINTAIN A RECORD of those persons requesting and/or gaining access to the student's education record (except for 4.a. above and all requests for Directory Information).
6. Makes it incumbent upon the institution to NOTIFY THE STUDENT in the event OF A SUBPOENA of his/her record or a judicial order requiring the release of such data.
7. Expects the institution to INFORM THE STUDENTS of their rights under the provisions of this Act.

**DEGREE REVOCATION PROCEDURES**

1. Scope  
These procedures apply only to cases in which a university degree has been awarded but the record later shows:
  - A. the graduate's academic record, following a correction, indicates that the graduate fails to meet academic requirements for graduation; and
  - B. facts which, if known at the time of the awarding of a degree, would have resulted in a decision not to award the degree, without any further proceedings.
2. Notice  
The dean of the school or college involved shall provide the graduate with written notice of:
  - A. the university's specific findings with regard to the graduate's academic record and its intention to revoke the degree;
  - B. the graduate's opportunity to respond in order to present evidence that the record is incorrect;
  - C. the graduate's right to be represented or assisted in responding to the University's findings, by other parties, including an attorney at the graduate's expense; and
  - D. a 60-day limit to respond to the notice.
3. Review  
In all cases where the graduate elects to respond to the University's findings either in person or in writing, the following review procedures shall be used.
  - A. A person designated by the dean of the college or school in which the graduate was enrolled shall review the graduate's evidence and the University's evidence.
  - B. The dean's designee, based upon his or her review of the evidence of record, shall submit to the dean his or her written recommendation concerning revocation of the graduate's degree.
  - C. The dean, based upon his or her review of the designee's recommendation, shall submit to the Provost his or her written recommendation concerning revocation of the graduate's degree.
  - D. The Provost, based upon his or her review of the prior recommendations, shall forward the record and his or her recommendation to the Office of the General Counsel for review.
  - E. The General Counsel's Office, based upon his or her review of the record and prior recommendations, shall submit his or her recommendations, the record and all prior recommendations to the President for final action, subject to approval by the Board of Trustees.

F. Records and Articulation shall provide the affected graduate with written notice, in the manner described in Section A, of the University’s final decision concerning revocation of the graduate’s degree.

4. No Response Received

In cases where no response to the initial notice is received by the university after 60 days, the existing record shall be reviewed as noted above. Thereafter, Records and Articulation shall provide the graduate with written notice, in the manner described in Section A, of the university’s final decision concerning revocation of the graduate’s degree.

5. Petition to Reopen Decision

The university shall allow any affected graduate to petition the university to reopen the revocation decision, provided the graduate establishes that she/he received notice after the 60 day-limit or, for good cause shown, was unable to contact the university or to respond within the period specified. Any graduate who meets the above-noted requirements shall be provided an opportunity to respond and a review, in the manner described in Sections A and B.

*Approved by the Board of Trustees on April 25, 1987*

**NOTE**

1. The term “graduate” refers to an individual who has received any degree from Howard University.
2. Written notice shall be provided by:
  - A. certified mail, return receipt requested to the most recent permanent address contained in the graduate’s academic records;
  - B. regular first-class mail to the last known address locally; and
  - C. first-class mail to the last known address of the graduate’s parents or guardians.

The written notice requirement applies in all cases, even though the address involved is the same sexual orientation, or marital status. In furtherance of this commitment, the University strives to maintain an environment in which all members of the University Community are: (a) judged and rewarded solely on the basis of relevant factors such as ability, experience, effort, and performance; and (b) provided conditions for employment and educational pursuits that are free from gender-based coercion, intimidation, or exploitation.

**HOWARD UNIVERSITY POLICY AGAINST SEXUAL HARRASSMENT AND GENDER-BASED DISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

It is the policy of the University not to discriminate against any employee or applicant for employment on the basis of gender in violation of any applicable law including, but not limited to, Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e), and the District of Columbia Human Rights Act (D.C. Code § 1-2512).

It is also the policy of the University not to discriminate on the basis of gender in the education programs and activities that it operates. Such discrimination is a violation of Title IX of the Education Amendments of 1972, as amended (“Title IX”), and its implementing regulations (34 CFR Part 106). This prohibition against gender-based discrimination also extends to employment in education programs and activities and to admission to such programs and activities.

In addition to violating Federal and local law, sexual harassment can result in both physical and psychological harm to victims, while corrupting the positive work and academic environment the University strives to maintain. Therefore, sexual harassment on the part of any member of the Howard University Community shall not be tolerated under any circumstance or condition.

Engaging in sexual harassment, or failing to carry out the responsibilities established by this Policy, will give rise to disciplinary action, up to and including separation from the University. While it is the responsibility of the University to disseminate this Policy, it is the responsibility of each member of the University Community to read the Policy and to become familiar with its provisions. Moreover, failure to follow the procedures set forth in this Policy may inhibit or prevent the University from properly investigating an instance of alleged sexual harassment, or from taking appropriate remedial action. Therefore, if an alleged victim fails to follow such procedure he or she may be left without a remedy under this Policy.

The University considers all allegations of sexual harassment to be extremely serious matters. Every complaint of sexual harassment submitted to the University in accordance with this Policy will be reviewed and investigated. The submission of false, spurious, or frivolous claims, however, will result in the immediate consideration of disciplinary action, up to and including termination or, in the case of a student, suspension or expulsion. In addition, in any legal action precipitated by a violation of this Policy in which the University and a member of the University Community are named as “co-defendants,” the University may refuse to defend and/or indemnify any co-defendant who is responsible for that violation.

**THIS POLICY IS APPLICABLE TO SEXUAL HARASSMENT IN EMPLOYMENT AND TO BOTH SEXUAL HARASSMENT AND OTHER GENDER-BASED DISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES. GENDERBASED DISCRIMINATION IN EMPLOYMENT IS COVERED BY THE HOWARD UNIVERSITY POLICY AND PROCEDURE ON EQUAL OPPORTUNITY IN EMPLOYMENT AND EDUCATION PROGRAMS AND ACTIVITIES.**

This Policy applies to all members of the University Community. The actions proscribed by this Policy are also applicable to all individuals who are on University premises or on any other property where the University conducts its business. If such an individual commits an act in violation of this Policy, the University will take appropriate remedial measures under the circumstances to sanction the offender, to mitigate against the potential for recurrence, and to discipline any member of the University Community who may have participated in such conduct, or may have failed to stop such conduct when he or she had the authority to do so.

The University’s Office of Human Resource Management is primarily responsible for implementing this Policy with respect to employment matters and for ensuring that all employees are adequately trained or otherwise made aware of their responsibilities under this Policy.

The Title IX Coordinator is primarily responsible for implementing this Policy with respect to students. The Executive Vice President and Chief Operating Officer, shall ensure that appropriate notice of this Policy and its content are distributed to all University vendors and those seeking to do business with the University.

**DEFINITIONS AND EXAMPLES**

**Employment**

With respect to employees of the University, who are performing services as employees, the term “sexual harassment” shall mean unwelcomed 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;(2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct is so pervasive or severe that it has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

In determining whether alleged conduct constitutes sexual harassment, the University will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the appropriateness of a particular action will be made from the facts, on a case by case basis.

**Education Programs and Activities**

With respect to academic programs and activities, the term “sexual harassment” shall mean unwelcomed 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 basis for any decision affecting the terms or conditions of participation in any such program or activity or status in an academic course; or (2) such conduct has the purpose or effect of unreasonably interfering with a student’s educational right, privilege, advantage, or opportunity; or (3) such conduct is so pervasive or severe that it creates an intimidating, hostile, or offensive environment for learning and has no reasonable relationship to the subject matter of the relevant course of instruction.

It is also the policy of the University to prohibit discrimination based on gender. Therefore, except as otherwise permitted by law, no person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular research, occupational training, or other education program or activity operated by the University. Specifically, in providing any aid, benefit, or service to a student, the University shall not, on the basis of gender:

1. treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
2. provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
3. deny any person any such aid, benefit, or service;
4. subject any person to separate or different rules of behavior, sanctions, or other treatment;
5. apply any rule concerning the domicile or residence of a student or applicant, including eligibility for fees and tuition;
6. aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of gender in providing any aid, benefit or service to students or employees; or
7. otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

**Examples of Sexual Harassment**

The following examples are illustrative of conduct that, if proven, would be considered by the University to establish sexual harassment in either an employment or an academic setting:

1. unsolicited, unwelcome flirtations, advances, and/or propositions of a sexual nature;
2. insults, jokes, or anecdotes that belittle or demean an individual or a group’s sexuality or gender;
3. unwelcome sexually-oriented gestures, verbal expressions, or comments of a sexual nature about an individual’s body, clothing, or sexual experience;
4. inappropriate displays of sexually suggestive objects or pictures;
5. unnecessary and inappropriate touching, such as patting, pinching, hugging, or brushing against an individual’s body;
6. sexual assault (includes all incidents of “criminal sexual conduct” as defined by the District of Columbia Code or the applicable law where the sexual assault takes place); or
7. suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual’s employment, work assignments, or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation.

**Consensual Relationships**

Sexual relationships (including dating) between students and faculty are prohibited under this Policy whether or not such a relationship may violate the law. Therefore, violations of this prohibition by a faculty member and a student will lead to disciplinary action against that faculty member.

Sexual relationships (including dating) between supervisors and their employees are strongly discouraged. In internal proceedings, the University generally will be unsympathetic to a defense based on consent when the facts establish that the accused supervisor had the power to affect the terms and conditions of the complainant’s employment. If a complaint is filed in court and a legal action is thereby commenced against the University and/or such supervisor, the University may decline to represent the supervisor and may also decline to provide that supervisor any indemnification for damages awarded against him or her.

**RIGHTS OF THE PARTIES**

**Rights of the Complaining Party**

Any member of the University Community who believes that he or she has been subjected to sexual harassment in violation of this Policy is urged to promptly pursue the matter and to file a complaint in accordance with the procedures described in this Policy. The complaining party will not be reprimanded, retaliated against, or discriminated against in any way for initiating an inquiry or complaint in good faith.

**Declination to Defend or Indemnify**

The University will not defend or indemnify any member of the University Community in any legal proceeding or other similar action alleging sexual harassment if the Office of General Counsel determines that such member violated this Policy and may have acted either (1) in bad faith; or (2) in a manner adverse to the best interest of the University.

**Rights of the Alleged Subject**

A person against whom a complaint is lodged shall be presumed innocent of that charge unless and until there is a final administrative finding of culpability or a stipulated admission to the charge by that person.

**Academic Freedom**

It is the policy of the University to afford faculty with a fair opportunity to teach and conduct research and to provide services to the community in a setting that provides the academic freedom necessary to cultivate a wide expanse of ideas and teaching methods.

It is not the intent of this Policy to inhibit the expression of such ideas or the use of such methods, provided that they are expressed or used in a manner that is consistent with the legitimate rights of students.

**PROCEDURES FOR RESOLVING SEXUAL HARASSMENT COMPLAINTS IN EMPLOYMENT**

**1. Persons to Contact**

Complaints of sexual harassment arising out of employment must be brought to the attention of the University EEO Officer, or the appropriate EEO Designee, for resolution in accordance with these procedures.

Complaints about sexual harassment committed by agents or employees of vendors, independent contractors, or others who do business with the University, and by any other non-employee must be brought to the attention of the Vice President for Human Resources and the University EEO Officer.

The University EEO Officer is Talaya G. Gilmore-Moye, CMP and her address is C.B. Powell Building, 525 Bryant Street, NW, Suite C105, Washington, D.C. 20059. The telephone number of the EEO Officer is (202) 806-6077.

If either of the individuals occupying the positions described in the preceding paragraph is the subject of a complaint, the complaint shall be filed with the General Counsel. With respect to such complaints, the General Counsel shall determine the most appropriate manner to investigate and resolve the complaint consistent with the remaining provisions of this Policy.

The EEO Designees and the respective units within their assigned areas of responsibility are as follows:

**TALAYA G. GILMORE-MOYE, CPM**  
**Director • Equal Employment Opportunity • C.B. Powell Building**  
**525 Bryant Street, NW • Room C105 • Washington, DC 20059 • (202) 806-6077**

**Office of the President**  
 Sharon P. Banks, Esq.  
 Senior Associate General Counsel  
 Office of the General Counsel  
 2400 6th Street, NW, Suite 321  
 Washington, DC 20059  
 (202) 806-2650

**Office of the Provost/Chief Academic Officer (Schools and Colleges)**  
 JoAnn Fax  
 Executive Director  
 Administration and Operations  
 School of Law  
 2900 Van Ness Street, NW  
 Washington, DC 20008  
 (202) 806-8015

**Office of the Provost/Chief Academic Officer (Schools and Colleges)**

Dr. Trevor Leiba  
 Director of Academic Affairs  
 Division of Allied Health Sciences  
 6th and Bryant Street, NW  
 Washington, DC 20059  
 (202) 806-4400

Mohamed Mekkawi  
 Director, University Libraries  
 Founders Library  
 500 Howard Place, NW, Room 203  
 Washington, DC 20059  
 (202) 806-7234

Dr. Peggy A. Berry  
 Director, Continuing Education  
 1100 Wayne Avenue, Suite 100  
 Silver Spring, Maryland 20910  
 (301) 608-4110

Dr. Daniel A. Williams, III  
 Associate Professor, Mathematics and Director, College of Arts and Sciences Honors Program  
 Locke Hall, Room 124  
 2441 – 6th Street, NW  
 Washington, DC 20059  
 (202) 806-6763

**Office of the Interim Senior Vice President/Chief Financial Officer/Treasurer**  
 See Director, EEO

**Office of the Senior Vice President for Health Sciences (See Executive Management) Howard University Hospital**  
 Michaele Nesbitt-Johnson  
 Compliance Specialist  
 Compliance Office  
 Main Hospital – Room 2066  
 Washington, DC 20060  
 (202) 865-4777

**HOWARD UNIVERSITY HOSPITAL**  
**2041 Georgia Avenue, NW • Washington, DC 20060**

**Executive Management**

Renee J. Turner-Inman  
 Assistant Director, Human Resources  
 Main Hospital – Room 2039  
 (202) 865-3733

Kevin J. May  
 Employee and Labor Relations Law Clerk  
 Human Resources  
 Main Hospital – Room 2039  
 (202) 865-7389

Shadrick Phillips  
 Manager, Employment and Recruitment  
 Main Hospital – Room 2038  
 (202) 865-3919

**Chief Operating Officer (COO)**

Tangee' M. Pruitt  
 Program Manager to the Chief Operating Officer  
 Main Hospital – Room 2083  
 (202) 865-6859

**Nursing Division**

Tracy Spann-Downing  
 Nurse Recruiter  
 Nursing Administration  
 Main Hospital – Room 2027  
 (202) 865-6239

**Professional Services**

Gavin Latney  
 Administrative Director, ECA Operations  
 ECA – Patient Access  
 Main Hospital – Admitting Room – 1st floor  
 (202) 865-1121

**Facilities Management and Management Services**

Paul M. Abrahams  
 Construction/Division Budget Analyst  
 Main Hospital – Room BA-33  
 (202) 865-7323

**Finance and Research/Grants**

Deborah Schran, CPAM  
 Director of Billing/Patient Business Operations, Patient Accounts  
 Main Hospital – 2nd floor  
 (202) 865-3599

ACADEMIC AFFAIRS  
 STUDENT AFFAIRS  
 STUDENT GOVERNMENT & ORGANIZATIONS  
 STUDENT GOVERNMENT & ORGANIZATIONS  
 CAMPUS SERVICES  
 CAMPUS SERVICES  
 POLICIES & REGULATIONS  
 POLICIES & REGULATIONS

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 CAMPUS SERVICES  
 CAMPUS SERVICES  
 POLICIES & REGULATIONS  
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EEO Designees shall be appointed for varying terms by the Vice President for Human Resources after consultation with the appropriate Vice President responsible for the supervision of the unit that employees the Designee. No Designee, however, shall be permitted to investigate any matter or consult with any potential complainant without first receiving training of a type and duration specified by the Vice President for Human Resources. Such training shall be completed within 60 days after the selection of the Designee by the Vice President for Human Resources.

The Vice President for Human Resources shall be responsible for disseminating changes in the designation of EEO Designees among members of the University Community. All complaints filed with EEO Designees shall be submitted to the EEO Officer for review and assignment.

Employees are encouraged to consult with the EEO Officer or their assigned EEO Designee if they have any questions regarding this Policy including, but not limited to, the appropriateness of filing a complaint. If an employee so elects, the EEO Officer or Designee, as appropriate, may attempt to effect a resolution of issues of concern prior to the filing of a complaint by the employee.

**2. Required Information**

A complaint must be in writing and include the name(s), date(s), time(s), description of specific incident(s), and any other information on which the complaint is based. The complainant must sign the complaint and be willing to be identified to witnesses and to the person against whom the complaint is directed, if that is determined necessary by the University to resolve the complaint.

**3. Time of Filing**

A complaint of sexual harassment in employment must be filed within 45 calendar days following the date of the alleged harassment. If, however, an individual reasonably believes that he or she may be the subject of an adverse personnel action in violation of this Policy’s prohibition against sexual harassment, a timely complaint must be filed within 30 calendar days after the employee had actual knowledge that the action would be taken, or within 30 days after the effective date of such adverse action, whichever is earlier. For the purposes of this paragraph the term “adverse action” shall include the failure to hire, firing, the failure to promote, demotion, and all forms of disciplinary action.

**4. Interim Remedial Action**

Promptly upon notification of a complaint, the EEO Officer or the assigned EEO Designee will discuss with the complainant the nature of the complaint and will determine whether interim remedial measures should be taken to alleviate problems or conflicts pending an investigation and resolution. Such measures may involve either the complainant or the accused (the “subject”) and may include a transfer, reassignment of duties or reporting requirements, mandatory administrative leave with pay, or other appropriate measures. Such measures, however, shall not be considered disciplinary action against any person and may only be taken with the concurrence of the Vice President for Human Resource Management, after consultation with the Office of General Counsel.

**5. Investigation**

The EEO Officer will conduct, or manage, the investigations of all sexual harassment complaints regarding employment related issues. At the election of the EEO Officer, the conduct of an investigation may be delegated to the appropriate EEO Designee or, with the concurrence of the General Counsel, to an outside law firm or consultant. If a consultant or law firm is used to conduct an investigation, it will be selected and retained by the General Counsel and its Report of Investigation may be disclosed only to the extent authorized by the General Counsel.

**6. Methods of Investigation**

The conduct of investigations must include an interview of the complainant and may include one or more of the following factfinding methods:

- A. review of all relevant documents including, but not limited to, employment applications, performance reviews, and records of any past discipline;
- B. personal interviews with co-workers, supervisors, and any other person who may have knowledge or information relevant to the allegations in the complaint; or
- C. letters of inquiry by the investigator to those persons described in (ii) above.

**7. Notice to Subject**

The subject of the investigation shall have the right to be informed, in writing, of the charges contained in the complaint and to submit a written response to those charges.

**8. Confidentiality**

To the fullest extent practicable and consistent with the University’s need to investigate and take corrective action, complaints of sexual harassment will be processed confidentially. However, the name of the complainant may be revealed, as well as all material circumstances of the alleged sexual harassment, if the University determines that such action is necessary to resolve the complaint.

**9. Resolution**

Upon the conclusion of a sexual harassment investigation involving employment matters, a Report of Investigation shall be prepared and forwarded by the EEO Officer to the Vice President or other appropriate authority (“decisional authority”) who has supervisory responsibility over the organizational unit employing the subject. The Report shall contain a brief description of the complaint, a statement of the methodology used to investigate the complaint, findings of material fact, and an opinion of the investigator as to whether the allegations of the complaint are sustained by the facts. A recommendation for specific remedial action shall not be provided unless such a recommendation is subsequently requested by the decisional authority. The decisional authority shall take such remedial measures as may be appropriate under the circumstances, after consultation with the Office of General Counsel. The decisional authority’s action, or declination of action, constitutes the final administrative action of the University and shall not be subject to appeal.

ACADEMIC AFFAIRS  
STUDENT AFFAIRS  
STUDENT GOVERNMENT & ORGANIZATIONS  
CAMPUS SERVICES  
POLICIES & REGULATIONS

ACADEMIC AFFAIRS  
STUDENT AFFAIRS  
STUDENT GOVERNMENT & ORGANIZATIONS  
CAMPUS SERVICES  
POLICIES & REGULATIONS

**10. Notification**

In the event that allegations of sexual harassment are sustained, the decisional authority responsible for reviewing the Report on Investigation shall:

- A notify the subject of investigation of the findings and of the remedial action taken or to be taken; and (b) notify the complaining party that the allegations have been sustained and that appropriate remedial action has been or will be taken. The complainant shall be informed of the nature of such action only in the event that the remedial action may affect the terms and conditions of the complainant’s employment.

In the event that the allegations of sexual harassment are not sustained, the Decisional Authority responsible for reviewing the Report on Investigation shall notify the complainant and the subject of that fact.

**11. Alternative Procedures**

If a Vice President (or person of similar rank) is the subject of a complaint, the President shall be the official to whom the Report of Investigation shall be furnished and who shall take such remedial action as may be appropriate. If the President, in his individual capacity, should be the subject of a complaint, the Vice President of Human Resources shall notify the General Counsel who, in turn, shall recommend a special investigative protocol to the Chairman of the Audit and Legal Committee of the Board of Trustees. Thereafter, such complaint shall be investigated as directed by such Committee.

**PROCEDURES FOR RESOLVING SEXUAL HARASSMENT AND GENDER-BASED COMPLAINTS IN EDUCATIONAL PROGRAMS OR ACTIVITIES**

**1. Persons to Contact**

Student complaints of sexual harassment or gender-based discrimination (hereinafter “discrimination”) by Faculty members or other students in the conduct of education programs or activities should be brought to the attention of the Dean or Title IX Designee of that College or School, or other organizational unit of the University, that employs such Faculty member or enrolls such students. If the complainant is enrolled in a different college or school, the complaint should be filed with the college or School that employs the Faculty member or where such students are enrolled and a confidential copy of the complaint should also be provided to the Dean of the College or School in which the complainant is enrolled. In all circumstances, however, the Dean of the College or School where the complaint is filed shall be considered the University official empowered under this Policy to take all remedial action as may be necessary to resolve such complaints. Therefore, the failure to timely file such a complaint with the appropriate Dean or Title IX Designee may adversely affect the ability of the University to take any remedial measures under this Policy.

All other complaints of sexual harassment or discrimination in the conduct of education programs or activities (other than employment discrimination complaints) shall be initially filed with the University’s Title IX Coordinator who shall thereafter: (1) assign a Title IX Designee to investigate the matter; and (2) identify the appropriate University official to take remedial action under the circumstances (“Title IX Decisional Authority”). The Title IX Coordinator is Sharon P. Banks, Esq., Senior Associate General Counsel, Office of the General Counsel, Administration Building, 2400 6th Street, NW, Suite 321, Washington, DC 20059, (202) 806-2650. In addition to or instead of the persons described in the preceding two paragraphs, a student may file a complaint of sexual harassment or gender-based discrimination, or discrimination based on race, color, or national origin, with the United States Department of Education, Office for Civil Rights (“OCR”). The address and tel phone number of the appropriate OCR District are as follows:

U.S. Department of Education • Office for Civil Rights  
 District of Columbia Office  
 1100 Pennsylvania Avenue, NW, Rm. 316  
 Post Office Box 14620 • Washington, DC 20044-4620  
 Telephone: (202) 208-2545 • FAX: (202) 208-7797; TDD (202) 208-7741

If a student has been the victim of a sexual assault, medical attention is available at Howard University Hospital, 2041 Georgia Avenue, NW, Washington, DC 20060, (202) 865-1131. Medical attention is also available at the Student Health Center, 6th and College Streets, NW, (202) 806-7540, Monday, Wednesday, and Thursday from 10 am–3 pm. Counseling services are available at the University Counseling Center which is located in the C.B. Powell Building, 6th and Bryant Streets, NW, (202) 806-6870. Inquiries should be directed to the Director of the Center. The Center is open from 8 am–6 pm, Monday through Friday. When the Center is closed, the student may contact Howard University Campus Police or the resident assistant of any University Dorm. Sexual assaults should also be reported to law enforcement authorities at the Metropolitan Police Department, Third District, (202) 673-6815, or the Detectives Office (202) 673-6915. Sexual assaults may also be reported to the Metropolitan Police Department through the Howard University Campus Police Department, located at 2244 Tenth Street, NW, (202) 806-1100. Title IX Designees shall be appointed by the Title IX Coordinator after consultation with the appropriate Vice President or Dean responsible for the supervision of the college or school that employees the Designee. No Designee, however, shall be permitted to investigate any matter or consult with any potential complainant without first receiving training of a type and duration specified by the Title IX Coordinator. Such training shall be completed within 60 days after the selection of the Designee by the Title IX Coordinator.

All complaints filed with Title IX Designees shall be submitted to the Title IX Coordinator for review and assignment.

Students are encouraged to consult with the Title IX Coordinator or their assigned Title IX Designee if they have any questions regarding this Policy including, but not limited to, the appropriateness of filing a complaint. If a student so elects, the Title IX Coordinator or Designee, as appropriate, may attempt to effect a resolution of issues of concern prior to the filing of a complaint by the student.

The Deans and their Title IX Designees are as follows:

College/School	Dean	Title IX Designee	Address	Telephone
Arts & Sciences	Dr. James A. Donaldson	Dr. Charles Jarmon Dr. Barbara Griffin Mrs. Linda Jones Mrs. Jean Bryan Dr. Tritobia Hayes-Benjamin Dr. Annette Davis Dr. David James Mr. David Austin	2441 6th St., NW Suite 101	(202) 806-6700
Communications	Dr. Jannette Dates	Dr. David Woods Harriet Ragin	525 Bryant St., NW Room C-204	(202) 806-7694
Divinity	Alton B. Pollard, III	Dean Bertram Melborne Cassandra Newsome	1400 Shepherd St., NE Room 149	(202) 806-0500
Education	Dr. Leslie T. Fenwick	Dr. Delores Dickerson	2441 4th St., NW Room 104	(202) 806-7340
Business	Dr. Barron Harvey	Carol Henley Harold Degray	2600 6th St., NW Room 571	(202) 806-1500
Dentistry	Dr. Leo Rouse	Dr. Theola Douglass	600 W St., NW Room 5D6	(202) 806-0440
Eng., Architecture & Allied Health Sciences	Dr. James Johnson	Marilyn Nolley	2300 6th St., NW Room 1016	(202) 806-6565
Pharmacy, Nursing & Allied Health Sciences	Dr. Beatrice Adderly-Kelly	Dr. Vincent Telang Dr. Peggy Valentine Dr. Dorothy Powell Debby Penaman	2300 4th St. - Pharmacy 501 Bryant St. - Nursing 6th & Bryant - AH	(202) 806-5431
Graduate School Arts & Sci.	Dr. Orlando Taylor		4th & College St., NW Annex III	(202) 806-6800
College of Med.	Dr. Robert Taylor	Sterling M. Lloyd Pauline Titus-Dillon	520 W St., NW Room 512	(202) 806-6270
Law	Dr. Kurt Schmoke	Denise Spriggs Bullock Sam McClendon	2900 Van Ness St., NW Room 112	(202) 806-8000
Social Work	Dr. Cudore Snell	Dr. Annie Brown	601 Howard Pl., NW Room 209	(202) 806-7311

**2. Required Information**

A complaint must be in writing and include the name(s), date(s), time(s), description of specific incident(s), and any other information on which the complaint is based. The complainant must sign the complaint and be willing to be identified to witnesses and to the person against whom the complaint is directed, if that is determined necessary by the University to resolve the complaint.

**3. Time of Filing**

A complaint of sexual harassment or discrimination in the conduct of education programs and activities must be filed within 60 calendar days following the date of the alleged harassment.

**4. Interim Remedial Action**

Promptly upon the filing of a complaint by a student, the Dean, or that person within the Office of the Dean who has been designated to be the Title IX Designee for the College or School, shall notify the Title IX Coordinator. After consultation with the Title IX Coordinator, the Dean, or Title IX Designee, shall discuss the complaint with the complainant and determine whether interim remedial measures should be taken to alleviate problems or conflicts pending an investigation and resolution. Such measures may involve either the complainant or the subject and may include class reassignments, a transfer from teaching to administrative, research, or other non-teaching duties; administrative leave (with pay); or excusable absences from class and/or class assignments. Such measures, however, shall not be considered disciplinary action against any person and may only be taken with the concurrence of the Provost, after consultation with the Office of General Counsel.

**5. Investigation**

The Deans or the assigned Title IX Designees, will conduct investigations of all sexual harassment or discrimination complaints regarding education programs or activities. The Title IX Coordinator shall be responsible for the management of all such investigations. With the concurrence of the General Counsel, the conduct of an investigation may be delegated to outside law firms or consultants. If a law firm or consultant is used, however, it shall be selected and retained by the General Counsel and its Report of Investigation may be disclosed only to the extent authorized by the General Counsel.

**6. Methods of Investigation**

The conduct of investigations must include an interview of the complainant and may include one or more of the following factfinding methods:

- A. review of all relevant documents including, but not limited to, academic records;
- B. personal interviews of Faculty, students, administrators, staff and other persons who may have knowledge or information relevant to the allegations in the complaint; or
- C. letters of inquiry by the investigator to those persons described in (ii) above.

**7. Notice to Subject**

The subject of the investigation shall have the right to be informed, in writing, of the complaint and to submit a written response to the charges.

**8. Confidentiality**

To the fullest extent practicable and consistent with the University’s need to investigate and take corrective action, complaints of sexual harassment or discrimination will be processed confidentially. However, the name of the complainant may be revealed, as well as all material circumstances of the alleged sexual harassment, if the University determines that such action is necessary to resolve the complaint.

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**9. Resolution**

Upon the conclusion of a sexual harassment or discrimination investigation in education programs or activities, a Report of Investigation shall be prepared by the Dean, or the Title IX Designee and shall be forwarded by the Title IX Coordinator to the Provost or other Title IX Decisional Authority. The Report shall contain a brief description of the complaint, a statement of the methodology used to investigate the complaint, findings of material fact, and an opinion of the Dean, or the Title IX Designee, as to whether the allegations of the complaint are sustained by the facts. If the complaint involves allegations of sexual harassment or discrimination by Faculty members, the Report shall be accompanied by a recommendation from the relevant Dean of what remedial measures, if any, the Dean believes may be appropriate under the circumstances. Such measures shall be adopted by the University unless the Provost, after consultation with the Office of General Counsel, finds such measures unreasonable under the circumstances. In all other situations, the investigator shall not make a recommendation for specific remedial action unless subsequently requested by the Provost or other Title IX Decisional Authority. In such latter cases, the Provost or other Title IX Decisional Authority shall take or direct such remedial measures as may be appropriate under the circumstances, after consultation with the Office of General Counsel. The action, or declination of action, by the Provost or other Title IX Decisional Authority may not be appealed to any other authority.

**10. Notification**

In the event that the allegations of sexual harassment or discrimination in education programs or activities are sustained, the Provost or other Title IX Decisional Authority shall: (i) notify the subject of the investigation of the findings and of the remedial action taken or to be taken; and (ii) notify the complaining party that the allegations have been sustained and that appropriate remedial action has been or will be taken. The complainant shall be informed of the nature of such action only to the extent necessary to demonstrate that the allegations have been appropriately redressed.

In the event that the allegations of sexual harassment or discrimination in the conduct of education programs or activities are not sustained, the Provost or other Title IX Decisional Authority shall advise the complainant and the subject of that fact.

**11. Alternative Procedures**

If the Provost or a Vice President (or person of similar rank) is the subject of a complaint of sexual harassment in the conduct of education programs or activities, the Report of Investigation shall be furnished by the Title IX Coordinator to the President who shall take such remedial action as may be appropriate. If the President, in his individual capacity, should be the subject of such a complaint, the Title IX Coordinator shall notify the General Counsel who, in turn, shall recommend a special investigative protocol to the Chairman of the Audit and Legal Committee of the Board of Trustees. Thereafter, such complaint shall be investigated as directed by such Committee.

**CONFLICTS OF INTERESTS**

If the performance of any duty or responsibility hereunder by University employees presents, in the opinion of the General Counsel, any actual or apparent conflict of interest or violation of the University’s Code of Ethics and Conduct, the General Counsel may reassign duties and/or responsibilities of such employees on a case-by-case basis to avoid such conflict or violation.

**EFFECT ON FORMER POLICIES AND PROCEDURES**

This Policy Against Sexual Harassment and Gender-based Discrimination in Education Programs and Activities supersedes and replaces, in their entirety, all previous University policies and procedures dealing with this subject matter.

**CODE OF ETHICS AND CONDUCT**

**Section I**

**Statement of Purpose**

It is the policy of the University to conduct itself with the highest degree of integrity and honesty in all of its dealings. This is a responsibility that we share as a University Community. Each trustee, student, faculty member, and administrative employee must be bound by this common duty in the pursuit of his or her individual responsibility to the educational objectives of the University.

We owe this duty not only to each other, but also to our residential neighbors and the government that represents the interests of all citizens. Honesty and fair dealing are the hallmark of this institution, inherited from those who have come before us and a sacred trust that we must leave to those who will follow.

This Code of Ethics and Conduct will identify some of the common obligations and responsibilities of the University Community. Particular emphasis, however, will be devoted to those individuals who comprise the Board of Trustees, the deans of the various colleges and schools, and other senior administrative personnel. This document is not intended to be a procedural manual or an exacting account of proscribed conduct. If any member of the University Community should require a greater degree of specificity as particular circumstances arise, guidance can be obtained from the University’s compliance officer.

**Section II**

**Applicability**

The Code of Ethics and Conduct applies to the members of the Board of Trustees, all students, faculty, and administrative personnel (“University Community”). Because of the sensitive nature of some positions and the high degree of trust placed in those individuals occupying such positions, this Code will place special responsibilities on trustees and senior administrative personnel. For the purposes of this document, the term “Senior Administrative Personnel” shall mean the President, the Provost, Deans, Directors, all Vice Presidents and the General Counsel.

**Section III**

**Responsibilities**

The University Community shares the following fundamental responsibilities:

- To Our Students—We owe the right of fair access to all educational opportunities and benefits available at the University in an environment that is free of invidious harassment, discrimination, or intimidation.



- To Our Faculty—We must offer a fair opportunity to teach, conduct research, and to provide service to the community in a setting that provides the academic freedom necessary to cultivate a wide expanse of ideas and teaching methods.
- To Our Administrative Staff—We must provide the opportunity to serve the institution to their fullest potential and in a work environment that is safe and free from illegal discrimination.
- To Our Neighbors—We must operate our facilities in a way that does not unjustly deprive any of our residential neighbors of a valid property right. At all times, we should conduct ourselves in a manner that avoids any diminution in the quality of our neighborhood.
- To Our Trustees—We owe our honesty and best judgment. We must manage the University’s assets prudently and fairly in accordance with the Trustees direction and the within the constrains of law.
- To Our Government—We have an obligation to always be truthful in our dealings with both the city and the federal governments, and to never do or tolerate any circumstance within our control that can result in the improper use of public funds.

**Section IV  
Required Conduct**

All members of the University Community shall conform their conduct to the following standards and avoid any conduct that is an actual or apparent violation of these standards.

1. Proper Use of University Resources—University resources shall not be used for other than their intended purpose. We shall manage those resources prudently and not improperly convert any such resource to our personal use or that of another. We shall not offer University resources to another in order to obtain unfair advantage, not based on the merits of a transaction, or otherwise offer those resources in a manner or under circumstances that would establish a violation of law.
2. Relationship With Vendors—No member of the University Community may approve, recommend, or promote a business transaction in which that person has a direct personal interest, or otherwise cause the University to do business with a firm in which that person is an officer or senior management employee or in which that person (directly or indirectly) owns more than a 5 percent equity interest (hereinafter an “affiliated firm”), unless such person first discloses his/her relationship and the relevant circumstances of the contemplated activity, in writing, to the President and the Compliance Officer of the University and:
  - A. it is determined that the proposed activity is fair to the University and will not result in the University foregoing revenues, or incurring costs in excess of the costs that would be incurred for goods, property, or services of like quality if acquired from another source; and
  - B. the Compliance Officer reports to the Board of Trustees, Legal Audit Committee all disclosures made under this paragraph, and the circumstances of all related matters, for such disposition as the Committee may deem appropriate. When practicable, such reporting to the Committee shall take place before the proposed activity takes place, but in no event less than quarterly. In exceptional circumstances, however, compelled by exigent time restraints, the Compliance Officer, with the concurrence of the President, may give tentative approval of an activity covered by this paragraph subject to subsequent ratification by the Legal Audit Committee. The Secretary of the Board of Trustees shall maintain records and minutes of all disclosures

and dispositions made under this paragraph. Under no circumstances may a person described in the first sentence of this paragraph approve a relationship with, order or authorize purchases from, or approve or make payments to an affiliated firm or person on behalf of the University. For the purposes of this paragraph the terms “person” and “affiliated person” includes an individual’s immediate family members, close personal acquaintances, and others living within such individual’s household.

3. Gratuities—No trustee, member of the faculty, or employee of the University shall receive or solicit anything of value in return for influencing or exercising his/her discretion in a particular way on a University matter. In addition, trustees and senior administrative personnel are prohibited from accepting or soliciting any gratuity or thing of value (for which a fair market price has not been paid) for or because of any official act performed or to be performed by the Trustee or senior employee in his or her official capacity with the University. This provision does not prohibit the acceptance of an item having a nominal value or ceremonial gifts received by officers or trustees of the University in their official capacity.
4. Confidentiality and Maintenance of Accurate Accounts and Records—The accounts and records of the University are maintained in a manner that provide for an accurate and auditable record of all financial transactions in conformity with generally accepted accounting principles, established business practices, and all relevant provisions of controlling law. No false or deceptive entries may be made and all entries must contain an appropriate description of the underlying transaction. To the extent not needed for daily operating transactions, all University funds must be retained in the appropriate University accounts with appropriately designated financial institutions and no undisclosed or unrecorded fund or asset shall be established or maintained for any purpose. All reports, vouchers, bills, invoices, payroll information, personnel records, and other essential business records must be prepared with care and honesty.
 

Since the unauthorized use of the records and accounts described in the preceding paragraph can cause the University harm, access to such data should be closely controlled. Members of the University Community who improperly convert these records and accounts for their own personal use or for the personal use of another, or who wrongfully discloses such records or accounts will be subject to appropriate legal sanctions by the University. To further the enforcement of this standard of conduct, the President may direct that certain employees who occupy sensitive or confidential positions execute confidentiality agreements with the University as a condition for employment or continued employment.
5. Educational Benefits and Opportunities—No member of the University Community shall deny a student fair access to all educational opportunities and benefits available at the University. Invidious harassment, discrimination, or intimidation of students that deny or impede their right of access to these benefits and opportunities will not be tolerated and will be subject to disciplinary action. No member of the University Community shall deny any member of the Faculty a fair opportunity to teach, conduct research, and to provide services to the community in a setting that provides the academic freedom necessary to cultivate a wide expanse of ideas and teaching methods. Unwarranted interruption of classes or other academic activities is an abridgment of the right of the faculty to teach and an abridgment of the rights of the affected students to learn.

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6. Government Relations—All members of the University Community are expected to conform their actions to the requirements of the law. Whether or not an illegal act is committed in a person’s capacity as a member of the University Community, and regardless of whether a violation occurs on or off campus, if that violation of law reflects unfavorably on the University, it will be deemed a breach of this Code of Ethics and Conduct. We will not withhold material information from the government, or engage in any other course of conduct that may be or appear to be deceptive or misleading. If we are requesting government funding or the award of a government contract or grant, we have an affirmative obligation to make full, accurate, and honest representations concerning all relevant information submitted to or requested by the government. Our record keeping and accounts must be in accord with generally accepted accounting principles and otherwise in compliance with all pertinent government directives and regulations.

7. Employment Practices and Public Relations—No member of the University Community shall engage in any employment practice that is a violation of Federal law, the law of the District of Columbia, or the law of any other local jurisdiction where the University may have employees. No one in a supervisory position, or in any position of higher authority in the University, is to use his or her position to intimidate subordinate employees or to exact personal favors or things of value (for which a fair market price has not been paid) from employees of lesser rank within the University.

Every member of the University Community is expected to treat each other and members of the public with courtesy, professionalism and civility.

8. Duty to Cooperate—Every member of the University Community has a duty to cooperate with the University’s Compliance Officer in the initiation and defense of actual or contemplated litigation affecting the interests of the University and in the conduct of any investigation of a violation of this Code of Ethics and Conduct.

Trustees and Senior Administrative Personnel are under an affirmative obligation to report reasonably suspected violations of this Code of Ethics and Conduct to the University’s Compliance Officer.

**Section V  
Additional Obligations of Trustees and Senior Administrative Personnel**

Trustees and senior administrative personnel have a duty to the University to always act in good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner reasonably believed to be in the best interests of the University. Persons occupying these positions of trust shall complete and submit, on at least an annual basis, a Conflict of Interest Disclosure Form (“form”). The form shall be amended more frequently, as needed, whenever there is a material change in the circumstances of the reporting person that would make the form then on file materially false or misleading. In addition, all Trustees must agree and sign a Statement of Responsibilities (“statement”) that will provide some guidance on the special responsibilities attended to that office. The form and the statement may be changed from time to time by the Board of Trustees.

**Section VI  
University Compliance Officer**

The University Compliance Officer shall be the General Counsel of the University. Section VII Implementation The President of the University shall issue such directives or instructions as may be needed to implement this Code of Ethics and Conduct. The Legal and Audit Committee of the Board of Trustees shall be advised

of such directives and instructions on, at least, a quarterly basis. At the request of the Committee the full Board of Trustees may consider the President’s directives and instructions and take such action in response thereto as it may deem appropriate.

**Section VIII  
Amendments**

This Code of Ethics and Conduct is voluntarily adopted by the Board of Trustees and may be amended by the Board of Trustees at any time, with or without notice, and without the provision of consideration to any party.

*Adopted by the Board of Trustees on June 6, 1998*

Acquired Immune Deficiency Syndrome (AIDS) is a deadly disease that has reached epidemic proportions. Having already affected tens of thousands of Americans, it is expected that the disease will strike tens of thousands more over the next few years. We must anticipate that some members of the Howard University Community will be affected. In the absence of an effective vaccine or cure, education is the most effective defense against the ever-widening threat of the disease. In an effort to address AIDS issues in caring and compassionate manners consistent with the requirements of law, the University has adopted this policy and administrative guidelines on AIDS. On the basis of presently available medical and legal information, the University adopts the following guidelines.

**STUDENTS**

1. University students who have AIDS, ARC or a positive HIV antibody test, whether they are symptomatic or not, will be allowed regular classroom attendance and regular campus employment activities in an unrestricted manner as long as they are physically able to attend class or perform their job duties in a manner that does not pose a health or safety risk to themselves or to others.
2. Students with AIDS, ARC or a positive HIV antibody test will not be restricted from access to instructional, recreational, dining or other common areas, facilities and equipment.
3. The presence of AIDS, ARC or a positive HIV antibody test will not be part of the admission decision for any student applying to attend the University. All enrolled students shall be encouraged to attend an educational lecture on AIDS conducted by the University Student Health Center.
4. Decisions about residential housing of students with AIDS, ARC or a positive HIV antibody test will be made on a case by case basis by the appropriate university administrators in consultation with the Task Force. Current medical information does not support the existence of a risk to those sharing dormitories with persons with AIDS, ARC or a positive HIV antibody test. There may, however, be in some circumstances reasonable concern for the health of persons with AIDS, ARC or a positive HIV antibody test because of their depressed immune system, who might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living situation. Where possible, students with AIDS, ARC or a positive HIV antibody test may be assigned private rooms in the interest of protecting the health of those students.

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5. No information concerning the health status of persons with AIDS, ARC or a positive HIV antibody test will be provided to faculty, staff, students, family or others without the express written permission of the student in each case. Additionally, no person, group, agency, insurer, employer or institution will be provided any medical information without the prior express written consent of the student, with the exception of reporting requirements imposed by law.
6. The University encourages regular medical follow-up for students who have been diagnosed as having AIDS, ARC or a positive HIV antibody test. Any student requesting HIV antibody testing may obtain appropriate confidential medical counseling at the University Student Health Center and a referral for free testing at a public health facility.
7. Those students who are known to have AIDS, ARC or a positive HIV test may be excused from the University requirements for certain vaccines, if those vaccinations could lead to serious consequences in those with poorly functioning immune systems.

**ALCOHOLIC BEVERAGES REGULATIONS AND GUIDELINES**

As of September 30, 1986, individuals who had not reached the age of 21 may not purchase or consume alcoholic beverages within the District of Columbia. Individuals, who, as of September 30, 1986, had reached the age of 18 may purchase and consume beer and light wine within the District of Columbia. Howard University is committed to promoting the health and safety of its entire campus community, including students, faculty and staff. Howard is also committed to maintaining an academic and work environment that is not hampered by the abuse of alcohol, and consequently will enforce University and District of Columbia regulations in this regard. The sale, service, use and consumption of all alcoholic beverages on the Howard University campus must be in compliance with University policies, guidelines and District of Columbia laws.

**GENERAL UNIVERSITY POLICY**

In compliance with District of Columbia law, persons of legal drinking age are 21.

1. The sale, service or consumption of alcoholic beverages is not permitted in classrooms and/or laboratories.
2. Consumption of alcoholic beverages in the residence halls must be in accordance with the District of Columbia laws pertaining to the purchase and consumption of alcoholic beverages and will not be permitted in the public or common areas of the buildings.
3. Student organizations affiliated with schools and colleges may serve alcoholic beverages at approved on-campus functions conducted within their respective building with the approval of the academic dean of the school or college and the Director of Student Activities. The serving and consumption of alcoholic beverages is restricted to the designated areas within the building where the respective school or college is housed.
4. Student organizations which serve alcoholic beverages at off-campus events are reminded that these events shall not be considered University sponsored or sanctioned events, and they are subject to the laws of the District of Columbia or the geographical locations of such events.

5. The privileges afforded students, faculty and staff under these policies and guidelines require them to assume full responsibility for their own conduct as it relates to the need for good judgment, moderation, respect for the rights of others and the to the legal regulations of the jurisdictions involved.
6. The employee code of conduct requires the cooperation of all employees in assisting to provide an alcohol free work environment.
7. Non-University entities, organizations and individuals using University facilities must comply with all Federal, District of Columbia and University laws, policies and procedures at events where alcoholic beverages are served and consumed.
8. Any student, student group or employee of the University who is found to be in violation of the laws or University policies shall be subject to disciplinary action by the University.
9. Howard University prohibits the possession or consumption of any alcoholic beverages on University property unless the University has approved the location and conditions for possession or consumption.
10. The only University facility that is licensed for the purchase and sale of alcoholic beverages is the Blackburn Center.
11. Alcoholic beverages purchased in licensed facilities must be consumed within the area designated for that purpose.
12. It will be the responsibility of the Director of Student Activities to ensure that University policies and procedures are observed and enforced.
13. Modification of policy regarding the possession and consumption of alcoholic beverages will be under continuous review and desirable changes made on the basis of demonstration by members of the University community of their ability and willingness to assume responsibility for their own conduct and decorum.

**SPECIFIC GUIDELINES**

On-Campus Approved Events: The possession and consumption of alcoholic beverages at approved on-campus events will be subject to the following regulations and guidelines:

1. All activities and events where alcoholic beverages are to be served and consumed, and sponsored by a student organization, must be approved by the Director of Student Activities, in writing.
2. In addition, written approval of the dean of the respective school or college must be secured by student organizations, staff groups and faculty groups before any alcoholic beverages will be permitted in a facility under the jurisdiction of a school or college.
3. All alcoholic beverages must be served by the sponsoring organization and only by an individual of legal drinking age. Except for the Blackburn University Center, absolutely no sale of alcoholic beverages will be permitted in university facilities.
4. Adequate amounts of food and nonalcoholic beverages, for those who choose not to consume alcohol, must be made available at all activities and events where alcoholic beverages are served.
5. The sponsoring organization must assume the responsibility of assuring compliance with the District of Columbia Regulations which prohibit the serving of alcoholic beverages to persons under 21 years of age.

6. Howard University reserves the right to deny any organization, student, faculty, staff and non-university entities, the approval to serve alcoholic beverages when it is deemed to be in the best interest of the University and others concerned. The same right exists with respect to the denial of service.
7. Advertisement of any University event at which alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcohol. Alcohol should not be used as an inducement to participate in a campus event. Nor should alcohol be the central theme of an event. All advertisements mentioning or implying the availability of alcohol should also include the phrase "Proof of age required" or "Age ID required."
8. Promotional materials including advertising for any University event shall not make reference to the amount of alcoholic beverages (such as number of beer kegs) available.
9. Appropriate residence hall staff, campus life staff or security personnel service reserve the right to remove advertisement that violate these guidelines.

Off-Campus Events: Persons sponsoring events off University premises where alcohol will be served are subject to all the laws regulating possession, purchase and consumption of alcoholic beverages by the District of Columbia or other jurisdictions.

Students or student groups/organizations sponsoring events off University premises must comply with the provisions of this policy; however, these events shall not be considered University sponsored or sanctioned events.

The University recommends that at off-campus events, the consumption of alcoholic beverages should under no circumstances be the primary focus of the event. In addition, adequate food and nonalcoholic beverages should be made available where alcoholic beverages may be served.

Code of the District of Columbia Regarding Alcoholic Beverages §25-121

1. Licenses issued thereunder shall not authorize the sale or delivery of beverages, except as permitted in subsections \*(i) and \*(j) of this section, to any person under the age of 21 years, either for his own use or for the use of any other person; or the sale, service or delivery of beverages to any person who appears to be intoxicated. No licensee shall be liable to any person for damages claimed to arise from refusal to sell alcoholic beverages.
  - \*(i) A licensee under the act may allow a person who has attained 18 years of age before September 30, 1986, to receive and consume beer and light wines.
  - \*(j) A licensee under this act may allow a person who is 18 years old or older to sell, serve or deliver any alcoholic beverage on the licensed premises; except that no person under the age of 21 shall be allowed to serve as a bartender. For purposes of this subsection, a "bartender" shall mean any person who fixes, mixes, makes or concocts any alcoholic beverages for consumption.

Any minor who falsely represents his or her age for the purpose of procuring any alcoholic beverage shall be deemed guilty of a misdemeanor. No person shall, in the District of Columbia, drink any alcoholic beverage or possess in an open container any alcoholic beverage in any street, alley, park or parking area; or in any vehicle in or upon the same. No person in the District of Columbia, whether in or on public or private property, shall be intoxicated and endanger the safety of himself or any other person or property.

**VIOLATIONS**

1. Penalties for violation of these policies by a University employee are set forth in the Employee Handbook for staff and the Faculty Handbook.
2. Violations of these policies by students are punishable under the provisions set forth in the statutes governing the Code of Conduct for Students at Howard University.

**DEFINITIONS**

1. *Alcoholic Beverages*—Any beverage containing at least one-half percent (0.5%) of alcohol by volume, including beer, wine, liquor and mixed drinks.
2. *Event or Activity*—A party, reception or other group social gathering held on the University campus.
3. *Legal Age To Drink*—21 years or older.
4. *Approved Event or Activity*—Any event or activity that has received written approval to be held on the university campus. Event or activities must be approved and must be held in accordance with provisions of this policy.
5. *Sale*—any transfer, trade, exchange or barter, in any manner or by any means, is considered sale under this policy.
6. *Use of Alcoholic Beverages*—possession, consumption, sale, distribution, purchase or transfer of alcoholic beverages.

*Approved by the Board of Trustees on January 23, 1993*

**NARCOTICS REGULATIONS AND GUIDELINES**

**POLICY STATEMENT OF HOWARD UNIVERSITY CONCERNING THE USE OF, THE POSSESSION FOR SALE, TRANSFER, OR EXCHANGE OF, AND THE MANUFACTURE, TRANSFER, SALE, OR EXCHANGE OF, CONTROLLED SUBSTANCES**

Among the most serious menacing phenomena facing urban communities in general and Black communities in particular is that of the ever-spreading use of controlled substances or illegal drugs. Attending this phenomenon are not only the debilitating effects on the human system, but the many unsettled events which are inescapably its by-products. Howard University, as an urban institution and a part of the larger District of Columbia community, is not insulated against this problem and its accompanying or precipitating ills and recognizes that an effective response to this menace must be on a communitywide basis.

Proper consideration of this subject must take into account and be addressed to those not yet involved as users or purveyors, those who may be helped through medically related therapy and treatment programs, and those who are engaged in the illegal possession, manufacture, transfer and/or sale of such items. For the past several years considerable effort has been directed toward acquainting the university community with this subject in its most salient aspects. With some exceptions, work in this area has been concerned primarily with the conduct of special educational programs. These efforts, with expansion and increased emphasis, will be continued.

In addition, the University through the Counseling Service, the Student Health Center, the Employee Health Unit and the Institute on Drug Abuse and Addiction,

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will make a major effort to marshal appropriate resources, on an interdisciplinary basis, to contribute to the campaign currently being waged against this destructive force. Thus, all of these University resources will be concerned with comprehensive drug prevention/treatment programs and services.

**NON-MEDICALLY PRESCRIBED USE OF DRUGS**

Howard University does not sanction the use of drugs which are not prescribed by authorized health professionals. It is strongly urged that persons who have not experimented with or made use of such substances should avoid their use at all costs. For individuals interested in this subject, educational materials are available at the Counseling Service, the Student Health Center, the Employee Health Unit and the Institute on Drug Abuse Addiction, as well as selected locations throughout the District of Columbia.

Individuals with drug-related problems should seek professional help, without delay, from these University resources, where such assistance is handled with the utmost confidentiality. Students with drug problems or concerns in this area are encouraged to seek help from or visit these agencies without fear of punitive consequences, such as disciplinary police actions or expulsion from the University.

POSSESSION OF CONTROLLED SUBSTANCES FOR SALE, EXCHANGE, OR TRANSFER, OR THE SALE, EXCHANGE, TRANSFER OR MANUFACTURE OF CONTROLLED SUBSTANCES. The subject of individual involvement in the handling of illegal drugs is viewed by the University in an entirely different light. Federal and local laws make it abundantly clear that possession of controlled substances for the purpose of sale, exchange, or transfer as well as the manufacture, sale, transfer or exchange of controlled substances are prohibited, and individuals responsible for violations of such laws are to be treated with severity. The University, as a part of the larger community, is similarly bound by law and of necessity must act in similar fashion with offenders of its own regulations operative in this area. Although the University recognizes the need to provide a variety of remedial services to persons who fall victim to drugs, in the hope that causes of such problems can be removed, it does not intend to offer a haven for persons who intentionally violate its own standards of conduct or Federal and local laws dealing with this subject. Howard University views illegal conduct in this connection with complete seriousness and the urgency of the matter deserves the immediate attention of each individual. It should especially be noted in this regard that students engaged in illegal conduct of this type are subject to summary SUSPENSION, EXPULSION, and/or TERMINATION, aside from or in addition to penalties which may flow from court disposition of such matters. Persons not formally connected with the University but who nevertheless are involved in illegal drug activity on University premises will be subject to ARREST and PROSECUTION.

Involvement with illegal drugs subject a person to criminal penalties, including felony conviction and often times imprisonment. The University feels that each individual should give serious consideration to the possible permanent harm a conviction may do later in life. It is possible that the affected person will face the loss of many employment and citizenship privileges, such as professional licensing (law, medicine, certified public accountant, and the like), the right to vote and employment by governmental agencies and in many instances, private industry. For those who would require proof, it has been clearly demonstrated that neither slavery nor compulsory segregation succeeded in robbing our people of their potency. To now permit the drug menace to signal the demise of our people would be no more a tribute properly befitting the efforts of our ancestors and contemporaries

who have labored long and hard in the vineyard toward total liberation than would it be a proper legacy for future generations of our youth.

*Approved By The Board of Trustees on September 23, 1989*

**AUXILIARY ENTERPRISES AUTHORIZATION FOR LIMITED VENDING AND SALES OF CAMPUS**

Howard University has maintained a policy prohibiting the operation of vending services and sales of merchandise on campus except through those established University Auxiliary Enterprises, or, through authorized contract vendors under the supervision of Auxiliary Enterprises. This policy is to protect the university community and to eliminate unauthorized commercial activities on campus.

The University bookstores operate as sales stores to handle, in addition to books and school supplies, soft goods and other merchandise in as far as space and store personnel will permit. All food products sold on campus must be handled or controlled by either the Department of Food Services or authorized contract vendors. These measures are taken to insure proper sanitary practices and to eliminate the sale of food products in various places throughout the campus which are not designed and equipped for the sale of food. Any outside person or vendor not properly authorized to engage in sales activity on Howard University property shall be instructed by authorized University personnel, to cease such operation immediately, and if such activity does not cease, persons involved will be subject to arrest. Any University personnel, faculty, staff or student, not properly authorized to engage in sales activity on Howard University property shall be instructed by authorized university personnel to cease such operation immediately, and if such activity does not cease, persons will be reported to the appropriate University authority for disciplinary action.

*Approved by Board of Trustees on January 25, 1973*

Authority for vending services or sales may only be granted by the President, his designee or Auxiliary Enterprises.

Definition: Limited Vending is vending informally authorized in writing by Auxiliary Enterprises to permit student organizations to vend a limited variety of merchandise, goods or nonperishable, prepackaged food items obtainable from the Campus Store. Such vending is limited to a specific event, or authorized student organizational activities. Limited vending must not incur cost to the university nor conflict with ongoing university operations.

Procedure: After receiving written approval for use of university facilities from the proper authority, with the understanding that vending is contemplated, the student organization will contact Auxiliary Enterprises. If the vending contemplated falls within university policy provisions, an application form will be provided to the student organization. A properly completed form authenticated by the Director of Auxiliary Enterprises or his/her Assistant constitutes authority for the Limited Vending operations.

The authentic form must be displayed at the vending site during operations.

- **Limitations:** Student organizations may not prepare food for vending, serve or provide food for consumption or pour beverages. Only unopened, nonperishable, commercially prepackaged foods or beverages may be vended. Paper cups may be provided; however, customers must pour their own beverages. Ice may be used for cooling beverages in unopened containers only.

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- **Customer Safety and Satisfaction:** A primary concern of all authorized vendors must be CUSTOMER SAFETY AND SATISFACTION. Damaged packaging or leaking containers are evidence of potential contamination and items so affected will not be vended. Vendors must also be prepared to exchange “unsatisfactory” items or make refunds to insure CUSTOMER SATISFACTION. Customer complaints may prompt immediate termination of Limited Vending authority or preclude consideration of any future requests by the student organization concerned.
- **Termination:** Limited Vending authority terminates at the time indicated on the Authorization form. The authority may be terminated by interested university offices any time that continuation is deemed not to be in the interest of the University. Failure to display the Limited Vending form at the vending location may result in interruption or termination of the operations.

**GUIDELINES FOR POSTING AND DISTRIBUTION OF POSTERS/FLYERS/MATERIALS AT HOWARD UNIVERSITY**

Revised: January 1997

- I. The buildings and grounds at Howard University are private property and, in general, materials may not be posted or distributed without the permission of the University.
- II. Before displaying any advertisement, including signs, posters or placards, on bulletin boards or other display spaces at Howard University, the university employee, organization, department or recognized student organization must obtain authorization from the Scheduling Office. The name(s) of the sponsoring organization(s)/entity must appear on all advertisements. Requests for permission to distribute handbills, flyers or publications must be made directly to the Scheduling Office for authorization for posting and/or distribution of the materials.
- III. The posting of flyers and other printed materials are limited to university employees, currently enrolled students, and representatives of recognized student organizations.
- IV. Upon approval, permission to post or distribute materials shall be granted for a specific period of time.
- V. The following regulations apply to all posting. Posting materials other than in compliance with these regulations will result in sanctions.
  1. The University prohibits the posting of advertisements, announcements that it considers lewd, indecent, or vulgar, or that reflect the commission or attempted commission of any crime. Failure to conform to this requirement may result in withdrawal of approval to use the University facility.
  2. In each authorized area, only one advertisement per event may be posted. Advertisements posted, in violation of this policy, will be removed. The sponsoring organizations, along with the facility coordinator, are required to monitor areas authorized for posting events and are responsible for removing outdated advertisements.
  3. All advertisements and announcements, whether posted on or off the campus of Howard University, must bear the following statement: “The view(s) expressed during this activity do not necessarily reflect the view(s) of Howard University or any of its schools or colleges.” Failure to conform to this requirement may result in withdrawal of approval to use the University facility.

4. All posters/flyers must be authorized and registered with the Scheduling Office, prior to mass production and posting. Registering includes providing name of sponsoring entity or organization, contact name, phone numbers and address.
5. Process time for the authorization to post materials is a minimum of 24 hours.
6. All persons MUST supply the office with a minimum of two posters/flyers. One copy of all posters/flyers will be retained for the office files prior to stamping.
7. A maximum of 10 flyers may be authorized to be stamped for posting at any one time.
8. All posters/flyers involving University facility usage requires confirmation of approval for use of the facility prior to poster/flyer stamping. Documentation of the confirmation may be required, in writing, upon request. Flyers must state, in English, the time, place, date and University sponsor. Failure to provide confirmation of the event scheduled in a University facility will result in denial of stamping posters/flyers, as well as withdrawal of approval of the event.
9. All posters must meet criteria outlined in the University’s Alcohol Policy. Posted materials may not advertise alcohol, drugs, gambling, weapons, or anything else that would be a violation of university policy, either through language or artwork.
10. No posters, flyers or announcements may be attached to unapproved areas such as: trees, doors, sidewalks, benches, walkways, stairs, trash cans, newspaper boxes, recycling bins, Howard University signs or statues, walls, plastic, metal or glass surfaces, or bulletin boards administered by a university department sponsor without permission from the department.
11. Only requests from recognized student organizations and Howard University departments/officials will be considered for posting on campus for on-campus events. Flyers and announcements by non-university groups and organizations are prohibited unless cosponsored by a student organization or University department. The name of the student organization or university department must be clearly displayed on the poster or distributed materials. Departments and/or facility coordinators/managers may have additional restrictions for their bulletin boards and showcases. Please see the building manager in each building for information.
12. Posters, flyers or announcements may be attached with masking tape, push pins or staples on bulletin boards, only.
13. Materials may not be posted more than ten days prior to the event.
14. All posters, flyers or announcements must be removed by the event sponsor within 24 hours following the completion of the event.
15. University and non-university affiliated organizations violating these guidelines are subject to fines and service charges. Student organizations, individuals, as well as nonuniversity affiliated entities, violating these guidelines will be subject to a \$25.00 fine per poster/flyer in violation. Violations must be paid within 14 days of violation notice to avoid any additional penalties. Violators are required to remove and properly dispose of each flyer/poster in violation of the aforementioned guidelines. In addition, violators must repair any damages, or pay for services for required, for same, incurred by either the posting itself or removal of the materials.

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16. Persons distributing handbills, leaflets, and flyers shall take all measures necessary to prevent those materials from littering streets, sidewalks, buildings, or any other space on campus and the District of Columbia.
17. Distributions, not in compliance with these guidelines, within the perimeters of Howard University may be stopped or removed by University staff. However, it is the responsibility of Howard University student organizations or employees to stop or remove all distributions in violation of University regulations or DC law.
18. Indoor posting of materials, for bulletin boards, must not exceed 11" x 17".
19. Postings are limited to one per event on any one bulletin board, and must not overlay other materials.
20. Promotions and/or advertising for special events such as elections, homecoming, or spring arts festival may be excepted by permission from the Scheduling Office.
21. Exceptions to any of the distribution guidelines may only be considered by the Scheduling Office.
22. Banner space is available only to Recognized Student Organizations and space for same must be reserved through the Scheduling Office.
23. Banners must not exceed 7' x 8'. The bottom of the banner must be weighed in an appropriate manner.
24. The recognized student organization or University department reserving the banner space, is responsible for hanging and removing the banner(s). Failure to remove the banner(s) upon expiration of the reservation may result in the removal of the banner(s) by the University. The organization or entity responsible for the banner may then be billed for its removal.
25. To insure broad access to banner spaces, only two may be reserved at a time, for a limit of 7 days per event and two events per semester. Banner space may not be reserved for more than one week.
26. Recognized student organizations and/or university users may not advertise or promote Howard University or any university facility as the location or site of an event until after the University has given final written approval to use the University facility. In addition, no artist(s), speaker(s), performer(s), etc., shall be advertised prior to the execution of such agreements by the Vice President for Business and Fiscal Affairs or his/her designee.
27. Requests for approval, by recognized student organizations, University employees or departments, to advertise on and off-campus events, activities, or personalities, via any electronic or print mediums, must be submitted to the Scheduling Office prior to the actual placement or ordering of such advertising.
28. Distribution of handbills must be authorized by the Scheduling Office or the specific facilities manager/coordinator affected, in advance. Only recognized student organizations or university departments, advertising on-campus events, will be considered.
29. On- or off-campus advertising and/or announcements must NOT bear the name of Howard University, Howard, Bison or any other name under license by Howard University, without prior approval by the Licensing Office. In addition, use of the term "official" is not permitted without proper approval.
30. Showcase reservations may be for a two week period, maximum. Recognized student organizations may reserve a showcase twice a semester. Approval to

post on showcases is at the discretion of the facilities coordinator, or the Scheduling Office, for cases in the Blackburn Center.

31. Flyers and posters are to be distributed on campus only. Off-campus advertising is not permitted. This includes the announcement of events on Radio/TV and in non-University publications. Exceptions to this rule may be granted by the Scheduling Office, and coordinated in conjunction with the University Relations Office.

Note: These guidelines are subject to change without notice.

**POLICY AND PROCEDURE ON EQUAL OPPORTUNITY IN EMPLOYMENT AND EDUCATION PROGRAMS AND ACTIVITIES**

**Policy Statement**

It is the policy of Howard University (the "University") to provide equal opportunity in employment and in its education programs and activities. In furtherance of this Policy, the University strives to maintain a community that offers an environment for work and study free from all forms of illegal intrusion, intimidation, or exploitation. Therefore, the University will not tolerate illegal discrimination against any person in employment matters, or in the provision of its varied education programs or activities, based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, disability, matriculation, political affiliation, or any other classification prohibited by Federal or District of Columbia law, or the law of any legal action precipitated by a violation of this Policy in which the University and a member of the University Community are named as "co-defendants," the University may refuse to defend and/or indemnify any co-defendant who is responsible for that violation. The actions proscribed by this Policy are applicable to all individuals who are on University premises or on any other property where the University conducts its business.

If such an individual commits an act in violation of this Policy, the University will take appropriate remedial measures under the circumstances to sanction the offender, to mitigate against the potential for recurrence, and to discipline any member of the

University community who may have participated in such conduct, or may have failed to stop such conduct when he or she had the authority to do so.

This Policy does not address sexual harassment in employment or sexual harassment and gender based discrimination in the conduct of education programs and activities. Such matters are addressed in the Howard University Policy Against Sexual Harassment and Gender Based Discrimination in education programs and activities.

The University's Office of Human Resource Management is primarily responsible for implementing this Policy with respect to employment matters and for ensuring that all employees of the University are adequately trained or otherwise made aware of their responsibilities under this Policy. The Office of the Provost is primarily responsible for implementing this Policy with respect to students.

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**DEFINITIONS AND GENERAL STANDARDS**

**General Prohibition Against Employment Discrimination**

“Impermissible discrimination” in the conduct of any employment activity shall mean the failure or refusal to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual’s race, color, religion, sex, age, national origin, marital status, personal appearance, sexual orientation, family responsibilities, disability, matriculation, or political affiliation; or to limit, segregate, or classify employees or applicants for employment in any way that would deprive or tend to deprive any individual of employment opportunities or otherwise affect status as an employee, because of such individual’s race, color, religion, sex, age, national origin, marital status, personal appearance, sexual orientation, family responsibilities, disability, matriculation, or political affiliation.

**General Prohibition Against Discrimination in Education Programs and Activities**

“Impermissible discrimination” in the conduct of an education program or activity means any action or inaction based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income, or disability, that would directly, or through contractual or other arrangements:

1. deny a student any service, financial aid, or other benefit provided under such a program or activity;
2. provide a student access to any service, financial aid, or other benefit that is different, or is provided in a different manner, from that provided to other students;
3. subject a student to segregation or separate treatment in any matter related to his or her receipt of any service, financial aid, or other benefit under the program or activity;
4. restrict a student in the enjoyment of any educational advantage or privilege enjoyed by other students receiving the same or like services, financial aid, or other benefits;
5. treat a student or applicant for admission to a college or school differently from others in determining whether he or she satisfies any admission, enrollment, eligibility, membership or other requirement or condition;
6. deny a student an opportunity to use facilities or participate in an education program or activity or otherwise afford him or her an opportunity to do so that is different from that afforded other students; or
7. deny a student the opportunity to participate as a member of any academic committee or other University governance body.

**DISCRIMINATION BASED ON DISABILITY**

**Discrimination Based on Disability in Employment**

It is impermissible to discriminate on the basis of disability against a qualified individual with a disability in regard to:

1. recruitment, advertising, or job application procedures;
2. hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, or rehiring;
3. rates of pay or any other form of compensation or changes in compensation;
4. job assignments, job classifications, organizational structures, position descriptions, lines of progression, or seniority lists;
5. leaves of absence, sick leave, or any other leave;
6. fringe benefits available by virtue of employment, whether or not administered by the University;
7. selection or financial support for training, including: professional meetings, conferences and other related activities, or selection for leaves of absence to pursue training;
8. activities sponsored by the University including social or recreational programs; or
9. any other term, condition, or privilege of employment.

The University will accommodate the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless the University determines that the required accommodation would impose an undue hardship on the operation of its business affairs or activities.

Similarly, the University will not deny employment opportunities to an otherwise qualified job applicant or employee with a disability based on the need of the University to make reasonable accommodation to such individual’s physical or mental impairments.

A qualified individual with a disability is not required to accept an accommodation, aid, service, opportunity or benefit that such qualified individual chooses to decline.

However, if such individual rejects a reasonable accommodation, aid, service, opportunity or benefit that is necessary to enable the individual to perform the essential functions of the position held (or desired, if an applicant for employment), and cannot, as a result of that rejection, perform the essential functions of the position, the individual will not be considered a qualified individual with a disability.

Nothing contained in this Policy is intended to permit or allow the University to hire or retain as an employee any individual whose employment would pose a direct threat or a significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.



**Discrimination Based on Disability in the Conduct of Education Programs and Activities**

No qualified student with a disability shall, on the basis of disability, be denied the benefits of, or otherwise be subjected to discrimination under any academic, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletic, recreation, transportation, other extra-curricular, or other education program or activity of the University.

The University shall not, on the basis of disability, exclude any qualified student with a disability from any course, course of study, or other part of any education program or activity. Education programs and activities will be conducted in the most integrated setting appropriate under the circumstances.

No member of the University Community may impose rules upon qualified students with disabilities, such as the prohibition of tape recorders in classrooms or of dog guides in campus buildings, that have the effect of limiting the participation of such students in the University’s education programs or activities.

The Dean of Special Student Services shall take such steps as are necessary to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under any education program or activity because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills.

It is the policy of the University to make such reasonable modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of disability, against a qualified applicant or student. However, academic requirements that the University determines are essential to the program of instruction being pursued by such student, or to any directly related licensing requirement, will not be regarded as discriminatory within the meaning of this Policy. The reasonableness of modifications will be considered on a case-by-case basis.

Moreover, the University will not permit a student to participate in an education program or activity if the student’s participation would pose a direct threat or a significant risk of substantial harm to the health or safety of the student or others that cannot be eliminated by a reasonable modification.

**SECTION 504 COORDINATOR**

Pursuant to section 504 of the Rehabilitation Act of 1973, as amended, and regulations adopted under that law, the University has appointed a “Coordinator” to facilitate its efforts to eliminate discrimination based on disability. The role of the Coordinator will be to receive and respond to inquiries involving those provisions of this Policy dealing with discrimination based disability. In addition, the Coordinator is also available to receive and to respond to inquiries and complaints concerning physical barriers or other types of impediments that unreasonably prevent or limit access to facilities by persons with a disability. The Section 504 Coordinator is Ms. Marlene Richardson, Operations Manager, and she may be contacted at (202) 806-1011.

**Definitions Related to Discrimination Based on Disability for Both Employment and Education Programs and Activities**

“Disability” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

“Major life activities” means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

“Substantially limits” means:

1. Unable to perform a major life activity that the average person in the general population can perform; or
2. Significantly restricted as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.

“Qualified individual with a disability” in employment means an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

“Qualified student with a disability” means a student with a disability who meets the academic and technical standards for admission to, or participation in, the relevant education programs and activities with or without reasonable modifications.

When interpreting the provisions and terms recited above, the University will be guided by the regulatory provisions and interpretations promulgated by the United States Department of Labor under the Americans with Disabilities Act.

**NATIONAL ORIGIN DISCRIMINATION**

With respect to both employment practices and the conduct of educational programs and activities, “impermissible discrimination” based on national origin means the denial of equal opportunity because of an individual’s, or his or her ancestor’s, place of origin; or because an individual has the physical, cultural or linguistic characteristics of a national origin group.

**RIGHTS OF THE PARTIES**

**Rights of the Complaining Party**

Any member of the University Community who believes that he or she has been subjected to employment discrimination, or discrimination in the conduct of education programs or activities, in violation of this Policy is urged to promptly pursue the matter and to file a complaint in accordance with the procedures described in this Policy. The complaining party will not be reprimanded, retaliated against, or discriminated against in any way for initiating an inquiry or complaint in good faith.

**Declination to Defend or Indemnify**

The University will not defend or indemnify any member of the University Community in any legal proceeding or other similar action alleging discrimination if the Office of General Counsel determines that such member violated this Policy and may have acted either (1) in bad faith; or (2) in a manner adverse to the best interest of the University.

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**Rights of the Alleged Subject**

A person against whom a complaint is lodged shall be presumed innocent of that charge unless and until there is a final administrative finding of culpability or a stipulated admission to the charge by that person.

**ACADEMIC FREEDOM**

It is the policy of the University to afford Faculty with a fair opportunity to teach and conduct research and to provide services to the community in a setting that provides the academic freedom necessary to cultivate a wide expanse of ideas and teaching methods. It is not the intent of this Policy to inhibit the expression of such ideas or the use of such methods, provided that they are expressed or used in a manner that is consistent with the legitimate rights of our students.

**PROCEDURES FOR RESOLVING EMPLOYMENT DISCRIMINATION COMPLAINTS**

**1. Persons to Contact**

Complaints of employment discrimination must be brought to the attention of the University EEO Officer or the appropriate EEO Designee for resolution in accordance with these procedures. Complaints about discrimination committed by agents or employees of vendors, independent contractors, or others who do business with the University, and by any other non-employee must be brought to the attention of the Vice President for Human Resource Management and the University EEO Officer.

If either of the individuals occupying the positions described in the preceding paragraph is the subject of a complaint, the complaint shall be filed with the General Counsel. With respect to such complaints, the General Counsel shall determine the most appropriate manner to investigate and resolve the complaint consistent with the remaining provisions of this Policy.

The EEO Designees and the respective units within their assigned areas of responsibility are as follows:

**TALAYA G. GILMORE-MOYE, CPM**

**Director • Equal Employment Opportunity • C.B. Powell Building  
525 Bryant Street, NW • Room C105 • Washington, DC 20059 • (202) 806-6077**

**Office of the President**

Sharon P. Banks, Esq.  
Senior Associate General Counsel  
Office of the General Counsel  
2400 6th Street, NW, Suite 321  
Washington, DC 20059  
(202) 806-2650

**Office of the Provost/Chief Academic Officer (Schools and Colleges)**

JoAnn Fax  
Executive Director  
Administration and Operations  
School of Law  
2900 Van Ness Street, NW  
Washington, DC 20008  
(202) 806-8015

**Office of the Provost/Chief Academic Officer (Schools and Colleges)**

Dr. Trevor Leiba  
Director of Academic Affairs  
Division of Allied Health Sciences  
6th and Bryant Street, NW  
Washington, DC 20059  
(202) 806-4400

Mohamed Mekkawi  
Director, University Libraries  
Founders Library  
500 Howard Place, NW, Room 203  
Washington, DC 20059  
(202) 806-7234

Dr. Peggy A. Berry  
Director, Continuing Education  
1100 Wayne Avenue, Suite 100  
Silver Spring, Maryland 20910  
(301) 608-4110

Dr. Daniel A. Williams, III  
Associate Professor, Mathematics and  
Director, College of Arts and Sciences  
Honors Program  
Locke Hall, Room 124  
2441 – 6th Street, NW  
Washington, DC 20059  
(202) 806-6763

**Office of the Interim Senior Vice President/Chief Financial Officer/Treasurer**  
See Director, EEO

**Office of the Senior Vice President for Health Sciences (See Executive Management) Howard University Hospital**  
Micheale Nesbitt-Johnson  
Compliance Specialist  
Compliance Office  
Main Hospital – Room 2066  
Washington, DC 20060  
(202) 865-4777

**HOWARD UNIVERSITY HOSPITAL  
2041 Georgia Avenue, NW • Washington, DC 20060**

**Executive Management**

Renee J. Turner-Inman  
Assistant Director, Human Resources  
Main Hospital – Room 2039  
(202) 865-3733

Kevin J. May  
Employee and Labor Relations Law Clerk  
Human Resources  
Main Hospital – Room 2039  
(202) 865-7389

Shadrick Phillips  
Manager, Employment and Recruitment  
Main Hospital – Room 2038  
(202) 865-3919

**Chief Operating Officer (COO)**

Tangee' M. Pruitt  
Program Manager to the Chief  
Operating Officer  
Main Hospital – Room 2083  
(202) 865-6859

**Nursing Division**

Tracy Spann-Downing  
Nurse Recruiter  
Nursing Administration  
Main Hospital – Room 2027  
(202) 865-6239

**Professional Services**

Gavin Latney  
Administrative Director, ECA Operations  
ECA – Patient Access  
Main Hospital – Admitting Room – 1st floor  
(202) 865-1121

**Facilities Management and Management Services**

Paul M. Abrahams  
Construction/Division Budget Analyst  
Main Hospital – Room BA-33  
(202) 865-7323

**Finance and Research/Grants**

Deborah Schran, CPAM  
Director of Billing/Patient Business  
Operations, Patient Accounts  
Main Hospital – 2nd floor  
(202) 865-3599

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EEO Designees shall be appointed by the Vice President for Human Resources after consultation with the appropriate Vice President responsible for the supervision of the unit that employs the Designee. No Designee, however, shall be permitted to investigate any matter or consult with any potential complainant without first receiving training of a type and duration specified by the Vice President for Human Resources. Such training shall be completed within 60 days after the selection of the Designee by the Vice President for Human Resources.

All complaints filed with EEO Designees shall be submitted to the EEO Officer for review and assignment.

Employees are encouraged to consult with the EEO Officer or their assigned EEO Designee if they have any questions regarding this Policy including, but not limited to, the appropriateness of filing a complaint. If an employee so elects, the EEO Officer or Designee, as appropriate, may attempt to effect a resolution of issues of concern prior to the filing of a complaint by the employee.

**2. Required Information**

A complaint must be in writing and include the name(s), date(s), time(s), description of specific incident(s), and any other information on which the complaint is based. The complainant must sign the complaint and be willing to be identified to witnesses and to the person against whom the complaint is directed, if that is determined necessary by the University to resolve the complaint.

**3. Time of Filing**

A complaint of employment discrimination must be filed within 45 calendar days following the date of the alleged discrimination. If, however, an individual reasonably believes that he or she may be the subject of an adverse personnel action in violation of this Policy’s prohibition against employment discrimination, a timely complaint must be filed within 30 calendar days after the employee had actual knowledge that the action would be taken, or within 30 days after the actual effective date of such adverse action, whichever is earlier. For the purposes of this paragraph the term “adverse action” shall include the failure to hire, firing, the failure to promote, demotion, and all forms of disciplinary action.

**4. Interim Remedial Action**

Promptly upon notification of a complaint, the EEO Officer or the assigned EEO Designee will discuss with the complainant the nature of the complaint and will determine whether interim remedial measures should be taken to alleviate problems or conflicts pending an investigation and resolution. Such measures may involve either the complainant or the accused (the “subject”) and may include a transfer, reassignment of duties or reporting requirements, mandatory administrative leave with pay, or other appropriate measures. Such measures, however, shall not be considered disciplinary action against any person and may only be taken with the concurrence of the Vice President for Human Resources, after consultation with the Office of General Counsel.

**5. Investigation**

The EEO Officer will conduct, or manage, the investigations of all employment discrimination complaints. At the election of the EEO Officer, the conduct of an investigation may be delegated to the appropriate EEO Designee or, with the concurrence of the General Counsel, to an outside law firm or consultant. If a consultant or law firm is used to conduct an investigation, it will be selected and

retained by the General Counsel and its Report of Investigation may be disclosed only to the extent authorized by the General Counsel.

**6. Methods of Investigation**

The conduct of investigations must include an interview of the complainant and may include one or more of the following fact-finding methods:

- A. review of all relevant documents including, but not limited to, employment applications, performance reviews, and records of any past discipline;
- B. personal interviews with co-workers, supervisors, and any other person who may have knowledge or information relevant to the allegations in the Complaint; or
- C. letters of inquiry by the investigator to those persons described in (ii) above.

**7. Notice to Subject**

The subject of the investigation shall have the right to be informed, in writing, of the charges contained in the complaint and to submit a written response to those charges.

**8. Confidentiality**

To the fullest extent practicable and consistent with the University’s need to investigate and take corrective action, complaints of employment discrimination will be processed confidentially. However, the name of the complainant may be revealed, as well as all material circumstances of the alleged discrimination, if the University determines such action is necessary to resolve the complaint.

- A. Resolution – Upon the conclusion of an employment discrimination investigation, a Report of Investigation shall be prepared and forwarded by the EEO Officer to the Vice President or other appropriate authority (“Decisional Authority”) who has supervisory responsibility over the organizational unit employing the subject. The Report shall contain a brief description of the complaint, a statement of the methodology used to investigate the complaint, findings of material fact, and an opinion of the investigator as to whether the allegations of the complaint are sustained by the facts. A recommendation for specific remedial action shall not be provided unless such a recommendation is subsequently requested by the Decisional Authority. The Decisional Authority shall take such remedial measures as may be appropriate under the circumstances, after consultation with the Office of General Counsel. The Decisional Authority’s action, or declination of action, constitutes the final administrative action of the University and shall not be subject to appeal.

**9. Notification**

In the event that allegations of employment discrimination are sustained, the Decisional Authority responsible for reviewing the Report on Investigation shall: (a) notify the subject of investigation of the findings and of the remedial action taken or to be taken; and (b) notify the complaining party that the allegations have been sustained and that appropriate remedial action has been or will be taken. The complainant shall be informed of the nature of such action only in the event that the remedial action may affect the terms and conditions of the complainant’s employment.

In the event that the allegations of employment discrimination are not sustained, the Decisional Authority shall notify the complainant and the subject of that fact.

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**10. Alternative Procedures**

If a Vice President (or person of similar rank) is the subject of a complaint, the President shall be the official to whom the Report of Investigation shall be furnished and who shall take such remedial action as may be appropriate. If the President, in his individual capacity, should be the subject of a complaint, the Vice President of Human Resources shall notify the General Counsel who, in turn, shall recommend a special investigative protocol to the Chairman of the Audit and Legal Committee of the Board of Trustees. Thereafter, such complaint shall be investigated as directed by such Committee.

**PROCEDURES FOR RESOLVING DISCRIMINATION COMPLAINTS IN EDUCATIONAL PROGRAMS OR ACTIVITIES**

**1. Persons to Contact**

Student complaints of impermissible discrimination in the conduct of education programs or activities must be brought to the attention of the Dean, or the Dean’s Equal Opportunity Designee (“EO Designee”), of that College or School, or other organizational unit of the University, in which the student is enrolled. A confidential copy of the complaint shall be provided by such Dean or the Dean’s EO Designee to the Office of General Counsel.

In addition to the persons described in the preceding paragraph, a student may file complaints of discrimination based on race, gender, color, or national origin with the United States Department of Education, Office for Civil Rights (“OCR”). The address and telephone number of the appropriate OCR District are as follows:

U.S. Department of Education  
Office for Civil Rights  
District of Columbia Office  
1100 Pennsylvania Avenue, NW, Room. 316  
Post Office Box 14620  
Washington, DC 20044-4620  
Telephone: (202) 208-2545  
FAX: (202) 208-7797; TDD (202) 208-7741

Students are encouraged to consult with their Dean or the Dean’s EO Designee if they have any questions regarding this Policy including, but not limited to, the appropriateness of filing a complaint. If a student so elects, the Dean or the Dean’s EO Designee, as appropriate, may attempt to effect a resolution of issues of concern prior to the filing of a complaint by the student.

The Deans and their Title IX Designees are as follows:

College/School	Dean	Title IX Designee	Address	Telephone
Arts & Sciences	Dr. James A. Donaldson	Dr. Charles Jarmon Dr. Barbara Griffin Mrs. Linda Jones Mrs. Jean Bryan Dr. Tritobia Hayes-Benjamin Dr. Annette Davis Dr. David James Mr. David Austin	2441 6th St., NW Suite 101	(202) 806-6700
Communications	Dr. Jannette Dates	Dr. David Woods Harriet Ragin	525 Bryant St., NW Room C-204	(202) 806-7694
Divinity	Alton B. Pollard, III	Dean Bertram Melborne Cassandra Newsome	1400 Shepherd St., NE Room 149	(202) 806-0500
Education	Dr. Leslie T. Fenwick	Dr. Delores Dickerson	2441 4th St., NW Room 104	(202) 806-7340
Business	Dr. Barron Harvey	Carol Henley Harold Degray	2600 6th St., NW Room 571	(202) 806-1500
Dentistry	Dr. Leo Rouse	Dr. Theola Douglass	600 W St., NW Room 5D6	(202) 806-0440
Eng., Architecture & Allied Health Sciences	Dr. James Johnson	Marilyn Nolley	2300 6th St., NW Room 1016	(202) 806-6565
Pharmacy, Nursing & Allied Health Sciences	Dr. Beatrice Adderly-Kelly	Dr. Vincent Telang Dr. Peggy Valentine Dr. Dorothy Powell Debby Penaman	2300 4th St.- Pharmacy 501 Bryant St. - Nursing 6th & Bryant - AH	(202) 806-5431
Graduate School Arts & Sci.	Dr. Orlando Taylor		4th & College St., NW Annex III	(202) 806-6800
College of Med.	Dr. Robert Taylor	Sterling M. Lloyd Pauline Titus-Dillon	520 W St., NW Room 512	(202) 806-6270
Law	Dr. Kurt Schmoke	Denise Spriggs Bullock Sam McClendon	2900 Van Ness St., NW Room 112	(202) 806-8000
Social Work	Dr. Cudore Snell	Dr. Annie Brown	601 Howard Pl., NW Room 209	(202) 806-7311

If either the Dean or the EO Designee is the subject of a complaint, the complaint shall be filed with the General Counsel, who shall determine the most appropriate manner to investigate and resolve the complaint consistent with the remaining provisions of this Policy.

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**2. Required Information**

A complaint must be in writing and include the name(s), date(s), time(s), description of specific incident(s), and any other information on which the complaint is based. The complainant must sign the complaint and be willing to be identified to witnesses and to the person against whom the complaint is directed, if that is determined necessary by the University to resolve the complaint.

**3. Time of Filing**

A complaint of discrimination in the conduct of education programs and activities must be filed within 60 calendar days following the date of the alleged discrimination.

**4. Interim Remedial Action**

Promptly upon the filing of a complaint by a student, the Dean, or the Dean's EO Designee, shall consult with the Office of General Counsel to determine whether interim remedial measures should be taken to alleviate problems or conflicts pending an investigation and resolution. Such measures may involve either the complainant or the subject and may include class reassignments, a transfer from teaching to administrative, research, or other non-teaching duties, administrative leave (with pay), or excusable absences from class and/or class assignments. Such measures, however, shall not be considered disciplinary action against any person and may only be taken with the concurrence of the Provost.

**5. Investigation**

The Dean, or the EO Designee, will conduct investigations of all discrimination complaints regarding education programs or activities. With the concurrence of the General Counsel, the conduct of an investigation may be delegated to an outside law firm or consultant. If a law firm or consultant is used, however, it shall be selected and retained by the General Counsel and its Report of Investigation may be disclosed only to the extent authorized by the General Counsel.

**6. Methods of Investigation**

The conduct of investigations must include an interview of the complainant and may include one or more of the following fact-finding methods:

- A. review of all relevant documents including, but not limited to, academic records;
- B. personal interviews of Faculty, students, may have knowledge or information relevant to the allegations in the complaint; or
- C. letters of inquiry by the investigator to those persons described in (ii) above.

**7. Notice to Subject**

The subject of the investigation shall have the right to be informed, in writing, of the charges contained in the complaint and to submit a written response to those charges.

**8. Confidentiality**

To the fullest extent practicable and consistent with the University's need to investigate and take corrective action, complaints of discrimination will be processed confidentially. However, the name of the complainant may be revealed, as well as all material circumstances of the alleged discrimination, if the University determines that such action is necessary to resolve the complaint.

**9. Resolution**

Upon the conclusion of a discrimination investigation pertaining to education programs or activities, a Report of investigation shall be prepared by the Dean, or the EO Designee, and shall be forwarded to the Provost. The Report shall contain a brief description of the complaint, a statement of the methodology used to investigate the complaint, findings of material fact, and an opinion of the Dean, or the EO Designee, as to whether the allegations are sustained. The Report shall be accompanied by a recommendation from the relevant Dean of those remedial measures, if any, the Dean believes may be appropriate under the circumstances. Such measures shall be adopted by the University unless the Provost, after consultation with the Office of General Counsel, finds such measures unreasonable under the circumstances. The action, or declination of action, by the Provost may not be appealed to any other authority.

**10. Notification**

In the event that the allegations of discrimination in education programs or activities are sustained, the Provost shall: (i) notify the subject of the investigation of the findings and of the remedial action taken or to be taken; and (ii) notify the complaining party that the allegations have been sustained and that appropriate remedial action has been or will be taken. The complainant shall be informed of the nature of such action only to the extent necessary to demonstrate that the allegations have been appropriately redressed.

In the event that the allegations of discrimination in the conduct of education programs or activities are not sustained, the Provost shall advise the complainant and the subject of that fact.

**11. Alternative Procedures**

If the Provost or a Vice President (or person of similar rank) is the subject of a complaint of discrimination in the conduct of education programs or activities, the Report of Investigation shall be furnished to the President who shall take such remedial action as may be appropriate. If the President, in his individual capacity, should be the subject of such a complaint, the Dean shall notify the General Counsel who, in turn, shall recommend a special investigative protocol to the Chairman of the Audit and Legal Committee of the Board of Trustees. Thereafter, such complaint shall be investigated as directed by such Committee.

**CONFLICTS OF INTERESTS**

If the performance of any duty or responsibility hereunder by University employees presents, in the opinion of the General Counsel, any actual or apparent conflict of interest or violation of the University's Code of Ethics and Conduct, the General Counsel may reassign duties and/or responsibilities of such employees on a case-by-case basis to avoid such conflict or violation.

**POSTING OF NOTICES**

It is the responsibility of the Vice President for Human Resource Management, in consultation with the General Counsel, to ensure that the University post and keep posted in conspicuous places notices that appropriately summarize this Policy.

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**EFFECT ON FORMER POLICIES AND PROCEDURES**

This Policy and Procedure on Equal Opportunity in Employment and Education Programs and Activities supersedes and replaces, in their entirety, all previous University policies and procedures dealing with this subject matter.

*Approved by the Board of Trustees on April 23, 1988*

**HOWARD UNIVERSITY STUDENT ASSOCIATION CONSTITUTION**

**January 1977**

- Preamble
- Article I General Provisions
- Article II Policy Board
- Article III Executive Branch
- Article IV General Assembly
- Article V Undergraduate Student Assembly
- Article VI Graduate Student Assembly
- Article VII Finance
- Article VIII Amendments

**ARTICLE 1X ENACTMENT**

**Preamble**

We, the students of Howard University, seeing the necessity to provide for: Broad involvement and adequate representation of all major student segments; A mechanism to speak to the needs of students in the various areas; Improvement of the channels of communication between the administration, students, and faculty; Effective maintenance of liaison with student government groups at other institution; A mechanism capable of addressing itself to community concerns; Coordination of an overall thrust for student interests and concerns; Finally and most important, assistance in determining the future direction of the University; do establish this Constitution and its governmental structures to achieve all of our desired goals.

**ARTICLE I**

**General Provisions**

**Section 1. Name and Operational Calendar**

The name of this organization shall be the Howard University Student Association (HUSA). The elected officers of this organization shall serve office on a twelve month basis from noon Commencement Day of the year they are elected to noon of the following Commencement Day.

**Section 2. Membership**

All students, by virtue of their registration at Howard University are members of HUSA and shall be subject to this Constitution.

*Clause A.* The following shall be the members of this Association:

- Item 1: The Student Body

- Item 2: Policy Board of HUSA
- Item 3: Executive Branch of HUSA
- Item 4: General Assembly
- Item 5: Undergraduate Student Assembly (UGSA)
- Item 6: Graduate Student Assembly (GSA)
- Item 7: All Student Councils of schools, colleges, and graduate programs with hundred and fifty (150) students that are not housed in a graduate or professional school that presently exists and those that may be established by Howard University Board of Trustees.

*This section was amended by student referendum April 5, 1995, in accordance with the provisions of the HUSA Constitution.*

**Section 3. Definition**

*Clause A.* The collective union of all student government structure shall constitute the Howard University Student Association, and not one body or organization within that Association.

*Clause B.* The Policy Board is that of student government which makes policy relative to the operation of the overall student government, and has the exclusive power of interpreting the Constitution.

*Clause C.* The Executive Branch of HUSA shall be composed of a President and a Vice President. The HUSA President shall serve as the Chief Executive and Official Representative of the Student Body on a University-wide basis.

*Clauses E.* The Undergraduate Student Assembly shall be the central governing body of the Undergraduate Schools and Colleges, and shall serve to develop, maintain, and coordinate joint programs between the member schools and promote firm reciprocal continuance of this relationship after graduation.

*Clause F.* The Graduate Student Assembly shall be the central governing body of the body of the Graduate Schools and Colleges, and shall serve to develop, maintain, and coordinate joint programs between the member's schools and promote firm reciprocal continuance of this relationship after graduation.

**Section 4. Qualifications for the Election of Officers**

*Clause A.* All elected officers to the Executive Branch of HUSA, members of the Policy Board, and representatives to the General Assembly, UGSA and GSA shall meet the following requirements at the time of election and during their term of office:

- Item 1: The candidate must have been a full-time student the semester immediately prior to assuming office.
- Item 2: Must be a full-time student during his term in office.
- Item 3: Be in good academic standing in his school or college at the time of election and during his term in office.
- Item 4: Must not graduate prior to the completion of his term in office.
- Item 5: Freshman and transfer students may seek positions not filled in the General Elections during the Special Election held in the Fall, at which time the stipulation that the candidate must have been a full-time student the semester immediately prior to assuming office will be waived.

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**Section 5. Elections**

**Clause A.** Time and Purpose

Item 1: HUSA Elections shall be held no later than the first Wednesday in the month of April, The candidates for HUSA President and Vice President, Student Council Officers, Representatives to the General Assembly, UGSA, GSA, Undergraduate and Graduate Student Trustees, as well as Proposed Referenda and/or Amendments to this Constitution are to be placed on the ballot at that time.

Item 2: A Special Election shall be held no later than the fourth Wednesday of September to fill vacancies left from the General Election held in the Spring. The election of Freshman Class Officers and the placement of Proposed Referenda and/or Amendments on the ballot will take place at this time.

**Clause B.** Candidates

Item 1: Candidates for HUSA President and Vice President shall run together on the same ticket and must be elected together.

Item 2: Candidates for the HUSA Presidential and Vice Presidential tickets must submit a petition of not less than five percent (5%) of the student population for that year to the Elections Committee of the General Assembly as per that body's instructions before they can be considered duty nominated.

Item 3: All candidates for any Student Government Office must meet the qualifications specified within this document.

**Clause C.** Election Results

Item 1: During the General Election, any candidate receiving fifty one percent or more of the vote cast shall be duly elected.

Item 2: In the event that none of the candidates obtains the fifty-one percent (51%) majority vote, a runoff will be held between the top two (2) contenders no later than the second Wednesday in April.

Item 3: During the Run Off Election any candidate receiving a simple majority of the vote cast shall be duly elected.

**Clause D.** Election of Presiding Officers

Item 1: The election of the Chairman and Co-Chairman of the Policy Board, and the Coordinator and Vice Coordinator of the UGSA and GSA shall take place during their second Transitional Meeting. Candidates are required to receive 2/3 majority vote to be duly elected. In the event that a 2/3 majority in not obtained, a runoff between the two top contenders shall be held. The candidate then receiving the majority vote will assume office.

*This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution*

**Section 6. Transitional Meetings**

**Clause A.** Near the close of the Academic School Year there shall be two (2) Transitional Meetings each of the Policy Board, the General Assembly, UGSA and GSA, to consist of all incumbent and newly elected members. At these meetings only the incoming representatives shall be allowed to vote for incoming officers. The incumbent presiding officer shall call and chair the meetings to vote for incoming officers. The incumbent presiding officer shall call and chair

the meetings until a new presiding officer is elected, and shall chair the First Transitional Meetings of the General Assembly.

Item 1: Schedule of the First Transitional Meetings:

- The second Tuesday following General Elections UGSA and GSA shall meet separately.
- The second Wednesday following General Elections the Policy Board shall meet.
- The second Thursday following elections the General Assembly shall meet.

Item 2: During the First Transitional Meetings nominations for the officers of these bodies shall be entertained and closed at the adjournment of said meeting. The newly elected members should be briefed concerning activities of the past year.

Item 3: Schedule of the Second Transitional Meetings:

- UGSA and GSA shall meet the third Tuesday following General Elections.
- The Policy Board shall meet the third Wednesday following General Elections.
- The General Assembly shall meet the third Thursday following General Elections.

Item 4: During the Second Transitional Meeting the election of officers will be held. The briefing concerning the year's activities may continue at this time.

**Section 7. Meetings**

**Clause A.** All HUSA meetings are to be conducted in accordance with Robert's Rules of Order (Revised)

**ARTICLE II**

**Policy Board**

**Section 1. Membership**

**Clause A.** The following shall constitute the members of the HUSA Policy Board:

- Item 1: HUSA President
- Item 2: HUSA Vice President
- Item 3: The President of each of the Student Councils
- Item 4: Coordinator of UGSA
- Item 5: Coordinator of GSA

**Clause B.** The Presidents of the Student Councils shall constitute the voting membership of the HUSA Policy Board.

**Section 2. Powers**

The HUSA Policy Board shall recommend policy pertaining to University-wide matters and shall serve as the highest judiciary entity in student government, except in those cases where other Student Government structures have priority and/or jurisdiction as indicated within this constitution.

**Clause A.** Shall have the exclusive power to interpret the constitution.

**Clause B.** Shall have the power to require, hear and approve all reports from HUSA concerning University-wide matters.

**Clause C.** Shall have the power to require and hear all reports from University-wide Committees of the H.U. Administration concerning University-wide matters.

*Clause D.* Shall have the power to require, hear and approve all reports from the General Assembly.

*This section was amended by student referendum March 4, 2004, in accordance with the provisions of the HUSA Constitution*

**Section 3. Procedures**

The Policy Board shall be required to meet on the first Thursday of each month. A legally constituted meeting of the Policy Board shall consist of the majority of its voting members being present for its duration.

*Clause A.* The Chairman and the Co-Chairman of the Policy Board shall be elected from within the ranks of the Board's voting members by the voting members of the Policy Board. The Chairman and the Co-Chairman shall retain their right to vote.

*Clause B.* The Chairman shall call and chair all meetings of the Policy Board and shall administer the President's oath of office.

*Clause C.* In the absence of the Chairman, the Co-Chairman shall assume all of his duties and responsibilities.

*Clause D.* All business before the Policy Board must be approved by a two-thirds vote.

*Clause E.* Special meetings of the Board may be called by the Chairman or the President of the Executive Branch of HUSA when they feel that situations and problems dictate the necessity.

*Clause F.* All meetings of the Policy Board shall be open to the students at large.

*Clause G.* Participants and/or attendance may be limited to the membership of the Policy Board by a two-thirds majority vote of said body.

**Section 4. Attendance**

Attendance is mandatory (an alternate of the respective student council may be sent) at all meetings of the Policy Board. All members must be given at least forty-eight (48) hours notice before the meeting. A twenty (\$20) dollar fine will be levied against the member school for missing two (2) meetings with an additional twenty (\$20) dollar fine for each subsequent meeting if an alternate was not present. Additional funds shall not be allocated to any school whose fines have not been honored.

**ARTICLE III**

**Executive Branch of HUSA**

**Section 1. The Executive Officers**

The Executive Officers shall be the President and Vice President of HUSA. The HUSA President shall not serve more than two (2) consecutive terms in office.

*Clause A.* Duties of the President

Item 1: Shall take the following oath, administered by the Chairman of the Policy Board on Commencement Day, before assuming the duties of his office. "The duties and responsibilities of the President of HUSA embrace many of the problems and concerns of Howard University and the community at large. In assuming this office, I pledge to direct my efforts, and that of my administration, toward upholding those principals enumerated in the Preamble of the HUSA Constitution and to strive for the unity of all people of color around the globe."

Item 2: Shall present the State of the University Address at the first meeting of the General Assembly during the Fall semester.

Item 3: Shall coordinate all University-wide activities which directly affect HUSA.

Item 4: Shall serve as an ex-officio member of the Policy Board and make recommendations to the Policy Board.

Item 5: Shall present summer and annual budgets for the Executive Branch of HUSA to the General Assembly to receive that body's recommendation and approval.

Item 6: Shall call special meetings of the Policy Board if the need arises.

Item 7: Shall sign all requisitions for funds of the Executive Office of HUSA and the General Assembly with the Financial Advisor.

Item 8: Shall assemble and executive staff with the approval of the General Assembly.

Item 9: Shall be charge with the responsibility for the appointment of student to the University-wide Committees of the H.U. Administration.

Item 10: Shall use the executive power vested in him/her to uphold and support the Constitution and Bylaws of HUSA; shall enforce the rulings of the Policy Board; shall implement the legislation of the General Assembly, and pursue courses of action in the interest of the student body.

Item 11: Shall have the power to sign those bills passed by General Assembly into law within five business days of their passage

Item 12: Shall possess the power to veto bills passed by the General Assembly within five business days of their passage, subject to a potential override. In the event that the President fails to take action on the bill in question within five business days, it will become law.

Item 13: Shall have the power to make executive orders, in those situation where warranted, which can only be overturned by an act of the Policy Board with 2/3 majority. These executive orders will only carry the force of law during the term of office in which that President is elected.

Item 14: The President shall appear once a semester to give the General Assembly information on the State of the Student Body and recommend to their consideration such measures as the President shall judge necessary.

Item 15: Shall recommend elections administrators with the advice and consent of the HUSA General Assembly.

*This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution.*

*Clause B.* Duties of the Vice President.

Item 1: Shall assist the President in performing the functions of his office.

Item 2: Shall assume all responsibilities of the President in the event of his absence or removal.

Item 3: Shall serve as an ex-officio member of the Policy Board and the General Assembly.

Item 4: Shall serve as an official member of all committees of the General Assembly without a vote.



**Section 2. Executive Staff**

**Clause A** The Executive Staff shall consist of the following hired by the President with the approval of the General Assembly.

Item 1: The Financial Advisor

- Shall maintain accurate financial records of the HUSA Executive Office and General Assembly funds.
- Shall assist the President in formulating the budgets for Summer and annual operations to be presented to the General Assembly for its recommendations and approval.
- Shall submit budget reports every two months to the General Assembly to receive that body's recommendations and approval.

Item 2: The Executive Secretary

- Shall maintain communications and correspondence for HUSA under the direction of the President
- Shall maintain the general upkeep of the office of the HUSA President, (coordination of files, taking messages, etc)
- Shall maintain a roster of all officers and elected members of HUSA.

Item 3: The Recording Secretary

- Shall record, type and duplicate the minutes of General Assembly and Policy Board meetings, and make them available to the student body.
- Shall maintain a permanent record of all minutes as corrected.
- Shall call a meeting of the General Assembly to order in the absence of the President and Vice President and to preside until the election of a chairman pro tem which should take place immediately.
- Shall sign and certify all passed legislation.

**Clause B.** Members of the Executive Staff shall not hold any elected position in HUSA.

**ARTICLE IV**

**Section 1. General Assembly**

**Clause A.** The following shall constitute the membership of the General Assembly:

Item 1: Vice President of HUSA

Item 2: UGSA membership

Item 3: GSA membership

**Clause B.** The UGSA and GSA membership shall constitute the voting membership of the General Assembly.

**Clause C.** Shall have the power to review and approve HUSA budget.

*This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution.*

**Section 2. Powers and Responsibilities**

The General Assembly shall be the student government body representing all the Student Councils of schools and colleges established by the Howard University Board of Trustees. Its function is to deal with the issues and concerns of the students collectively and it shall have the responsibility to exercise all the powers enumerated herein and those not specifically designated to the Policy Board.

**Clause A.** Shall be responsible for placing referenda on the ballot. Proposed Referenda pertaining to HUSA shall require a petition of not less than five percent (5%) of the student body. The petition must be presented to the Election Committee for review and certification of signatures.

Item 1: There shall be two (2) times when Referenda may be place on the ballot: during the General Election in the Spring; and during the Special Election held in the Fall.

Item 2: All Referenda which are reviewed by the Election Committee shall be reported to the Policy Board for informational purposes only.

Item 3: Proposed Referenda, which do not require the approval of the Board of Trustees shall become effective upon two-thirds approval of all who vote.

**Clause B.** Shall have the responsibility of insuring that yearly elections are held at the times designated and has the power to establish guidelines for election procedures where it does not conflict or interfere with that which is mandated by this Constitution. It shall establish an Election Committee whose primary responsibility shall be to enforce the Constitutional guidelines and those established by the General Assembly.

**Clause C.** Shall have the power to review and approve the HUSA budget.

**Clause D.** Shall require reports from all officers and Committee Chairman.

**Clause E.** Shall provide for functioning of HUSA on a 12 month basis from noon Commencement Day until noon the following Commencement Day at Noon.

**Clause F.** Shall have the power to recommend programs to the Executive Office of HUSA for its execution.

**Clause G.** Shall have the power of impeachment, to be used in cases of misconduct on the part of the HUSA President and/or Vice President.

Item 1: Recommendations from both the USGA and GSA to the General Assembly, accompanied by a petition signed by ten percent (10%) of the student population for that given year will be required to move for impeachment.

Item 2: Investigative hearings shall be held by a Special Investigation Committee established by the General Assembly.

(a) The committee shall be composed of the following members:

- Co-Chairman, Policy Board
- A representative from the General Assembly selected from its ranks by a majority vote.
- Vice Coordinator of UGSA
- Vice Coordinator of GSA

*If any of the above persons are unable to participate, it will be the responsibility of each of the governmental structures which they represent to select an alternate to replace him at these hearings.*

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- (b) The Special Investigation Committee shall select one of its members to serve as chairman.
- (c) Hearings shall continue until all pertinent testimony has been given, after which time the Committee shall make its findings of fact know to the General Assembly. The Committees shall not make recommendation in regard to removal from office.
- (d) All members of their designees must be present to hear testimony.

Item 3: The General Assembly shall call a meeting to deal exclusively with the report of the Special Investigation Committee and other findings of fact. The defendant will be permitted to address the body following the committee's report. Following the two presentations, the General Assembly shall consider and vote on the actual removal of the defendant from office. A 2/3 vote of the General Assembly shall be required for removal from office.

**Clause H.**

Item 1: In event of a presidential veto, the General Assembly can vote at the next regularly scheduled meeting (with quorum) following the issuance of the veto to override it.

Item 2: All veto overrides must have a 2/3 majority vote of the body.

*This section was amended by student referendum March 4, 2004, in accordance with the provisions of the HUSA Constitution.*

**Section 3. Meetings**

**Clause A.** The General Assembly shall meet on the first and third Wednesdays of every month.

**Clause B.** Meetings of the General Assembly shall be open to the student body unless a closed meeting is called by the voting body with 2/3 approval of the voting body.

*This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution.*

**Section 4. Attendance**

All members are subject to dismissal after two unexcused absences of the General Assembly or their designated committee meetings.

*This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution*

**Section 5. Officers**

**Clause A.** A chair, vice chair, and parliamentarian shall be elected to run all General Assembly meetings unless otherwise noted in this document.

**Clause B.** All officers must be elected at the Second Transitional Meeting.

**Clause C.** All officers must be duly elected members of the General Assembly and cannot be student council vice presidents or Executive Board Members of UGSA & GSA.

**Clause D.** Responsibilities of the Chair

Item 1: The chair shall run all meetings of the General Assembly.

Item 2: The Chair shall sign all legislation duly passed by the General Assembly.

Item 3: The chair shall only vote in the event of a tie.

Item 4: Shall appoint all committee chairs for General Assembly Standing Committees and Ad Hoc Committees.

Item 5: Shall serve as an ex officio member of the HUSA Policy Board

*This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution.*

**Section 6. Committees**

**Clause A.** The General Assembly shall have five standing committees: Finance, General Elections, Constitutional Review, University and External Affairs Committee, and Student Advocacy.

Item 1: The Elections Committee

(a) The GA Elections Committee shall maintain oversight responsibility of all Elections .

(b) Shall confirm Elections Administrators recommended by the HUSA President.

(c) Shall draft the guidelines for all elections and submit them to the full GA for debate and passage.

Item 2: The University and External Affairs Committee

(a) Shall draft resolutions and/or legislation dealing with university policies and current affairs in the university community, and the global community.

Item 3: The Student Advocacy Committee

(a) Shall hear the needs and concerns of the student body and act upon them in coalition with the HUSA Executive Office, UGSA, and GSA.

(b) Shall address the needs and concerns of particular groups of students while empowering the student body by educating them about how to rectify some of their various issues.

(c) Shall refer non-university wide issues to their specific schools/colleges or UGSA, GSA as they see fit.

Item 4: The Constitutional Review Committee

(a) Shall review the HUSA Constitution and make recommendations.

(b) Shall assure that amendments passed by the GA are forwarded to the Elections Committee and placed on the ballot for the next election day.

Item 5: The Finance Committee

(a) Shall be entrusted with the authority to review and report on the budget and expenditures of the HUSA Executive Office and GA, as well as any and all branches, departments, councils, committees and ancillary organizations of the aforementioned bodies.

(b) The Financial Advisor of HUSA shall serve as a nonvoting member of the committee.

(c) The Financial Advisor of UGSA and GSA shall serves as 2 of the voting members of the committee.

(d) The Committee will be responsible for the passage of individual program budgets as they deem necessary.

(e) Shall subpoena all financial documents and officials of HUSA and The GA.

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- (f) Shall have the exclusive power to review all applications for organizational funding and make recommendations for funding to the full GA.
- (g) Shall have the exclusive power to oversee and review the Student Activity Fee, the procedures which govern it, and the distribution thereof and make the necessary recommendation to the full GA, the HUSA Executive Office, the Policy Board, appropriate University- Wide Committees, Administrators, and the Board of Trustees.
- (h) Shall receive monthly financial reports from the HUSA Financial Advisor and oversee the approved HUSA budget.

**Clause B.** The Standing Committees shall be required to meet once between each regularly scheduled meeting of the Assembly.

**Clause C.** Each Standing Committee shall consist of no more than twenty percent of the voting membership of General Assembly.

**Clause D.** Each representative of the General Assembly will compose the committee membership and no representative shall serve on more than one committee as a voting member.

**Clause E.** Ad-hoc committees shall be developed as the need arises at the discretion of the chair and the membership of the General Assembly.

*This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution.*

**ARTICLE V**

**The Undergraduate Student Assembly**

We, the Undergraduate Students of Howard University, form this Assembly: to meet the needs of the Undergraduate Schools and Colleges and the community at large; to develop, maintain and coordinate joint programs between the Undergraduate Schools and Colleges; and to promote firm reciprocal continuance of this relationship after graduation.

**Section 1. Name and General Function**

**Clause A.** The Undergraduate Student Assembly (UGSA) shall have the responsibility for instituting and implementing programs and affairs which utilize the combined skills of students of the member schools.

**Clause B.** The UGSA shall have the responsibility for Undergraduate student self-government and will act as an advisory board to supervise, coordinate and implement programs and affairs which utilize the combined skills of students of the member schools.

**Clause C.** The UGSA shall function on a twelve (12) month basis with the term of office being from noon Commencement Day to the following Commencement Day at noon.

**Section 2. Structure and Elections**

**Clause A.** Representation from the Undergraduate Schools and Colleges shall be based on the formula of two (2) representatives for each school and college regardless of size or enrollment. Furthermore, any school with an enrollment of five hundred (500) students.

Item 1: The Vice President of each Student Council shall automatically hold one of the representative seats for his school or college.

- Item 2: There shall be a Coordinator of UGSA. This person shall be selected each year from within the UGSA representative voting body by a 2/3 majority vote.
- Item 3: There shall be a Vice Coordinator of UGSA. This person shall be selected from within the UGSA representative voting body by a 2/3 majority vote.
- Item 4: Student Council Vice Presidents cannot seek nor occupy the position of Coordinator, Vice-Coordinator, or chairman of a Standing Committee.
- Item 5: There shall be five (5) Standing Committees: (a) Public Relations (b) Program Committee (c) Grievance Committee, (d) Budget Committee, (e) Executive Committee.
- Item 6: All voting members shall be required to serve on a least one of the standing Committees.
- Item 7: The Voting membership of UGSA shall consist of the Vice President of the Student Councils and the representatives, exclusive of the Coordinator who shall vote only in case of a tie.

**Clause B.** Representatives shall be elected in accordance with the HUSA Constitution.

**Section 3 Functions**

**Clause A.** The Undergraduate Student Assembly shall be the central governing body of the Undergraduate Schools and Colleges.

Its function shall include the following:

- Item 1: To propose Referenda regarding concern of the Undergraduate Schools.
- Item 2: To promote programs in the interest of the Undergraduate Schools.
- Item 3: To appropriate funds and review expenditures of all funds of UGSA.
- Item 4: To determine stipends for officers, committee chairmen, and Vice Presidents for their member Student Councils.
- Item 5: To require reports from all officers, committee chairmen, and Vice Presidents for their member Student Councils.
- Item 6: To expel any Representative except Vice Presidents if, during his term in office, he has three consecutive absence at monthly meetings.
- Item 7: To establish the criteria for the removal of Representatives, excluding the Student Council Vice Presidents whose removal is in the jurisdiction of their respective Student Council.
- Item 8: To remove the Coordinator and/or Vice Coordinator of UGSA:
  - (a) A quorum at a regular monthly meeting shall be sufficient to call a Special Meeting of the Voting body of the UGSA with the exclusive purpose of considering and acting upon removal.
  - (b) 3/4 vote of those voting at a Special Meeting where a quorum is present is sufficient to remove the Coordinator and/or Vice Coordinator.
  - (c) In the event the Coordinator and/or Vice Coordinator are impeached they shall still retain the representative seat for their school or college.

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**Section 4. Officers**

The officers of UGSA shall be the Coordinator, Vice Coordinator and Financial Advisor.

**Clause A.** The Coordinator of UGSA

- Item 1: Shall chair all formal meetings of UGSA
- Item 2: Shall vote only in case of a tie during and official meeting of UGSA.
- Item 3: Shall implement Robert’s Rules of Order (Revised) for conducting meetings.
- Item 4: Shall issue a Statement of Affairs Report to UGSA and the Undergraduate Schools at the end of each semester.
- Item 5: Shall appoint on Administrative and a Recording Secretary with a 2/3 vote of approval of UGSA.
- Item 6: Shall aid the preparation of the summer and annual budget of UGSA.
- Item 7: Shall sign with the Budget Chairman all requisition for funds of UGSA.
- Item 8: Shall serve as official spokesman and representative of the UGSA.
- Item 9: Shall coordinate and supervise the Executive Office of UGSA.
- Item 10: Shall determine office procedures and guidelines with the approval of the Executive Committee.

**Clause B.** The Vice Coordinator of UGSA

- Item 1: Shall assist the Coordinator in performing the function of his office.
- Item 2: Shall assume all responsibilities of the Coordinator in the event of his absence or removal.
- Item 3: Shall serve as an official member of all Standing Committees without a vote.
- Item 4: Shall vote at all UGSA meetings.

**Clause C.** The Financial Advisor

- Item 1: Shall be selected each year from within the UGSA representative voting body by a 2/3 majority vote.
- Item 2: Shall maintain accurate financial records of UGSA.
- Item 3: Shall formulate the budgets for summer and annual operations, with the assistance of the Coordinator, to be presented to the body for its recommendations and approval by a 2/3 vote.
- Item 4: Shall submit a budget report at each regular monthly meeting of UGSA.
- Item 5: Shall submit his financial records for review to the Budget Committee.

**Section 5 Executive Staff**

The Executive Staff shall consist of an Administrative Secretary and a Recording Secretary.

**Clause A.** The Administrative Secretary

- Item 1: Shall maintain communications and correspondence for UGSA under the direction of the Coordinator.
- Item 2: Shall maintain the general upkeep of the UGSA offices (coordination of files, taking messages, etc.).
- Item 3: Shall maintain a roster of all UGSA members.
- Item 4: Shall supervise the disbursement of office supplies.
- Item 5: Shall record minutes of UGSA meetings when the Recording Secretary is absent.

**Clause B.** The recording Secretary

- Item 1: Shall record, type and duplicate the minutes of all official UGSA meetings, and make them available to the UGSA membership.
- Item 2: Shall maintain a permanent record of all minutes as corrected.
- Item 3: Shall be responsible for the communication of all UGSA business.
- Item 4: Shall work in close liaison with all Standing and Ad Hoc Committees.

**Clause C.** The Administrative and Recording Secretaries of UGSA shall not have a vote at UGSA meetings.

**Section 6. Meetings**

**Clause A.** UGSA shall meet the second Tuesday of each month. A legally constituted meeting shall consist of a majority of its voting members being present for the duration of the meeting.

**Clause B.** UGSA meetings shall be open to the students of the member schools and colleges unless a closed meeting is called by the voting body with 2/3 approval of the voting body.

**Section 7. Committees and Duties**

**Clause A.** There shall be two types of Committees:

- Item 1: Standing
  - Chairman shall be elected from within the ranks of UGSA Representatives-Officers and Vice President excluded-by a majority vote, except where otherwise noted in this document.
- Item 2: Ad Hoc
  - Chairmen shall be elected from within the ranks of UGSA Representatives-Officers excluded-by a majority vote.

**Clause B.** There shall be (5) Standing Committees:

- Item 1: Public Relations-Shall be responsible for publicizing programs and events, collect and distribute all communiqués and, finally, to enhance the overall potential of UGSA
- Item 2: Programs-Shall be responsible for the coordination of all UGSA-sponsored affairs and will receive, respond and act upon all requests made by sources external to UGSA.
- Item 3: Grievance-Shall receive, hear and resolve any and all problems, including referendum, recall and amendment, existing in the member schools and colleges collectively and/or individually. This committee shall seek out and hear complaints from any student or organization of the member colleges.
- Item 4: Budget-Shall manage all financial transactions of UGSA and is authorized to audit the Treasurer’s records of any member school on recommendation from the Grievance Committee with 2/3 approval of the voting body. If this case shall arise, the school whose Treasurer’s records are under investigation shall not vote to approve or disapprove the audit of its financial records. The Financial Advisor shall chair this committee.
- Item 5: Executive-Shall consist of the Coordinator who will chair, the Vice Coordinator, the Financial Advisor and all committee chairmen. It will be responsible for reviewing committee recommendations. It will meet periodically at the Coordinator’s request to determine the overall State of Affairs of UGSA.

*Clause C.* All voting member of UGSA shall be required to serve on at least one of the Standing Committees.

*Clause D.* Ad Hoc committees shall be formulated whenever the voting body of UGSA deems it necessary.

**ARTICLE VI**

**The Graduate Student Assembly**

We, the Graduate and Professional Students of Howard University, form this Assembly to: meet the needs of the Graduate and Professional Schools and the community at large: to develop, maintain and coordinate joint programs between the Graduate and Professional Schools; and to promote firm, reciprocal continuance of this relationship after graduation.

**Section 1. Name and General Function**

*Clause A.* The Graduate Student Assembly shall have the responsibility for instituting and implementing programs and affairs which utilize the combined skills of students of the member schools.

*Clause B.* The GSA shall have the responsibility for Graduate Student self-government and will act as an advisory board to supervise, coordinate, and implement programs and affairs which utilize the combined skills of students or the member schools.

*Clause C.* The GSA shall function on a twelve (12) month basis with the term of office being from noon Commencement Day to the following Commencement Day at noon.

**Section 2. Structure and Elections**

*Clause A.* Representation from the Graduate and Professional Schools shall be based on the formula of two (2) representatives for each school and college regardless of size or enrollment. Furthermore, any school with an enrollment of five hundred (500) full-time students or more will receive one seat for every five hundred (500) students.

Item 1: The Vice President of each Student Council shall automatically hold one of the representative seats for his school or college.

Item 2: There shall be a Coordinator of GSA. This person shall be selected each year from within the GSA representative voting body by a 2/3 majority vote.

Item 3: There shall be a Vice Coordinator of GSA. This person shall be selected from within the GSA representative voting body by a 2/3 majority vote.

Item 4: Student Council Vice Presidents cannot seek nor occupy the position of Coordinator, Vice-Coordinator, or chairman of a Standing Committee.

Item 5: There shall be five (5) Standing Committees: (a) Public Relations (b) Program Committee (c) Grievance Committee, (d) Budget Committee, (e) Executive Committee.

Item 6: All voting members shall be required to serve on a least one of the standing Committees.

Item 7: The Voting membership of GSA shall consist of the Vice President of the Student Councils and the representatives, exclusive of the Coordinator who shall vote only in case of a tie.

*Clause B.* Representatives shall be elected in accordance with the HUSA Constitution.

**Section 3. Functions**

*Clause A.* The Graduate Student Assembly shall be the central governing body of the Graduate and Professional Schools. Its function shall include the following:

- Item 1: To propose Referenda regarding concern of the Graduate and Professional Schools.
- Item 2: To promote programs in the interest of the Graduate and Professional Schools.
- Item 3: To appropriate funds and review expenditures of all funds of GSA.
- Item 4: To determine stipends for officers, committee chairmen, and Vice Presidents for their member Student Councils.
- Item 5: To require reports from all officers, committee chairmen, and Vice Presidents for their member Student Councils.
- Item 6: To expel any Representative except Vice Presidents if, during his term in office, he has three consecutive absence at monthly meetings.
- Item 7: To establish the criteria for the removal of Representatives, excluding the Student Council Vice Presidents whose removal is in the jurisdiction of their respective Student Council.
- Item 8: To remove the Coordinator and/or Vice Coordinator of GSA:
  - A quorum at a regular monthly meeting shall be sufficient to call a Special Meeting of the Voting body of the GSA with the exclusive purpose of considering and acting upon removal.
  - 3/4 vote of those voting at a Special Meeting where a quorum is present is sufficient to remove the Coordinator and/or Vice Coordinator.
  - In the event the Coordinator and/or Vice Coordinator are impeached they shall still retain the representative seat for their school or college.

**Section 4. Officers**

The officers of GSA shall be the Coordinator, Vice Coordinator and Financial Advisor.

*Clause A.* The Coordinator of GSA

- Item 1: Shall chair all formal meetings of GSA
- Item 2: Shall vote only in case of a tie during and official meeting of GSA.
- Item 3: Shall implement Robert’s Rules of Order (Revised) for conducting meetings.
- Item 4: Shall issue a Statement of Affairs Report to GSA and the Undergraduate Schools at the end of each semester.
- Item 5: Shall appoint on Administrative and a Recording Secretary with a 2/3 vote of approval of GSA.
- Item 6: Shall aid the preparation of the summer and annual budge of GSA.
- Item 7: Shall sign with the Budget Chairman all requisition for funds of GSA.
- Item 8: Shall serve as official spokesman and representative of the GSA.
- Item 9: Shall coordinate and supervise the Executive Office of GSA.
- Item 10: Shall determine office procedures and guidelines with eth approval of the Executive Committee.

*Clause B.* The Vice Coordinator of GSA

- Item 1: Shall assist the Coordinator in performing the function of his office.
- Item 2: Shall assume all responsibilities of he Coordinator in the even of his absence or removal.

Item 3: Shall serve as an official member of all Standing Committees without a vote.

Item 4: Shall vote at all GSA meetings.

**Clause C.** The Financial Advisor

Item 1: Shall be selected each year from within the GSA representative voting body by a 2/3 majority vote.

Item 2: Shall maintain accurate financial records of GSA.

Item 3: Shall formulate the budgets for summer and annual operations, with the assistance of the Coordinator, to be presented to the body for its recommendations and approval by a 2/3 vote.

Item 4: Shall submit a budget report at each regular monthly meeting of GSA.

Item 5: Shall submit his financial records for review to the Budget Committee.

**Section 5. Executive Staff**

The Executive Staff shall consist of an Administrative Secretary and a Recording Secretary.

**Clause A.** The Administrative Secretary

Item 1: Shall maintain communications and correspondence for GSA under the direction of the Coordinator.

Item 2: Shall maintain the general upkeep of the GSA offices (coordination of files, taking messages, etc.).

Item 3: Shall maintain a roster of all GSA members.

Item 4: Shall supervise the disbursement of office supplies.

Item 5: Shall record minutes of GSA meetings when the Recording Secretary is absent.

**Clause B.** The recording Secretary

Item 1: Shall record, type and duplicate the minutes of all official GSA meetings, and make them available to the GSA membership.

Item 2: Shall maintain a permanent record of all minutes as corrected.

Item 3: Shall be responsible for the communication of all GSA business.

Item 4: Shall work in close liaison with all Standing and Ad Hoc Committees.

**Clause C.** The Administrative and Recording Secretaries of GSA shall not have a vote at UGSA meetings.

**Section 6. Meetings**

**Clause A.** GSA shall meet the second Tuesday of each month. A legally constituted meeting shall consist of a majority of its voting members being present for the duration of the meeting.

**Clause B.** GSA meetings shall be open to the students of the member schools and colleges unless a closed meeting is called by the voting body with 2/3 approval of the voting body.

**Section 7. Committees and Duties**

**Clause A.** There shall be two types of Committees:

Item 1: Standing

- Chairman shall be elected from within the ranks of GSA Representatives-Officers and Vice President excluded-by a majority vote, except where otherwise noted in this document.

Item 2: Ad Hoc

- Chairmen shall be elected from within the ranks of GSA Representatives-Officers excluded-by a majority vote.

**Clause B.** There shall be (5) Standing Committees:

Item 1: Public Relations-Shall be responsible for publicizing programs and events, collect and distribute all communiqués and, finally, to enhance the overall potential of GSA

Item 2: Programs-Shall be responsible for the coordination of all GSA-sponsored affairs and will receive, respond and act upon all requests made by sources external to GSA.

Item 3: Grievance-Shall receive, hear and resolve any and all problems, including referendum, recall and amendment, existing in the member schools and colleges collectively and/or individually. This committee shall seek out and hear complaints from any student or organization of the member colleges.

Item 4: Budget-Shall manage all financial transactions of GSA and is authorized to audit the Treasurer’s records of any member school on recommendation from the Grievance Committee with 2/3 approval of the voting body. If this case shall arise, the school whose Treasurer’s records are under investigation shall not vote to approve or disapprove the audit of its financial records. The Financial Advisor shall chair this committee.

Item 5: Executive-Shall consist of the Coordinator who will chair, the Vice Coordinator, the Financial Advisor and all committee chairmen. It will be responsible for reviewing committee recommendations. It will meet periodically at the Coordinator’s request to determine the overall State of Affairs of GSA.

**Clause C.** All voting member of GSA shall be required to serve on at least one of the Standing Committees.

**Clause D.** Ad Hoc committees shall be formulated whenever the voting body of GSA deems it necessary.

**ARTICLE VII**

**Finance**

**Section 1. Source**

The Howard University Student Association shall be funded by sixty-five percent (65%) of the Student Activity Fee paid annually by each full-time student and any acceptable contributions.

**Section 2. Allocations**

The Student Activity Fee shall be apportioned in the following manner:

**Clause A.** Thirty-five percent (35%) shall be allocated to the office of the Vice President for Student Affairs, for support of the University Center, University-wide activities, Residence Halls, Special Programs, Student Newspaper (Hilltop) Intramural and Recreational Activities.



**(EXCEPT DENTISTRY, LAW, AND MEDICINE)**

\*Date Policy: Deadlines are listed according to the calendar date on which they fall, even if that date falls on a weekend or is a legal holiday. Such deadlines must be met by close of business of the business day immediately following a weekend or legal holiday. Last Update: February 24, 2007

**FALL (FIRST) SEMESTER 2007**

**AUGUST 1, 2007, WEDNESDAY**  
First deferred payment due for Fall 2007.

**AUGUST 18, SATURDAY**  
Residence Halls open for check-in of new residents.

**AUGUST 18, SATURDAY - AUGUST 21, TUESDAY**  
Payment of tuition/fees for new students, transfer and Former Students Returning (FSR). Initial Financial Aid disbursement for Fall 2007.

**AUGUST 20, MONDAY - AUGUST 21, TUESDAY**  
Orientation, Academic Advisement, Course Selection for new students, transfers and Former Students Returning (FSR).

**AUGUST 22, WEDNESDAY - AUGUST 24, FRIDAY**  
LATE REGISTRATION for all students.

**AUGUST 22, WEDNESDAY - AUGUST 31, FRIDAY**  
Consortium Registration.

**AUGUST 23, THURSDAY**  
Residence Halls open for continuing students.

**AUGUST 24, FRIDAY TO AUGUST 31, FRIDAY**  
CHANGE OF PROGRAM PERIOD (*Add or drop a course without a grade of "W," change from one section to another, change from credit to audit or audit to credit.*)

**AUGUST 27, MONDAY**  
FORMAL CLASSES BEGIN.  
Initial Financial Aid disbursement for Fall 2007 (*undergraduate and graduate students*). *NOTE: Student Financial Services will begin check processing in 7 to 10 days following the disbursement of Financial Aid.*

**SEPTEMBER 1, SATURDAY**  
Deadline for receipt of Application for Admission for Spring 2008.

**SEPTEMBER 2, SUNDAY**  
Deadline for 100% refund of tuition/fees.

**SEPTEMBER 3, MONDAY**  
LABOR DAY - LEGAL HOLIDAY

**SEPTEMBER 8, SATURDAY**  
COURSE WITHDRAWAL FEE EFFECTIVE.  
Graduate Expository Writing Examination

**SEPTEMBER 17, MONDAY**  
Financial Aid files closed for determination of credit hours for Fall 2007 aid disbursements.

**SEPTEMBER 28, FRIDAY**  
OPENING CONVOCATION. Crampton Auditorium, 11:00 A.M. (*Classes suspended 10:00 A.M. - 1:00 P.M.*)

**OCTOBER 1, MONDAY**  
Deadline for students checking out of Residence Halls to receive 50% refund of housing charges.

**OCTOBER 5, FRIDAY**  
Preliminary Enrollment Census Date.  
Deadline for 50% refund of tuition/fees.

**OCTOBER 8, MONDAY**  
COLUMBUS DAY OBSERVED - LEGAL HOLIDAY.

**OCTOBER 21, SUNDAY**  
Deadline for students checking out of Residence Halls to receive 25% refund of housing charges.

**OCTOBER 23, TUESDAY**  
Second deferred payment due for Fall 2007. Deadline for instructors to submit Mid-Term Status Reports via the web to Enrollment Management/Records for Fall 2007. Deadline for faculty to submit Unofficial Withdrawal (UW) and Never Reported (NR) grades via the Web to Enrollment Management/Records for Fall 2007.

**OCTOBER 25, THURSDAY**  
Deadline for receipt of approved applications for Intra-University Transfers for Spring 2006 in Enrollment Management/Records. Deadline for receipt of Federal Stafford and Federal PLUS loan applications for Spring 2008. Deadline for 25% refund of tuition/fees (*Last day for refunds*).

**OCTOBER 26, FRIDAY**  
Final Enrollment Census Date.

**OCTOBER 27, SATURDAY**  
Senior Comprehensive Examination in major fields for College of Arts and Sciences prospective December 2007 and May and Summer 2008 graduates.

**OCTOBER 29, MONDAY - NOVEMBER 9, FRIDAY**  
GENERAL REGISTRATION (GR) for Spring 2008.

**NOVEMBER 1, THURSDAY**  
Early Action deadline for receipt of Applications for Admission for Fall 2008.

**NOVEMBER 12, MONDAY**  
VETERAN'S DAY OBSERVED - LEGAL HOLIDAY.

**NOVEMBER 16, FRIDAY**  
LAST DAY TO WITHDRAW FROM A COURSE.  
LAST DAY TO COMPLETE A TOTAL WITHDRAWAL FROM THE UNIVERSITY.

**NOVEMBER 22, THURSDAY - NOVEMBER 25, SUNDAY**  
THANKSGIVING RECESS.

**DECEMBER 6, THURSDAY**  
FORMAL CLASSES END.

**DECEMBER 7, FRIDAY**  
Deadline for students to clear Spring 2007 incomplete grades with instructors.

**DECEMBER 7, FRIDAY - DECEMBER 9, SUNDAY**  
READING PERIOD

**DECEMBER 10, MONDAY - DECEMBER 11, TUESDAY**  
DEPARTMENTAL EXAMINATIONS

**DECEMBER 12, WEDNESDAY - DECEMBER 18, TUESDAY**  
FINAL EXAMINATIONS (*Deadline for instructors to submit final grades via the web is 5 calendar days after the scheduled final examination.*)

**DECEMBER 17, MONDAY**  
First deferred payment due for Spring 2008.

**DECEMBER 19, WEDNESDAY**  
FIRST SEMESTER ENDS. Deadline for academic deans to submit Special Grade Reports to Enrollment Management/Records for removal of incomplete grades for Spring 2007.

**DECEMBER 20, THURSDAY**  
Residence Halls close at 5:00 P.M.

**SPRING (SECOND) SEMESTER 2008**

**DECEMBER 17, 2007, MONDAY**  
First deferred payment due for Spring 2008.

**JANUARY 7, 2008, MONDAY**  
Residence Halls open for check-in of new residents. Orientation begins for new undergraduate, graduate, and transfer students.

**JANUARY 7, MONDAY - JANUARY 8, TUESDAY**  
ACADEMIC ADVISEMENT, COURSE REGISTRATION, and PAYMENT of tuition/fees for all new students and former students returning (FSR).

**JANUARY 8, TUESDAY**  
Residence Halls open for continuing students.

**JANUARY 8, TUESDAY - JANUARY 11, FRIDAY**  
Consortium Registration.

**JANUARY 9, WEDNESDAY**  
FORMAL CLASSES BEGIN. Initial Financial Aid disbursement for Spring 2008 (*undergraduate and graduate students*).

**JANUARY 9, WEDNESDAY - JANUARY 16, WEDNESDAY**  
LATE REGISTRATION for all students. CHANGE OF PROGRAM PERIOD (*Add or drop a course without a grade of "W," change from section to another, change from credit to audit or audit to credit.*)

**JANUARY 12, SATURDAY**  
Graduate Expository Writing Examination for students in the Graduate School of Arts and Sciences.

**JANUARY 15, TUESDAY**  
Deadline for 100% refund of tuition/fees.

**JANUARY 17, THURSDAY**  
COURSE WITHDRAWAL FEE EFFECTIVE

**JANUARY 18, FRIDAY**  
Deadline for receipt of December 2007 Graduation. Recommendations in Office of the Secretary of the University - 5:00 P.M.

**JANUARY 21, MONDAY**  
MARTIN LUTHER KING, JR.'S BIRTHDAY OBSERVED - LEGAL HOLIDAY.

**FEBRUARY 8, FRIDAY**  
Financial Aid files closed for determination of credit hours for Spring 2008 aid disbursements. Deadline for students checking out of Residence Halls to receive 50% refund of housing charges.

**FEBRUARY 15, FRIDAY**  
Priority deadline for receipt of 2008-2009 Free Application for Federal Student Aid (FAFSA) - FTIC. Deadline for receipt of Applications for Admission for Fall 2008.

**FEBRUARY 17, SUNDAY**  
Preliminary Enrollment Census date.  
Deadline for 50% refund of tuition/fees.

**FEBRUARY 18, MONDAY**  
PRESIDENTS' DAY OBSERVED - LEGAL HOLIDAY.

**FEBRUARY 29, FRIDAY**  
CHARTER DAY CONVOCATION. Cramton Auditorium, 11:00 A.M. (*Classes suspended 10:00 A.M. - 1:00 P.M.*)

**MARCH 6, THURSDAY**  
Deadline for students checking out of Residence Halls to receive 25% refund of housing charges.

**MARCH 7, FRIDAY**  
Deadline for instructors to submit Mid-Term Status Reports via the web to Enrollment Management/Records. Deadline for instructors to submit Unofficial Withdrawal (UW) and Never Reported (NR) grades to Enrollment Management/Records for Spring 2008.

**MARCH 8, SATURDAY**  
Deadline for 25% refund of tuition/fees (*Last day for refunds*). Final Enrollment Census date.

**MARCH 15, SATURDAY**  
Second deferred payment due for Spring 2008. Deadline for receipt of approved applications for Intra-University Transfers for Fall 2008 in Enrollment Management/Records. Priority deadline for receipt of 2008-2009 Free Application for Federal Student Aid (FAFSA) - for continuing students and Former Students Returning (FSRs).

**MARCH 15, SATURDAY - MARCH 23, SUNDAY**  
SPRING RECESS.

**MARCH 24, MONDAY - APRIL 4, FRIDAY**  
GENERAL REGISTRATION (GR) for Fall 2008.

**MARCH 29, SATURDAY**  
Senior Comprehensive Examination in major fields for College of Arts and Sciences prospective May, Summer, and December 2008 graduates.

**MARCH 31, MONDAY**  
Deadline for receipt of advance payment from continuing students to confirm housing assignments and waiting list positions for Fall 2008. Deadline for receipt of Financial Aid applications for Summer 2008.

**APRIL 7, MONDAY**  
LAST DAY TO WITHDRAW FROM A COURSE.  
LAST DAY TO COMPLETE A TOTAL WITHDRAWAL FROM THE UNIVERSITY.

**APRIL 15, TUESDAY**  
Deadline for receipt of approved applications for Intra-University Transfers for Summer 2008.

**APRIL 21, MONDAY - APRIL 23, WEDNESDAY**  
FINAL EXAMINATIONS FOR PROSPECTIVE GRADUATES.

**APRIL 24, THURSDAY**  
FORMAL CLASSES END.  
Deadline for students to clear Fall 2007 incomplete grades with instructors.

**APRIL 25, FRIDAY**  
DEADLINE FOR INSTRUCTORS TO SUBMIT GRADES FOR PROSPECTIVE GRADUATES - 3:00 P.M.

**APRIL 25, FRIDAY - APRIL 27, MONDAY**  
READING PERIOD.

**APRIL 28, MONDAY - APRIL 29, TUESDAY**  
DEPARTMENTAL EXAMINATIONS

**APRIL 30, WEDNESDAY - MAY 7, WEDNESDAY**  
FINAL EXAMINATIONS (*Deadline for instructors to submit final grades via the web is 5 calendar days after the scheduled final examination.*)

**MAY 7, WEDNESDAY**  
SECOND SEMESTER ENDS.

**MAY 8, THURSDAY**  
Deadline for receipt of May 2008 Graduation. Recommendations in Office of the Secretary of the University - 5:00 P.M.

**MAY 10, SATURDAY**  
COMMENCEMENT. Upper Quadrangle - Main Campus, 10:00 A.M.

**MAY 11, SUNDAY**  
Residence Halls close at 5:00 P.M.

**MAY 19, MONDAY**  
Evaluate Satisfactory Academic Progress for 2007-2008.



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**ACADEMIC OFFICES**

Allied Health	(202) 806-7565
Architecture	(202) 806-7420
Arts & Sciences	(202) 806-6700
Business	(202) 806-1500
Communications	(202) 806-7690
Dentistry	(202) 806-0440
Divinity	(202) 806-0500
Education	(202) 806-7340
Engineering	(202) 806-6565
Fine Arts	(202) 806-7040
Graduate School	(202) 806-6800
Law	(202) 806-8000
Medicine	(202) 806-6270
Nursing	(202) 806-7456
Pharmacy	(202) 806-6530
Social Work	(202) 806-7300
Continuing Ed	(301) 585-2295

**ADMINISTRATIVE OFFICES**

President's Office	(202) 806-2500
Provost & Chief Academic Officer	(202) 806-2550
Vice-Provost for Student Affairs	(202) 806-2100
Vice-President for Business & Fiscal Affairs	(202) 806-2050
Vice-Provost for Governmental Affairs	(202) 806-2530
Vice-Provost for University Advancement	(202) 238-2340
Vice-Provost for Health Sciences	(202) 865-7470
Senior Vice President and Secretary	(202) 806-2250
General Counsel	(202) 806-2650
Dean for the Chapel	(202) 806-7280

**CAMPUS SERVICES**

Admissions	(202) 806-2755
Alumni Affairs	(202) 806-5857
Blackburn Center Information Desk	(202) 806-5983
Campus Notary	(202) 806-2667
Campus Pals	(202) 806-5381
Career Services	(202) 806-7513
Central Scheduling	(202) 806-5978
Counseling Services	(202) 806-6870
Dining Services	(202) 806-7400
Financial Aid	(202) 806-2820
Graduate Student Assembly	(202) 806-6651
International Student Services	(202) 806-7517
Homecoming	(202) 806-4510
Howard University Jobline	(202) 806-7711
iLab	(202) 806-0660
Parking	(202) 806-2000
Records and Articulation	(202) 806-2712

Special Student Services	(202) 238-2420
Student Life & Activities	(202) 806-5990
Student Activities	(202) 806-7000
Student Accounts	(202) 806-2610
Student Employment	(202) 806-2828
Vending and Licensing	(202) 806-2414
Veteran Service	(202) 238-2420
University Press	(202) 238-2570
University Communications	(202) 238-2330

**CRISIS HOTLINES & SUPPORT**

Al-Anon/Ala-teen	(202) 882-1334
AIDS Information	(202) 332-AIDS
Cancer Hotline	(800) 4-CANCER
Diabetes Hotline	(800) 232-3472
Drug Abuse [referrals]	(800) 662-HELP
Rape Crisis Center	(202) 333-RAPE
STD Hotline	(800) 227-8922

**EMERGENCY**

Campus Police	(202) 806-1100
Fire/Police/ Ambulance	911

**EVENT/TICKET INFORMATION**

Cramton Auditorium	(202) 806-7194
Kennedy Center	(202) 467-4600
Lisner Auditorium	(202) 994-6800
National Theatre	(202) 628-6161
Ticketmaster	(202) 432-7328
Warner Theatre	(202) 783-4000

**GENERAL INFORMATION**

Campus Information	(202) 806-6100
Campus Bookstore	(202) 238-2640
Computer Center	(202) 806-0660
Cramton Ticket Office	(202) 806-7198
Residence Life	(202) 806-6131
Founders Library	(202) 806-7250
Intercollegiate Athletics	(202) 806-7140
International Travel	(202) 806-2956
Freshman Orientation	(202) 806-5990
Post Office	(202) 806-2009
WHUT-TV	(202) 806-3200
WHUR Radio	(202) 806-3500

**LIBRARIES**

Howard University	(202) 806-7250
Martin Luther King, Jr.	(202) 727-1111
Library of Congress	(202) 707-6500
American University	(202) 885-3200
Catholic University	(202) 319-5077
Gallaudet University	(202) 651-5220
George Washington University	(202) 994-6558
Mount Vernon College	(202) 625-4588
University of D.C.	(202) 274-5104

## MEDICAL SERVICES

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Health Center	(202) 806-7540
Dental Clinic	(202) 806-0008
Howard University Hospital	(202) 865-6100
Student Pharmacy	(202) 806-5088
Women's Clinic	(202) 806-7290

## RESIDENCE LIFE

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Residence Life	(202) 806-6131
Baldwin Hall	(202) 806-7388
Bethune Annex	(202) 806-6001
Carver Hall	(202) 806-7832
Cook Hall	(202) 806-7392
Drew Hall	(202) 806-7379
Frazier	(202) 806-7388
Meridian Hill	(202) 806-4114
Slowe Hall	(202) 806-7381
Wheatley	(202) 806-7388

## STUDENT COUNCIL OFFICES

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Arts & Sciences	(202) 806-7009
Business Undergraduate	(202) 806-1516
Communications	(202) 806-9080
Dentistry Admissions	(202) 806-0400
Divinity	(202) 806-0500
Graduate Business	(202) 806-1529
Graduate Student Assembly	(202) 806-6651
Graduate Student Council	(202) 806-5540
Education	(202) 806-6016
Engineering, Architecture, and Computer Science	(202) 806-6633
Howard University Student Association	(202) 806-7007
Law	(202) 806-8150
Medicine	(202) 806-6274
Pharmacy, Nursing, and Allied Health Sciences	(202) 806-6452
Social Work	(202) 806-7300
Undergraduate Student Assembly	(202) 806-4144

## STUDENT PUBLICATIONS

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Bison Yearbook	(202) 806-7870
The Hilltop(Editorial Office)	(202) 806-4724
The Hilltop(Business Office)	(202) 806-4749

## TAXI CABS & BUS SERVICES

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Metro Bus and Rail Info	(202) 637-7000
Greyhound/ Trailways	(800) 231-2222
Ride-On (Montg. County)	(301) 217-7433
DASH (Virginia)	(703) 370-3274
Dial-a-Cab	(202) 829-4222
Capitol Cab	(202) 546-1974
Diamond Cab	(202) 387-6200
Yellow Cab	(202) 544-1212

## AIRPORTS & AIRLINES

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Reagan National Airport General Information	(703) 417-8000
Washington Flyer-Dulles	(703) 685-1400
Washington Dulles International General Information	(703) 572-2700
Blue Top Taxi	(703) 661-8230
Baltimore-Washington International General Information	(301) 261-1000
Parking	(410) 859-9230
America West	(800) 235-9292
American	(800) 433-7300
British Airways	(800) 247-9297
Continental	(800) 523-3273
Delta	(800) 221-1212
Northwest	(800) 225-2525
United	(800) 864-8331
USAir	(800) 428-4322

## TRAINS

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Amtrak	(800) 872-7245
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## VOLUNTEER OPPORTUNITIES

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Howard University Community Outreach	(202) 806-4771
Undergraduate Student Assembly	(202) 806-4144
Homecoming (Fall)	(202) 806-4510
Office of Student Activities	(202) 806-7000

## ADDITIONAL PHONE NUMBERS

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Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

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