HOWARD UNIVERSITY
STUDENT HANDBOOK
2015–2016

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*EXCEPT WHERE INDICATED

ACKNOWLEDGEMENTS

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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 following offices listed below: Section 504 Coordinator (handicapped), Office of Student Services, Howard Center, 7th floor, (202) 238-2420; Title IX Coordinator, Carol McKinnon, Office of the Provost Administration Building, 2400 6th Street, NW, Suite 306, Washington, DC 20059, (202) 806-2550.
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Effective July 1, 2015
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Letter From the President

August 1, 2015

Greetings! Welcome to Howard University and to a life changing experience. At Howard, you will have the opportunity to study and learn in an intellectually supportive and challenging environment, to meet people who will expand your thinking and to obtain skills that will allow you to achieve your career and personal aspirations.

Howard University is a unique and irreplaceable treasure – a place that for nearly a century and a half has prepared leaders for our nation and the global community. The phenomenal history of Howard University includes individuals who helped define and shape our nation. In fact, their leadership, sacrifices and contributions mark the evolution of our nation. The Howard story also includes excellence, service and the search for truth and justice in a manner that makes a difference, touches lives and transcends our communities, the nation and the world.

The Bison family stands ready to help you find your place in the Howard story. We are excited to provide you with an extraordinary educational and extra-curricular experience as you accept the challenge to learn, engage and serve. We expect you to stretch and grow during your time at the Capstone through domestic and international experiences that will expand your imagination, fuel your ambition and give substance to your dreams.

What you get from the Howard experience depends upon what you invest. As you get to know our distinguished faculty, staff, administration and students, I encourage you to take full advantage of the opportunities that Howard has to offer. The H-Book contains policies and procedures as well as resources and services that are available to you as members of the University Community. Please take time to familiarize yourself with this compilation and its contents.

As you embark upon the academic year, do not forget to enjoy this journey. In four years or less, you will graduate from Howard, one of our nation’s greatest universities and go forward to make unique contributions to our nation and the global community. When that day comes, I hope you will remember the good times and the wonderful academic experiences you had as a student here at the Capstone.

Again, welcome to the Howard University family.

In Truth and Service,

Wayne A. I. Frederick, M.D., MBA
President
THE ALMA MATER

Reared against the eastern sky
Proudly there on hilltop high,
Far above the lake so blue
Stands old Howard firm and true.

There she stands for truth and right,
Sending forth her rays of light,
Clad in robes of majesty;
O Howard, we sing of thee.

Be thou still our guide and stay
Leading us from day to day;
Make us true and leal and strong,
Ever bold to battle wrong.

When from thee we’ve gone away,
May we strive for thee each day
As we sail life’s rugged sea,
O Howard, we’ll sing of thee.

The present version of The Alma Mater was written by J.H. Brooks and music by F.D. Malone, class of 1916. The Alma Mater was copyrighted by the University in 1919.
ACADEMIC AFFAIRS
Dear Class of 2019,

Welcome to Howard University! It is my honor and pleasure to welcome you to our institution, and your academic home for the next four years. Howard University is a historic place that has contributed significantly to the development of America, and other countries around the world since 1867. We look forward to shaping your education, training and growth so that you will become the next in a long line of alumni who are making a significant difference in our communities! The administration, faculty and staff are committed to ensuring that you have an excellent academic experience, and that you are fully equipped to engage and lead in an ever-changing world.

Washington, DC is the nation’s capital, and in many ways, the capital of the free world. As such, there will be many opportunities for you to participate in community events, meet exciting people, expand your knowledge base, and interact with other brilliant minds. Please also keep focused on academic excellence, performing at your best, and learning as much as possible in your chosen field of endeavor. Howard University offers over 120 areas of study in 13 Schools and Colleges. Many of our programs are ranked among the best in the country, and we have a cadre of eminent faculty scholars who are experts in their field. Be sure to take advantage of the academic community of scholars, and participate in the many seminars, lectures, and programs designed to stimulate your mind and expose you to many new opportunities for networking and interaction.

We live in an increasingly complex and interdependent world. While at Howard University, you will meet new classmates and make friends from Baltimore and Bangladesh, Brooklyn and Brazil, as well as North Carolina and South Africa. I encourage you to find out more about the world around you, as well as explore new cultures and meet new people. Howard University has a strong commitment to the community we live in, and your connection to the community will be further enhanced by providing service and assisting in various ways. We have a number of partnerships with local school systems, as well as collaborations with non-profit organizations, DC government, and several philanthropic organizations. You can make a difference by serving as a mentor to a young child, tutoring in an underserved community, feeding the homeless, or contributing in so many other ways. It is in the heart of Howard University to help those in need, and to make a difference in the lives of the people we touch. Please enrich your experience by impacting the lives of people less fortunate than yourself.

Above all, I urge you to approach your academic responsibilities in the most serious and necessary way. While at Howard University, you are first and foremost a student, and your primary focus should be on excelling academically, developing yourself as a scholar, and learning how you will make a lifelong impact after graduation. At commencement, you will join over 100,000 graduates and become part of the alumni network of this great institution. Howard University expects that you will live up to the motto on the seal: Veritas et Utilitas – Truth and Service as a student, and in four short years, as an alumni. I wish you Godspeed as you begin this next exciting journey in your life.

Sincerely,

Anthony K. Wutoh, Ph.D, R.Ph.
Provost and Chief Academic Officer

2400 6th Street, NW, Suite 306
Washington, DC 20059

Telephone 202 806 2550
Facsimile 202 806 4971
www.howard.edu
KEYS TO ACADEMIC SUCCESS

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 Excellence, 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, (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, a Day-Timer or other resources 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 Activities 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.

ACADEMIC SCHOOLS AND COLLEGES

The University’s 13 schools and colleges, which offer degree programs in more than 120 specialized subjects, are organized under the Offices 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.

College of Arts & Sciences
Bernard A. Mair, Ph.D., Dean
(202) 806-5338 Office

School of Business
Barron H. Harvey, Ph.D., Dean
(202) 806-1500 Office

School of Communications
Gracie Lawson-Borders, Ph.D., Dean
(202) 806-7694 Office

College of Dentistry
Leo E. Rouse, D.D.S., Dean
(202) 806-0440 Office

School of Divinity
Alton B. Pollard, III, Ph.D., Dean
(202) 806-0500 Office

School of Education
Leslie Fenwick, Ph.D., Dean
(202) 806-7340 Office

College of Engineering, Architecture & Computer Sciences
Lorraine Fleming, Ph.D., Interim Dean
(202) 806-6565 Office

Graduate School
Gary Harris, Ph.D., Assoc. Provost for Research & Graduate Studies
(202) 806-4676 Office

School of Law
Danielle Holley-Walker, JD, Ph.D., Dean
(202) 806-8000 Office

College of Medicine
Hugh E. Mighty, MD, MBA, Dean
(202) 806-5677 Office

College of Nursing & Allied Health Sciences
Gina S. Brown, Ph.D., Dean
(202) 806-5431 Office

College of Pharmacy
Dr. Daphne Buchanan Bernard, Pharm.D., C.A.C.P, Interim Dean of the College of Pharmacy
(202) 806-6530 Office

School of Social Work
Sandra Crewe, Ph.D., Dean
(202) 806-7300 Office
ACADEMIC POLICIES

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

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:

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. 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 assignment or group take-home assignments, all course or program assignments 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).

3. **Copy Infringement**—Copy infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.

Administration of the Code

This Academic Code of Student Conduct applies in all schools and colleges. In professional schools and colleges that have adopted honor codes, the honor code may supersede this 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 Dean and 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 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 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 at least ten (10) business days 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, if the Dean considers the evidence sufficient to warrant further action 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 no later than ten (10) business days 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 accused.

3. The “limited hearing” authorized by this Code is not an adversarial proceeding. Constitutional principles of “due process” are not applicable to these proceeding. The faculty member concerned shall present the case for the University. Both 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 proceedings may be tape recorded but will not be transcribed.

4. After the hearing of the charge(s) 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 transmit the results and recommendation of the hearing committee to the Dean five (5) business days after the hearing.

5. Upon receipt of the results and recommendations of the hearing committee, the Dean may sustain the recommendation of the Committee concerning the penalty or may reduce or increase the severity of the penalty, and shall, within five (5) business days, notify the student of the Dean’s determination. The student may appeal directly to the Provost and Chief Academic Officer or Senior Vice President for Health Sciences (Health Science students) for reconsideration of any disciplinary penalty. The student shall have five (5) business days to make such appeal from date of receipt of notification.

6. After hearing any appeal from a student, the Provost and Chief Academic Officer or Senior Vice President for Health Sciences shall make a decision that shall be communicated to the student within ten (10) business days. This decision shall be final.

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 June 29, 2010

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 thirteen (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 fifteen (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 sixty (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 thirteen (13) credit hours if full-time, and seven (7) 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.

STUDENT PRIVACY RIGHTS

This information is designed to ensure that University policy conforms to the regulations set forth in the Family Educational Rights and Privacy Act (hereinafter referred to as “FERPA”). FERPA affords each student attending an institution of postsecondary education the right to inspect and review their “education records,” request an amendment of “education records” that are inaccurate or misleading, and exercise some level of control over the disclosure of their “education records” and the personally identifiable information contained therein. Further, unless required by law, information contained in the student’s “education record” shall not be disclosed or used for purposes other than authorized University purposes, without the student’s express written consent. Student files shall be retained for a reasonable period of time. The Office of the Provost is charged with the responsibility of implementing the policy within the FERPA and University guidelines.

1. DEFINITIONS

A. “Education Records”: those records, files, documents, and other materials which contain information directly related to a student and are maintained by an educational institution or by a person acting for such institution. This term DOES NOT INCLUDE:

• Records of instructional, supervisory, and administrative personnel in the sole possession of the maker of those records that are not accessible or revealed to any other person except a substitute

• Records maintained by a “law enforcement unit” of the educational institution
created by that “law enforcement unit” for the purpose of law enforcement

- Employee files made and maintained in the normal course of business, if the person is employed by the institution but not in attendance at the institution
- Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in his professional capacity, when records are made, maintained, or used only in connection with providing treatment to the student and are not available to anyone other than persons providing treatment

B. **Directory Information**: information contained in a student’s “education record” that is generally not considered to be harmful or an invasion of privacy if disclosed.

C. **“Legitimate Educational Interest”**: exists when there is a need to know the information at issue in order for a University official to perform his/her professional responsibilities for the University.

D. **“Law Enforcement Unit” Records**: records that are (a) created by a law enforcement entity, (b) created for a law enforcement purpose, and (c) maintained by a “law enforcement unit” (this includes, but is not limited to, Howard University Campus Police Department).

2. **INFORMATION THAT CAN BE DISCLOSED BY THE UNIVERSITY**

A. **Written Consent.** The University may disclose information from records subject to FERPA if the student has provided written consent to disclosure of information contained within the education record.

B. **Directory Information.** The University may release the following information (a non-exhaustive list) without the written consent of the student, unless the student specifically requests, in writing, that no such data be released: name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, school or college, credit hours earned, degrees earned, enrollment status, participation in officially recognized sports and activities, and honors and awards received.

C. **Exception to the Written Consent Requirement.** In the absence of a student’s written consent, the University may disclose information contained in his/her “education record” to the following persons or in the following situations:

1. **Other school officials with a “legitimate educational interest”**: FERPA permits the disclosure of information from a student’s “education records” to other University officials, without the student’s consent, as long as the University uses reasonable methods to ensure that the University officials obtain access only to those “education records” in which they have “legitimate educational interests”.

2. **Parents of a dependent student**: FERPA permits disclosure of student information to the parents of a student who is considered a dependent for federal Income tax purposes. If a student is claimed as a dependent by one or both parents, either parent may be given access to the student’s “education record” and the information contained therein.

3. **A health or safety emergency**: this FERPA exception expressly includes parents as “appropriate persons” who may receive student record information in connection with a health or safety emergency if the knowledge of the information is necessary to protect the health or safety of the student or other persons within the University community.

4. **In connection with certain disciplinary proceedings involving alcohol, drugs, crimes of violence, or non-forcible sex offenses**: FERPA allows the University to disclose information in an “education record” of any student concerning disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the University community. This exception also allows an institution of higher education to disclose, to a parent or legal guardian, information regarding any violation of Federal, State, or local law, or University policy governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the University determines the student has committed a disciplinary violation with respect to such use or possession.
5. Other schools in which a student seeks or intends to enroll: FERPA permits the University to disclose student record information to officials at another institution when a student seeks or intends to enroll in the other institution. If information is sought by another institution, the University will make a reasonable attempt to notify the student that it intends to release student record information in a particular instance.

6. Authorized Representatives: Information contained in a student’s “education record” can be released to authorized representatives of the United States Comptroller General, the Secretary, or State educational authorities or authorized representatives of the Attorney General for law enforcement purposes. This information can also be released to state and local officials or authorities to whom such information is specifically allowed to be disclosed pursuant to State statute.

7. Financial Aid: FERPA allows “education record” information to be released to persons/agencies in connection with a student’s application for, or receipt of, financial aid.

8. Recognized Organizations for Studies and Accrediting Organizations: FERPA permits the release of information contained in “education records” to organizations conducting studies for, or on behalf of, educational institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, and to accrediting organizations desiring information to carry out their accrediting functions. NOTE: each organization must agree that personally identifiable information may not be released or retained after its purpose is served.

9. Subpoena: FERPA permits educational institutions to produce information contained in “education records” as to the entity or persons designated in a Federal grand jury subpoena and the entity or persons designated in any other subpoena issued for a law enforcement purpose. NOTE: it is incumbent upon the University to notify a student if the University is presented with a subpoena for his/her record or a judicial order requiring the release of such data.

NOTE: FERPA requires the institution to maintain a record of all those persons requesting and/or gaining access to a student’s “education record” except for information disclosed to other University officials with a “legitimate educational interest” and all requests for directory information.

3. INFORMATION NOT PROTECTED UNDER FERPA

A. Statements Made as a Result of Personal Observations or Direct Interactions Not Derived From an Existing Education Record. FERPA does not apply to personal observations or direct interactions with students. Therefore, if a faculty or staff member describes his/her observations of a student in a document maintained by the University, the document is subject to FERPA. However, the faculty or staff member would still be permitted to disclose his/her personal observations to appropriate persons without violating FERPA.

B. Records Created and Maintained by a “Law Enforcement Unit” for a Law Enforcement Purpose. Investigative reports and other records created and maintained by law enforcement units are not “education records” covered by FERPA as long as the records are created, at least in part, for law enforcement purposes. The University is not prohibited from disclosing “law enforcement unit” records, and the information contained therein, to anyone, even when the student has not provided a written consent for disclosure.

C. Student Medical Treatment Records. Student medical records are excluded from FERPA if they are (a) made or maintained by a physician, psychiatrist, psychologist, or other health care professional acting in his/her professional capacity and (b) made, maintained, or used only in connection with treatment of the student. However, the disclosure of student medical records must comply with HIPAA.

4. INFORMATION NOT AVAILABLE TO STUDENTS UNDER FERPA

- Financial records of parents
- Confidential letters and statements of recommendations placed in the “education record” prior to January 1, 1975
• Confidential recommendations pertaining to admission to any educational institution, an application for employment, and the receipt of an honor or honorary recognition if the student has waived his/her right of access to these confidential recommendations. Waiver applies to recommendations only if:
  • Upon request, the student is notified of the names of all persons making confidential recommendations and
  • The recommendations are used only for the purpose they were specifically intended
  • NOTE: waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the University

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 priory 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 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.

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 Senior Vice President and Chief Financial Officer 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.

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.
**General Commencement and School/College Awards Ceremonies Participation Policy**

Participation in the University’s annual May Commencement Ceremony and School/College Award Ceremonies is open to undergraduate students who have applied to graduate in the current spring semester or who graduated the preceding summer session, or fall semester. To participate in Commencement students must complete all requirements of their respective degree programs, all residence requirements, and all financial obligations to the University.

**ENROLLMENT MANAGEMENT**

Mordecai Wyatt Johnson Administration Building

2400 SIXTH STREET, NW, SUITE 105

(202) 806-2705

The Offices of Enrollment Management (EM) are located in the Mordecai Wyatt Johnson (Administration) Building and consists of the following operational units:

Office of Admission and Office of the Registrar

Detailed information can be found on the EM web page:


**Hours of Operation**

Office of the Registrar:

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

Wednesday 8:30 a.m. – 5:00 p.m.

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

Office of Admission:

Monday thru Friday 8:30 a.m. - 5:00 p.m.

**Office of Admission**

The office is responsible for recruiting prospective undergraduate students, processing applications and communicating decisions for admission to the University. Applicants may apply through Common Application or electronically from the University homepage. Campus Tours and Informational Sessions originate in the Welcome Suite 101 of the Administration Building.

**Undergraduate Admissions**

Administration Building

2400 Sixth Street NW, Suite 111

Washington, DC 20059

(800) 822-6363

(202) 806-2755

admission@Howard.edu

**Graduate School Admissions**

Graduate School

Fourth and College Streets NW

Washington, DC 20059

(202) 806-4676

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 may resume matriculation by applying as a Former Students Returning (FSR). FSRs in good academic standing and without outstanding financial obligations must submit an application following the appropriate deadlines. A new application fee or enrollment fee are not required; however, an official transcript from each post-secondary institution attended since last enrolled must be provided. Upon readmission, FSRs must receive a medical clearance from the University Student Health Center.
and a revised academic scheme before they can complete the registration process. In general, FSRs are re-admitted to the last school in which they were enrolled at Howard University. Credit will be awarded for those courses taken consistent with Advanced Standing procedures. 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 school/college from which they were dismissed; and must receive a stipulation letter detailing academic expectations.

- **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 re-admitted 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 must be considered either graduate/professional, unclassified, or seeking another undergraduate degree and must apply for admission under the new student type and paying a new 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 academic enrichment or remediation.

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 the Office of Admission at (202) 806-2755.

**OFFICE OF UNDERGRADUATE STUDIES (OUS)**

*A Student Advocacy and Retention Unit*

*2nd floor, Carnegie Hall, 202-806-4029*

[http://undergraduatestudies.howard.edu](http://undergraduatestudies.howard.edu)

The purpose of the Office of Undergraduate Studies (OUS) is to facilitate students’ successful and timely completion of their undergraduate degrees. OUS offers an array of programs and services that complement our outstanding academic programs and support student persistence, retention and graduation.

The Office of Undergraduate Studies:

- sponsors and directs university-wide retention and student success units, specifically the Center for Academic Excellence (CAE), the Offices of Student Success & Transition, and Honors & Scholar Development; and the Center for Career Education, Development, and Research (CEDAR);
- offers a comprehensive adviser training program and regular professional development opportunities for faculty advisers, professional academic advisers, and CAE student success counselors;
- collaborates with Schools/Colleges and University Offices to develop academic initiatives and administrative procedures that support undergraduate academic success and degree completion;
- serves as resource for students, parents, staff, faculty, and university administration on matters related to student success and retention;
- monitors and supports the planning and scheduling of high-demand General Education courses;
- responsible for the periodic review of undergraduate academic policies;
- maintains in collaboration with the Office of the Registrar, the Undergraduate Bulletin; and
- pursues internal and external partnerships to create and expand experiential learning opportunities for undergraduate students.
OUS programs & services include:

- Academic advising and retention counseling for 1st and 2nd year students in selected schools and colleges
- New Student Orientation
- Comprehensive support in mathematics (including free math tutoring 7 days a week, and weekly mini-review sessions for selected math courses)
- Honor and scholarship resources and support
- Transfer student support services
- Study skills webinars, workshops, and courses
- Career advising and planning
- Experiential learning programs
- HU Parent Newsletter
- Student support and outreach services

CAREER SERVICES

CENTER FOR CAREER EDUCATION, DEVELOPMENT & RESEARCH (CEDAR CENTER)

C. B. Powell building
(202) 806-7513

www.howard.edu/careerservices

The Howard University CEDAR center provides dynamic career and professional development services that engage, empower, and connect students, employers, and the university community in the career development process. The CEDAR center programs and services are designed to assist all Howard University undergraduates, graduate students and alumni who wish to take advantage of available resources and coaching services.

BISONCAREERLINK

Bisoncareerlink is a comprehensive career development portal that offers hundreds of monthly job and internship 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 Bisoncareerlink to register for weekly résumé and professional development workshops, on-campus interviews, employer information sessions and the annual career fairs offered in the fall and spring semesters each year.

CAREER DEVELOPMENT EVENTS & ACTIVITIES

Included in the CEDAR center’s line-up of exciting events are: the fall and spring career fairs, career emphasis weeks, career fest on the yard, employer information sessions, networking receptions and weekly professional development workshops taught by corporate, government and non-profit executives and industry professionals.

CAREER COACHING SERVICES

Students can take advantage of these sessions by scheduling one-on-one appointments with a career specialist. These sessions are typically 15 to 30 minutes long and are an excellent opportunity to review individual career and professional development strategies, explore career interest and majors, job trends and receive assistance on writing and developing job search tools such as résumés, cover letters and thank-you letters.

For additional information regarding the CEDAR center’s programs or services or to schedule an appointment with a career specialist call 202-806-7513 or log on to Bisoncareerlink at https://howard-csm.symplicity.com/. You may also visit our website at www.howard.edu/careerservices or stop by the office on the 2nd floor of the C. B. Powell building on the corner of 6th & Bryant Streets.
OFFICE OF THE REGISTRAR

ADMINISTRATION BUILDING

2400 SIXTH STREET, NW, SUITE 105

(202) 806-2700

Hours of Operation
Monday, Tuesday, Thursday, and Friday 8:30 a.m. – 3:00 p.m.
Wednesday 8:30 a.m. – 5:00 p.m.
Summer Hours
Monday through Friday 8:30 a.m.-3:00 p.m.

The mission of the Office of the Registrar is to provide service to students, alumni, faculty, staff, and other constituents in support of the mission and goals of Howard University. As the steward of the University’s academic records, the Office of the Registrar ensures the accuracy, integrity, and security of those records. This unit also helps facilitate the learning and academic progress of the institution by promoting, supporting and developing effective policies and procedures.

The Office of the Registrar is responsible for:

- Conducting Registration Activities
- Course Scheduling
- Consortium of Universities of the Washington Metropolitan Area Program
- Domestic Exchange Program
- Maintaining Academic Records
- Providing Official Howard University Transcripts
- Enrollment Certification and Degree Verification
- Diploma Orders, Certifications and Translations

REGISTRATION INFORMATION

All students must register for classes during the periods announced in the official University Calendar. Students who fail to register will not be permitted to attend classes, and their names will not appear on official class lists. BisonWeb is the official self-service portal that all students should use to register for their courses each semester. Directions on how to register are available on the BisonWeb homepage at http://www.howard.edu/bisonweb/.

When a student enters or reenters the University they will register or be registered by the beginning of their first semester. Continuing students are encouraged to register during the published General Registration periods to avoid being assessed the late registration fee of $175.

The registration process requires you to:

Meet with your academic advisor to select courses (including alternate courses) and have them approved.

1. Reserve your courses via Bison Web (http://howard.edu/bisonweb).
2. Officially enroll 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 paid by the published deadlines.
LATE REGISTRATION/ CHANGE OF PROGRAM PERIOD

During this period students may add and/or drop courses. It is important that students are aware of the various dates and deadlines for course withdrawal as they may incur charges and affect their student status. Students who need admission to classes officially closed or classes that have a time conflict, can request overrides in exceptional cases. Overrides must be approved by the student’s advisor and course instructor. Once the course override is approved, students should ensure the course appears on their Student Detail Schedule via BisonWeb. In addition, students should be sure to officially drop any courses that they do not plan to complete. If the student’s name appears on an instructor’s official class list and they never attended class, they may receive a grade of “F.”

Students who wish to change courses to audit or to increase the credits on a variable course must complete a change of program form. Signatures of approval of the academic dean and the course instructor must be obtained. The last day to add and/or drop courses is published every semester in the University calendar.

If a student is enrolled in a course for audit or pass/fail and wishes to change to credit, that student must drop the course for audit or pass/fail and add the course for credit. The last day for such a change is published every semester in the University calendar.

IMPORTANT REMINDERS

• The late registration fee is $175.
• The late payment fee is $100.
• The last day to add/drop a course; and the last day to withdraw from a course or complete a total withdrawal from the University is communicated on BisonWeb and by HU Communications; as well as the University Calendar.

INTRA-UNIVERSITY TRANSFER AND MAJOR CHANGES

If a student wishes to transfer to another undergraduate school/college within the University, or change their major they must submit an Intra-University Transfer (IUT) application form to their dean or Advisory center of the school/college to which they want to transfer. The Office of the Registrar must be in receipt of the form by the first day of classes in order for the change to be effective for that particular semester. (August 24 for Fall 2015 and January 11 for Spring 2016)

OBTAINING PROOF OF OFFICIAL ENROLLMENT

Students can now obtain Certification of Enrollment via BisonWeb 24 hours a day. Students may request an enrollment certificate, view enrollment information, student loan deferment notifications, enrollment verifications provided to third parties and via student self-service, and specific information about their student loans. Please follow these steps to obtain a certificate of enrollment:

i. Log into your BisonWeb account
ii. Select Student Services
iii. Select Enrollment Verification Request
iv. Select “Current Enrollment” or “All Enrollment”
v. Print Certificate

Howard University has authorized the National Student Clearinghouse to provide enrollment certificates for former and currently enrolled students. These are official certificates and do not require additional certification from the Office of the Registrar.

The enrollment certificate should be attached to any form provided by a third party and returned directly to the requester. Verifications can be used for insurance companies, scholarships, military identification cards, prospective employment, student housing and all other services that require proof of enrollment at Howard University.

If a student has a form that must be completed, they may submit it to the Office of the Registrar in person, via fax (202.986.9020) or mail. They must complete their part of the form and be sure to sign it to indicate permission to release the information. Forms without a signature will not be processed. Students must also include where the forms are to be mailed or faxed if they will not be picking them up from the Office of the Registrar. A telephone number and email address should be included in the event we need to follow up regarding the request. Forms will not be completed unless a student is officially enrolled.
COURSE DROPS AND WITHDRAWALS

A student may withdraw from a course up to 12 weeks after the first day of instruction and receive a grade of “W” (withdrawal) that has no grade point course value. Seniors, Juniors, Sophomores and Graduate students without holds that prevent registration can complete course withdrawals on BisonWeb. Freshmen and students with holds that prevent registration will need to complete a Change of Program form and obtain a signature from your academic advisor. Please see your academic department for this form. Change of Program Forms may be obtained from the Office of the Academic Dean of each school/college.

Mere absence from class does not constitute withdrawal. A properly executed Change of Program Form, Total Withdrawal Form or BisonWeb process must be used to effectuate all drops, withdrawals, adds, section changes, or course enrollment status changes. Students will receive a failing grade for courses in which they discontinue attendance without completing the required withdrawal process.

WARNING ON DROPPING COURSES:

Students who wish to drop all courses for which they have registered (even though they may be taking only one course) must submit a Total Withdrawal form.

ABSENCE FROM THE UNIVERSITY

Failure to attend classes or abandonment of a residence hall space to which one has been assigned, or one’s not returning for classes for an upcoming semester (for which one is already academically and financially registered) does not constitute official discontinuance or 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.

TOTAL WITHDRAWAL POLICY

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 and students who are administratively withdrawn should contact their Dean or advisor for assistance. Students considering a total withdrawal should note the following:

• The effective date of the withdrawal will be the date on which Office of the Registrar 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 if the withdrawal is submitted after the Change of Program period.
• 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 reapply for admission to the University by published application deadlines.

Students who wish to complete the Total Withdrawal Process should follow the steps listed below.

1) Access the Total Withdrawal Process via
http://www.howard.edu/enrollment/registration/withdrawal.htm

2) Enter your name and preferred e-mail address as well as the Howard issued e-mail address for the appropriate offices. Please see total withdrawal contact.

3) The system will automatically generate an access code and forward the access code to your email account. Enter that access code to continue.
4) Read and verify the terms and conditions, then select review document.

5) Complete all required fields highlighted in red. Once all the required fields are complete, please select confirm signing on the left side of the document.

6) Once you have confirm signing, your request will be routed to the appropriate offices. Please note there is an optional save feature that allows you to check the status of your request. If you register during General Registration for the upcoming semester and determine before the beginning of that semester that you will not be returning, you must complete a Total Withdrawal Form for that upcoming semester. Obtain the signature of the Dean or Dean’s designee of your school or college. The Office of the Registrar (located in Suite 105 in the Administration Building) is the last office to sign the Total Withdrawal Form. Be sure to make it clear to both offices that the withdrawal is for the upcoming semester.

**VISA AND IMMIGRATION SERVICES**

**Students**
International Student and Immigration Services
2400 6th Street, NW, Room G-10
Phone: (202) 806-2775/2777

**Staff and Faculty**
Office of Human Resources
Immigration and Visa Services
2244 10th Street, Suite 419
Phone: (202) 806-1279

These offices provide services principally to international students, faculty and staff to facilitate matriculation and employment at the University and Hospital. The main areas of support are:

**IMMIGRATION:** The United States Citizenship and Immigration Services (USCIS) issues regulations governing all students, faculty and staff members who are required to maintain legal status at all times.

- Students in F-1 and J-1 Visa status must remain enrolled as full-time each semester to be registered with the Student and Exchange Visitor Information System (SEVIS);
- Students must make sure that their authorized stay in the country has not expired (see forms I-20 and I-94);
- Students’ passport must be valid for at least six months at all times;
- Students must ensure that there are no changes to their majors as indicated on their respective I-20; and
- Students must physically contact the Visa & Immigration Services office at the start of each semester.

Changes to International student records must be done in collaboration with the Bureau of Citizenship and Immigration Services and the University’s Visa and Immigration Student/Faculty/Staff services offices.

**FINANCIAL FORMS:** Students often need official letters showing the estimated cost of attendance to have money sent from abroad. Staff in these offices assists in the completion of a variety of scholarship and loan documents from other countries, international agencies and organizations to fulfill the outstanding obligations of matriculation at the University. In collaboration with the offices of Student Financial Services, international students are provided an informational resource to address any fiscal question or concern.

**ADVISING/COUNSELING:** Staff in these offices are available to discuss matters of concern to international students and to refer them to additional campus resources in the course of adjusting to the University and the metropolitan Washington, DC area. Other support services and counseling available to all students are detailed in other sections of this handbook.

For additional information, appropriate application forms and services please visit the Visa and Immigration Services offices.
The Office of Financial Aid 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.

**Hours of Operation**

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

Wednesday 8:30 a.m. – 5:00 p.m.

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

**ABOUT FINANCIAL AID**

Financial aid refers to funds awarded to help you offset your educational expenses. Both federal and state governments as well as post-secondary schools are often the best sources of aid, while civic groups and religious organizations often serve as private sources of scholarship aid. Financial aid is classified into three basic types: grants and scholarships are funds awarded that are not required to be repaid; employment is work, either on or off-campus that you find through campus student employment services or on your own; and a loan is money borrowed from the federal or state government, the University or an alternative lender that must be repaid, including interest.

More information on scholarships, grants, student employment and loans is available at www.Howard.edu/financialaid. *All students are always encouraged to seek additional funds outside of the University to help offset their educational costs.*

*All eligible students should complete the Free Application for Federal Student Aid (FAFSA) no later than February 1st to receive the best possible consideration.*

**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 (e.g. rent, food, books, etc.). Loan funds are not intended for use in making tuition payments or as a means of maintaining scheduled financial obligations. Emergency Loans are usually approved for amounts up to $2,000 depending on the 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. Emergency Loans are not available to students with outstanding loan balances, unpaid tuition bills from a prior semester, those who have received a refund check or lack enrollment validation for the current semester.

**OFFICE OF THE BURSAR**

Mordecai Wyatt Johnson Administration Building
2400 Sixth Street, NW Suite 205
Washington, DC 20059
202.806-2600 Telephone
202.806.5279 Fax

**Hours of Operation**

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

Wednesday 8:30 a.m. – 5:00 p.m.

**Summer Hours:** Monday through Friday 8:30 a.m. – 3:00 p.m.
STUDENT ACCOUNTS
Howard University offers a number of different ways to satisfy your financial obligations to the University through the Office of Student Accounts (Bursar). Please check your Howard University email address often. We provide notifications about your account balance on a regular basis.

Payment Due (in full)
All charges must be paid in full by the due date: July 1st for the Fall semester and December 17th for the Spring semester. All outstanding balances will be charged a monthly late payment fee of $100.00 until the balance is paid in full.

Installment Plan
Howard University offers a monthly installment plan for the Fall and Spring semesters. In April (Spring semester) and October (Fall semester), students can sign up for the installment plan via BisonWeb. The number of payments depends on the initial enrollment date.

There is a $30 non-refundable enrollment fee and monthly payments are made on the 5th or 20th of each month (depending on the date chosen by student). This plan is managed by Nelnet Business Solutions and offers several benefits:

Payment Methods – Payments may be made by Discover, Visa, MasterCard or American Express or automatic bank payment (ACH)
  • Convenience – Automatic payments deducted from a checking/savings account or credit/debit card
  • Easy Access – The installment plan can be monitored online or you can call a dedicated customer service representative
  • Peace of Mind – Arrangements are made to satisfy the semester charges and students who have secured validation

The Fall installment plan payments begin in June and the last payment is scheduled for October; the spring installment plan begins in November and the last payment is scheduled for March. If you sign up after the first established deadline, a down payment may be required. If a credit card/debit card is used, a 2.75% convenience fee, in addition to the enrollment fee, will be assessed.

To assist with the registration process, customer service representatives are available at 1-800-609-8056 Monday through Thursday, 7:30 am to 7:00 pm (EST) and Friday 7:30 am to 5:00 pm (EST).

PAYMENT METHODS
Payments may be made online on BisonWeb or in the Cashier’s office by credit card (Visa, American Express, MasterCard, Discover), cash, money order, cashier’s check, certified check or wire transfer.

A $35.00 fee will be charged for all reversed credit card payments and returned checks. Subsequent checks will not be accepted. Checks and money orders should include the student’s name and Howard University Identification Number.

Payments can be sent to the following addresses:
By Check (Including Outside Scholarship)
Howard University
Office of Student Financial Services
MSC 590501
Washington, DC 20059

By Wire Transfer
Bank of America
730 15th Street, NW
Washington, DC 20005
ABA#: 026009593
For Credit to Howard University
Account Number 1933194600
For Further Credit to:
Student Name

By UPS/DHL/FedEx
Howard University
Student Financial Services
Office of the Bursar
2400 Sixth St. NW STE 218
Washington, DC 20059
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.

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.

TRIO PROGRAMS AT HOWARD UNIVERSITY

TRiO Programs are funded under Title IV of the Higher Education Act of 1965 and are administered by the U.S. Department of Education, Office of Federal TRiO Programs. The Programs are educational opportunity outreach and support programs designed to motivate students from disadvantaged backgrounds to seek educational excellence and to help them make the transition from secondary school to postsecondary education and baccalaureate programs. The history of TRiO is progressive. Over the years, the original three programs (Talent Search, Upward Bound and Student Support Services) have been expanded to eight - the name remains TRiO.

Howard University has had a TRiO Program on its campus since 1965 when the University was funded to administer one of the pilot Upward Bound Programs. In 1977, the University received funding for a Student Support Services Program and subsequently funding for a Math/Science Program in 1991.

Three of the TRiO Programs are currently within the Howard University’s School of Education:

Upward Bound

On the campus of Howard University since 1965, Howard University Upward Bound (HUB) is one of the originally funded pilot Upward Bound projects. HUB is a college preparatory program for high school students designed to develop the skills and motivation necessary for success at the collegiate level. The program serves 130 students annually.

Program Services

• Academic, personal, and career counseling;
• Student assessments to help determine interests, abilities, and academic skills;
• Instructional classes in English, mathematics, foreign language, science, and computer applications;
• Assistance with college admissions and financial aid applications;
• College tours;
• Cultural and recreational excursions.
Upward Bound Mathematics and Science
The Howard University Upward Bound Mathematics and Science (UBMS) has been funded since 1991 to serve 50 participants annually. UBMS serves students from the District of Columbia and Maryland. The major thrust of the program is to increase student confidence in their mathematics and science ability so that they will pursue undergraduate majors and careers in mathematics and the sciences. HUB offers qualified students an array of academic services including:

**Program Services**
- Academic, personal, and career counseling;
- Student assessments to help determine interests, abilities, and academic skills;
- Instructional classes in English, engineering, mathematics, foreign language, science, computer applications, and SAT preparation;
- Career, cultural and recreational excursions.

TRiO Scholars Program
On the campus of Howard University since 1977, the TRiO Scholars Program, a Student Support Services Program (SSS), assists undergraduates in making a successful transition from secondary to postsecondary education. TRiO Scholars is funded to serve 225 students each year. The goals of the program are to increase participants’ retention and graduation rates and to foster an institutional climate which supports the success of income qualified, first-generation college students and individuals with disabilities.

**Program Services**
- Academic and career advisement;
- Academic tutoring;
- Professional and peer mentoring;
- Personal and group counseling;
- College survival workshops;
- Graduate school visits and preparation;
- Assistance with locating and completing financial aid resources;
- Cultural and social activities to enhance personal and social development

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 students 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 in 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-Laured 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.

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 and branch libraries in the Business 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.

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 Founders Library houses 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 adjacent Undergraduate Library (UGL) originally opened in 1983. While UGL is being renovated UGL services and materials are available in Founders Library.

The Periodicals Collection, currently located in Founders. 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

Media Resources, currently located in Founders and includes the main collection of DVD, VHS and audio recordings. Media resources are non-circulating.

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 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, occupies space in the Law Library on the university’s Van Ness Campus. It 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.

Central Library Group homepage: http://library.howard.edu/library
Washington Research Library Consortium (WRLC)

WRLC Catalog is the integrated online catalog of the nine member libraries in the Washington, DC metropolitan area, which includes American University, The Catholic University of America, Gallaudet University, George Mason University, The George Washington University, Georgetown University, Marymount University, and The University of the District of Columbia. Howard University has been a member of WRLC since 2012. Combined, these institutions’ libraries hold more than 12 million items including books, journals, articles, audiovisual materials, and other rare and special collections. This extraordinary resource, and its ready access, is essential to enabling the success of learning and scholarship. Besides access to the WRLC Catalog, WRLC membership has allowed Howard University Libraries (HUL) to provide its students, faculty and staff with access to WRLC’s Consortium Loan Service (CLS), which makes print materials easily available across the Consortium. HUL users may request the delivery of needed books or articles online, with delivery straight to the Circulation Desk at Founders Library within one or two days.

Consult the Libraries’ on-line catalog, for holdings information at http://www.Howard.edu/library/Search/Connect.htm

Reference Services are available in Founders Library and the HUL branch libraries to help researchers locate resources and data in print and electronic formats. Reference Services Staff Members help patrons locate material in campus libraries and research centers, regionally and worldwide. They meet users at their respective points of need by facilitating the process of identifying and retrieving information for research, study, or personal use. They provide on-site, telephone, and email reference service, and link users to appropriate Web-based reference services. Instructional Reference Librarians are available to help users become efficient, independent information consumers and producers. Each year, hundreds of students and faculty take advantage of hands-on library instruction sessions conducted (by appointment) in the Founders Library Digital Learning Classroom. General and Specialized Library Guides or “LibGuides” and a host of other useful reference tools are available to help researchers identify materials for basic and advanced research information from both the libraries’ collections and the Web. 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. Also, sign up for one of the free classes on searching online catalogs, the Internet, or databases of scholarly articles.

For further information please go to: http://library.howard.edu/friendly.php?s=ReferenceServices_Main or call (202) 806-7250.

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.

OTHER LIBRARIES AND RESEARCH COLLECTIONS

Moorland-Spingarn 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)

LIBRARY HOURS

Current hours for all library units are posted at on the Web at http://library.howard.edu/hours

TECHNOLOGY AROUND THE CAMPUS

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.

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

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.

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.
STUDENT AFFAIRS
LETTER FROM THE VICE PRESIDENT OF STUDENT AFFAIRS

Welcome to the Class of 2019! We are so glad you are here. The calendar still says summer, and so far the canopy of leaves overarching the Yard offers just a few flecks of yellow, orange and red. But the quickened tempo across campus says fall is here — and, with it, another year of institutional aspiration, and, I hope, intellectual adventure. On behalf of the staff in the Division of Student Affairs, we are excited to have you in the Howard family.

Our staff includes many of the most talented and dedicated people with whom I’ve ever worked. Their commitment to their various roles, whether directly serving students, or in many other areas of student life, is steadfast and gives new meaning to the term excellence. Our goal is to help you navigate your path through your matriculation at Howard and help you get the most out of your experience. Moreover, the staff in Student Affairs will always support you but will challenge you when necessary. We are a community in which the uniqueness of each person is honored, diversity is pursued, and individuals are accepted for who they are. Our commitment to you as a student is not limited to the classroom. We pride ourselves as a “student-centered” University offering an impressive spectrum of student services and activities designed to enrich your university experience in and out of class.

We are poised to create a vibrant and active co-curricular learning experience for all students. Our emphasis on leadership development and social change allows us to work on developing future ethical leaders to serve in a complex, global and changing world. We are committed to fostering a sense of belonging and continuously building toward a just, welcoming and caring community for all.

As a Howard University family and community, we are here to help students explore choices and find answers that will make their college experience everything that they want it to be, and more. We share the journey with our students and want their experience at Howard to be exciting, inspiring and defining.

This handbook describes policies, procedures and support services that will assist you as a student at the University. I urge you to read the handbook carefully and frequently. You will find important information and be introduced to a wide range of useful services and programs. We want you to succeed; so do not hesitate to ask for help.

Best wishes for a great and productive academic year!

With Bison Pride,

Constance M. Ellison, Ph.D.
Interim Vice President for Student Affairs
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 co-curricular 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 President for Student Affairs, Student Services, Student Life and Activities, Student Health Center, Blackburn University Center, University Counseling Services, Residence Life, the Office of Off-Campus Housing and Community Engagement, and Recreational, Intramurals and Club Sports.

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 $125.00 per student. Half of that amount is paid during registration each semester.

Allocation Dollar Amount:

Vice President for Student Affairs **$37.50 Budget to support University-wide Activities
Student councils in each school/college *$28.75
HUSA-Executive Account **$7.5
General Assembly (HUSA Senate) **$13.12
General Elections **$1.25
Undergraduate & Graduate Student Assembly **$19.38 (For each full-time student in the respective category.)
The Bison Yearbook *$15.00
Intramurals & Recreational Activities **$3.12

* Allocation revised as a result of the student referendum February 1977.
** Allocation revised as a result of student referendum March 2015.
STUDENT AFFAIRS DIRECTORY

OFFICE OF THE VICE PRESIDENT
FOR STUDENT AFFAIRS
(202) 806-2100
Mordecai Wyatt Johnson Administration Building
Suite 201
Constance M. Ellison, Ph.D., Interim Vice President
Ms. Shelley C. Davis, Assistant Vice President for
Student Affairs
Ms. Shakira Jarvis, Executive Assistant
Mr. DeLon Isom, Special Assistant to the Vice President

OFFICE OF STUDENT SERVICES
(202) 238-2420
Howard Center, Suite 725
Elaine Bourne Heath, Ph.D., Dean
Cordell Richardson, Ph.D., Director, Judicial Affairs
Ms. Cypriana Bullock, Administrative Assistant,
Ms. Gina Marr, Veterans Affairs Coordinator

OFFICE OF RESIDENCE LIFE
(202) 806-6131
2401 4th Street, N.W.
Mr. Wilson T. Bland, MBA, Dean
Mr. Joseph Emanuel, Assistant Dean
Mr. Timothy McDougle, Billing Supervisor

OFFICE OF RESIDENCE LIFE
(202) 806-9216
Harriet Tubman Quadrangle, Rm. 19
2400 4th Street, N.W.
Valarie G. Turner, Ph.D., Director

UNIVERSITY COUNSELING SERVICE
(202) 806-6870
C.B. Powell Building, Student Resource Center
Ayanna Watkins-Northern, Ph.D., Director of
Clinical Services
Bridgett Neamo, Psy.D., Director of Training
Mrs. Nathania Branch Miles, Administrative Assistant

ARMOUR J. BLACKBURN
UNIVERSITY CENTER
(202) 806-5979
Blackburn University Center, Suite 134
Mr. Leonard Clay, Manager, Armour J. Blackburn Center
Mr. Dexter Harris, Assistant Director for Recreation &
Intramural and
Club Sports

STUDENT LIFE AND ACTIVITIES
(202) 806-5990
Blackburn Suite 122
Mrs. Lennon Jackson, M.Ed., Dean
(TBA), Associate Director
Ms. Jean Perry, Administrative Coordinator
Mr. Tobias Morgan, M.Ed. Assistant Director &
Coordinator of Greek Affairs
Ms. Tay Davis, Programs Assistant
Mr. Darius Thomas, Graduate Assistant
Ms. Brittany Mabra, Cheerleading Coach

STUDENT HEALTH CENTER
(202) 806-7540
2139 GEORGIA AVENUE, NW, SUITE 201
David Bowman, MD, Director
Ms. Rona Wright-Taylor, Administrator

STUDENT LIFE AND ACTIVITIES
BLACKBURN UNIVERSITY CENTER, SUITE 122
Phone: (202) 806-5990  Fax: (202) 806-9194
studentactivitiesoffice@howard.edu

The mission of the Office of Student Life and 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, Greek Life, Intercultural Programs, and various University-Wide committees and
organizations function within the office of Student Life and Activities. The Office of Student Life and
Activities serves as an advocate for students and student organizations, provides enhanced national and
local community service, personal leadership development and academic achievement by affording
all students the opportunity to get involved in co-curricular activities. The Office of Student Activities
facilitates several different University-Wide Committees that provide guidance to major events and
operations on campus. The Student Life and Activities staff serves as a programmatic resource to students,
faculty, departments, advisors and the larger community.
The Office of Student Activities is a major resource for students who seek opportunities to get involved in the myriad of activities on campus. The Office of Student Activities facilitates the student organization recognition process and maintains updated contact information for all recognized student groups. Student organizations that are officially recognized by the University have the following privileges:

- Ability to post approved flyers in designated locations on campus.
- Ability to reserve rooms and other facilities on campus.
- Ability to apply for funding from HUSA.
- Ability to host and sponsor events on campus.

UNIVERSITY-WIDE COMMITTEES AND PROGRAMS

Who’s Who Awards Committee

Who’s Who Among Students in American Universities and Colleges is an annual award given to outstanding students classified as juniors, seniors, graduate and professional students for their scholastic ability, participation and leadership in academics, extra-curricular activities and community service. The Office of Student Activities coordinates the highly competitive selection process. Applications are made available in fall.

Bison Board

The Bison Board ensures the continued prominence and excellence of the Howard University yearbook, the BISON. 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 Life and Activities, Dean of the School of Communications, Dean of the School of Business, Chair of the Journalism Department, Vice President for Student Affairs, representatives from the Faculty Senate and the Office of University Communications, along with the Editor-in-Chief, Business Manager and Advisor(s).

Homecoming Policy Board

One of the most popular University-wide events of the year is the Howard University Homecoming program. 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 Life and Activities, General Advisor, representatives from the Faculty Senate, Athletics, and the Office of Alumni Relations, and the Chair of the Homecoming Steering Committee.

Mr. and Miss Howard University and the Royal Court

The positions of Mr. and Miss Howard University, Mr. and Miss Blue & White, Mr. and Miss of the Schools/Colleges and Mr. and Miss Freshman are advised by the Office of Student Activities. They serve as ambassadors for the University, speak at various engagements and are responsible for fulfilling their platforms through programs and collaboration with their respective school council that are geared towards, leadership, scholarship and service to the University community. Each year contestants participate in a rigorous competition within their respective school/college with the hope of competing for the position of Mr. or Miss Howard University. The competition includes: a platform speech, talent and a question and answer segment. Interested individuals must satisfy the respective eligibility requirements for the Royal Court which include a cumulative GPA requirement, good judicial, financial and academic standing with their respective school and/or college and compliance with the Student Code of Conduct and all policies applying to student leaders at the University.

Howard Cheerleading and Mascot Program

Members of the Howard University Cheerleading Team develop leadership, social, and decision-making skills from their experiences as part of the Cheerleading Program. Members of Howard Cheerleading Team include male and female cheerleaders, mascots, and coaches. The Head Coach reports to the Cheerleading Liaison and the Director for Student Life and Activities. Members of the cheerleading squad have the responsibility to uphold, reflect, and project the goals and ideals of Howard University. To participate and be successful in the program, students must respect themselves, their peers, the coaches,
the athletic teams, and Howard University. All Cheerleaders must maintain a 2.7 and be enrolled as a full-time student at Howard University. Cheerleaders must be highly spirited and outgoing individuals who are proud to represent Howard University. All Cheerleaders and mascots attending Howard University report to the Office of Student Activities and are expected to put their academics first. Tryouts occur in both the fall and spring semesters. For more information about the Howard Cheerleading program, please contact the Office of Student Activities at 202-806-5990.

**Student Life and Activities Internship Program**

The Student Life and Activities (SLA) Student Internship Program is a co-curricular program designed to provide students with exposure to Student Activities and the field of Higher Education as well as an opportunity to receive hands on experience in the areas of logistics, event planning, event management, program/project budgeting, and organizational finance. The SLA Student Internship Program provides students with flexible work schedules with the option of 10-20 hours per week commitments, as well as the option of one semester or full academic year internships. These are great unpaid internship opportunities for both new and returning students. For more information please contact the Programs Assistant in the Office of Student Activities at 202-806-5990.

**New Bison Leadership Academy (formerly Freshman Leadership Academy)**

The Bison Leadership Academy (formerly Freshman Leadership Academy) was originally created by the Howard University Student Association to expose 1st year students to the specific duties, responsibilities, opportunities, and challenges associated with all aspects of student leadership. The name change was instituted to more accurately reflect the purpose of the Leadership Academy, which is to provide new students with intentional opportunities to develop personal leadership skills while learning what it means to be a Howard University Bison! The Bison Leadership Academy is open to all new freshmen and new transfer students at the university. The mission of the Bison Leadership Academy is to develop individual leadership skills in a group environment through experiential learning, educational and professional training, service and social justice engagement, and relationship building.

The Academy program consists of four parts: (1) a Core Bison Leadership Curriculum (2) Bi-monthly Experiential Learning Activities (3) Project Development & Case Study Competition, and (4) Mentorship. Student interested in participating in the Bison Leadership Academy should contact the Office of Student Life and Activities at 202-806-5990 or via StudentActivitiesOffice@howard.edu for more information.

**STUDENT ORGANIZATIONS**

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

- Provide a copy of an approved and/or updated organizational constitution.
- File an updated Organizational Census form, Advisor Agreement form, typed Membership Roster, and Annual Goals.
- Attend and participate in required trainings and workshops sponsored by Student Life and Activities and HUSA (including UASO, CFO, NPHC, etc.)
- Maintain an on-campus advisor, who must be a full-time member of the Howard University faculty or staff. On-campus advisors serve as the liaison between the organization and the University. The on-campus advisor must approve all activities, programs, and requirements for membership.
- Provide a letter of good standing from the National or Regional Office (if applicable).
- Provide a signed copy of the Greek Recognition Form (if applicable).
- Register for an on-line profile at http://Howard.collegiatelink.net

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

- Academic and Professional
- Club Sports
- Cultural and Social
- Fraternities and Sororities
- Honor Societies
- Religious
- Special Interest
- State and Regional
- Student Government
- University-wide

Student Organizations must ensure that candidates seeking officer positions must comply with the following: (a) are students in good academic, financial and disciplinary standing; (b) have and maintain throughout the term of office the required minimum cumulative grade point average of 2.7 and; (c) are
matriculated with a full-time status having completed at least 12 credit hours at Howard University. Please refer to the individual organization or governing council constitution as some organizations/groups may have a higher GPA or credit hour requirement.

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

The Office of Student Services is a multi-functional office that supports the mission of the Division of Student Affairs in three important areas, students with disabilities, veteran’s affairs and judicial affairs, by creating an academic and socially accessible environment.

This office seeks to improve the educational development of students with disabilities and to enhance understanding and support within the university. We assure that qualified students with disabilities have equal access to all university programs and reasonable accommodations to services. The office serves as a liaison between the Howard University student veterans and the US Department of Veteran Affairs. We assist student veterans with the processing of VA forms for veteran benefits, advise on procedural requirements and certify enrollment of student veterans to the Department of Veteran Affairs. The office organizes a judicial system founded on the principles of equity, fairness and due process for the resolution of grievances in the Howard University community and is responsible for the enforcement of the Student Code of Conduct.

DISABILITY 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 services, in the office of 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 special student services at the time of initial enrollment or at any time during their enrollment at Howard University. It is strongly encouraged that students with disabilities contact the OSS at the beginning of the academic year to ensure that appropriate services can be established. The office of student services will inform the student of all policies, procedures, requirements and documentation needed to secure accommodations in accordance with ADA regulations.

VETERANS AFFAIRS
Howard University is approved through the office of 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 student services in order to initiate the filing of required documentation.

JUDICIAL AFFAIRS
All students are expected to adhere to and uphold standards of ethical behavior. Individuals who do not will be subject to the Student Code of Conduct as administered by the Office of Student Services. The document outlines prohibited behaviors and procedures for responding to and adjudicating such matters. As a member of the university community, the student code of conduct also applies to students who reside off campus and are subject to the same disciplinary action.

The Office of Student Services 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. TTD services are available at (202) 238-2425. More information about the Office of Student Services can be obtained via their website accessible at www.Howard.edu.
The Armour J. Blackburn University Center serves as the social hub of the University providing an environment for cultural, recreational, leisure and intellectual enrichment outside of the classroom. The University center bridges the gap between the University and community and serving as a conference site for university activities, community events, national conferences, business meetings, and lectures.

The University Center also serves as a training center for many students by providing employment for students while they matriculate at the University. The employment opportunities provide a financial resource for the students while they are in school and serves as an entry level employment experience on their resume for the Association of College Unions International.

The University Center reflects and strengthens, traditions, and history of Howard University, creating an environment for different generations come together and address critical social, economic, and cultural diversities in our society. The center compliments the academic learning experiences with a holistic approach to leadership development and multi-cultural experiences and community outreach.

The Blackburn University center provides a place for students to relax, relate and release. We provide recreation activities and a work out facility (Burr Gymnasium) for students, faculty and staff. The Blackburn University Center houses a fine arts gallery which presents exhibitions by local, national and international artists; a digital auditorium; a restaurant; a cafeteria; the Punch-Out (snack bar); a ballroom; meeting rooms; and lounges. Located on the basement level in the Blackburn University Center are the recreation center which houses the bowling lanes.

The University Center sponsors 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 “Blackburn Center Fine Arts Series” is presented each Wednesday, 12:00 Noon to 1:00 P.M. in the gallery.

### ARMOUR J. BLACKBURN UNIVERSITY CENTER STUDENT RATES

<table>
<thead>
<tr>
<th>Rooms</th>
<th>Rates</th>
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<tbody>
<tr>
<td>Ballroom</td>
<td>$500.00</td>
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<tr>
<td>Half-Ballroom</td>
<td>$150.00</td>
</tr>
<tr>
<td>Gallery Lounge</td>
<td>$125.00</td>
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<tr>
<td>Hilltop Lounge</td>
<td>$100.00</td>
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<tr>
<td>Digital Auditorium</td>
<td>$75.00</td>
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<tr>
<td>Blackburn Forum</td>
<td>$50.00</td>
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<tr>
<td>Room 148/150</td>
<td>$50.00</td>
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<tr>
<td>Punchout</td>
<td>$100.00</td>
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- Rates are based on a 4 hour reservation period that includes setup time and breakdown of the event unless noted.
- Any overage of the allotted time there will be a 12.5% charge of total cost.
- All deposits are Twenty-five (25) % of the total price.
- Fifty (50) % of the payment must be made within 30 days of the request.
- Payment in full must be made a week prior to the event.
INTRAMURAL AND CLUB SPORTS
Blackburn University Center, Suite 134
(202) 806-4126

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.

HOWARD UNIVERSITY INTRAMURALS
The Howard University Intramural Sports and Recreational Activities program provides leisure activities, which offers play in both organized and informal co-ed sports and special activities structured to meet the diverse cultural population of the university.

Intramurals and Recreation provide an outlet to all members of the university faculty, staff, students, and alumni. Intramurals and recreation provide Howard University students opportunities to participate in athletic activities while obtaining a higher education degree. Intramurals and recreation also provide means of personal development, physical fitness, time management, and social development.

Intramurals and recreation also provides an avenue for students and staff to interact outside of the classroom and open doors for students to meet and interact with people from different walks of life. While also providing valuable life lessons such as teamwork, fitness, and stress management. Intramurals provides fun and entertaining where the concept of teamwork and life values are taught.

Intramurals and Recreational Activities assist in preparing for life.

For Information on Activity Schedules, Entry Dates, and Program Times or General Information, Contact Dexter O. Harris (202) 806-4126.

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.
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 are interested in receiving help in handling emotional
difficulties, improving interpersonal relations, and dealing with problems of college life and other personal
concerns. Students experiencing depression, anxiety, and other emotional concerns are encouraged to take
advantage of the short-and long-term counseling or psychotherapy offered by the University Counseling
Service.

COUNSELING AND PSYCHOTHERAPY GROUPS
In addition to individual sessions, UCS also offers services through counseling and psychotherapy
groups as well. Many groups are offered throughout the year addressing topics such as interpersonal
relationships, issues with substance abuse (alcohol, marijuana and other drugs), body image issues,
survivors of sexual abuse, the effects of trauma, mindfulness, loss and grief, personal concerns, support,
general therapy groups, and many others depending on need and areas of concern.

UCS CRISIS LINE
The staff of UCS is available through the UCS Crisis Line during all after hours, weekends and holidays.
Professional clinical consultation and crisis intervention is available 24/7 for students experiencing crisis
or for anyone who may be aware of an individual in crisis.

TESTING
Testing services range from psycho-diagnostics assessments 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
UCS maintains a nationally known training program accredited by APA (American Psychological
Association). The program provides clinical training for advanced masters and doctoral level graduate
and professional students in the fields of counseling and clinical psychology. Training is focused on the
development of clinical competence in the delivery of services to all people with particular emphasis on
competence in service delivery to diverse populations.

CONSULTATION AND OUTREACH SERVICES
Staff development presentations, human relations workshops (as well as workshops on requested topics)
and facilitation of faculty student dialogue are among the services provided to departments and other
campus organizations. Education addressing mental health, signs of maladaptive behavior, suicide
prevention, what to do with students in crisis, understanding alcohol and other drug use is an important
part of the outreach work done by the Counseling Center. It is intended to help and foster prevention
of emotional crisis as well as the use alcohol and other drug as a means of self-medication. Individual
students as well as student groups and organizations are the target populations for these services.
STUDENT HEALTH CENTER

MEDICAL ARTS BUILDING
2139 GEORGIA AVENUE NW, SUITE 201-SECOND FLOOR
PHONE: (202) 806-7540 OR (202) 806-7539
FAX: (202) 806-7416
DIRECTOR: DAVID BOWMAN, M.D.

HOURS OF OPERATION

FALL AND SPRING SEMESTER
Monday, Tuesday, Thursday, Friday 8:00 a.m. – 5:00 p.m.
Wednesday 8:00 a.m. – 7:00 p.m.

SUMMER SESSION AND BREAKS:
Monday thru Friday 8:00 a.m. – 5:00 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 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 a medical assistant 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.
STUDENT HEALTH INSURANCE BENEFIT INFORMATION

HU Student Health Insurance is the primary insurance for students. This coverage is provided through United Health Care (UHC). Parental coverage is considered to be secondary insurance.

Students should use the Student Health Center for all of their doctor appointments. Patients will be referred to specialists for care when needed.

While referrals are required for specialty services, there are exceptions for:

- When the Student Health Center is closed
- Services rendered at another facility during school breaks or vacations, or when a student is more than 35 miles from campus
- Substance abuse or mental illness services
- Obstetrical/maternity or gynecological care
- Emergency medical care

Students will pay a deductible for services from outside of the Student Health Center, including laboratory, radiology and pathology services. The annual amount is $200 for in-network services; and $400 for out-of-network services.

Co-pays:

- $25 per Doctor visit (No cost for visits to the Student Health Center)
- $250 for Hospital Emergency Room and Non-Scheduled Surgery
- $15 Generic Prescriptions
- $30 Formulary Brand Prescriptions
- $55 Non-Formulary Brand Prescriptions

Out-of-Pocket Annual Maximum: $6,350 per Person; and $12,700 per Family

United Health Care (UHC) is providing Howard University with a student advocate on campus to act as a liaison for student with UHC.

Insurance coverage for medical students and athletes will begin in July upon arrival to campus. For all other students, coverage begins August 1.

OFFICE OF RESIDENCE LIFE

2205 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 their classification is a junior or senior. All students must submit an application for housing. Transfer students, international students, and 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 the Bethune Annex, College Halls North & South, Drew and Cook Halls, and the Tubman Quadrangle are required to purchase a meal plan.

RESIDENCE HALL MANAGERS

Residence halls are managed by a full-time professional staff member who are responsible for the administrative and programming functions, 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 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: grade point average, classification, distance from campus, and student organization involvement (volunteerism and employment).

ROOMMATE COOPERATIVE AGREEMENT
The Roommate 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/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 or combination for their assigned mailbox. 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).

SHUTTLE BUS SERVICES
The shuttle bus service is available to students to and from the Main Campus to the residence halls from 7:00 a.m. – 12:00 midnight on weekdays and to 2:00 a.m., on weekends. Blue “HU Bus Stop” signs indicate pick-up and drop-off locations. The shuttle runs between the Main Campus, Drew & Slowe Halls, Bethune Annex, the Howard Plaza Towers, as well as the Law School (West Campus). For more information, please call (202) 806-2000 or checkout the Howard University website.

SUMMER HOUSING
Limited University housing is available to students who are enrolled in the University for both summer sessions I and II. Continuing students who request 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.

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 Enterprise Technology Services, is responsible for student phone service. They may 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. The labs and can be used for research, preparing papers, and surfing 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 student’s 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 and Slowe Hall.

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
Each residence hall has 24-hour front desk coverage, live-in Residence Hall Managers, Resident and Graduate Assistants. The Howard University Public Safety Department 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 for the 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, will lose housing privileges for at least two semester, face other sanctions including disciplinary action and expulsion from the University, and 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 Residence Hall Manager of their hall.
RESIDENCE HALL MAILING ADDRESSES

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

College Hall North
2229 Fourth Street, NW
Washington DC 20059
(888) 600-4660 office

College Hall South
2205 Fourth Street, NW
Washington DC 20059
(888) 600-4660 office
(202) 518-7140 fax

Cook Hall
601 Fairmont Street, NW
Washington, DC 20059
(202) 806-7392 office
(202) 332-2391 fax

Drew Hall
511 Gresham Place, NW
Washington DC 20059
(202) 806-7379 office
(202) 518-7140 fax

Howard Plaza Towers East and West
2251 Sherman Ave., NW
Washington, DC 20001
(202) 797-7148 West front desk
(202) 483-9501 fax

Slowe Hall
1919 Third Street, N1

THE OFFICE OF OFF-CAMPUS HOUSING AND COMMUNITY ENGAGEMENT

2455 Fourth Street, NW
Washington, DC 20059
Phone: 202-806-9216 • Office Hours: Monday-Friday, 8:30 a.m. – 5:00 p.m.
Website: studentaffairs.howard.edu
Email: offcampushousing@howard.edu

The Office of Off-Campus Housing and Community Engagement (OCHCE) seeks to enhance off campus living with rewarding, experiential learning and growth experiences reflective of the University’s core values of Truth, Excellence, Leadership and Service. As residential citizens in a diverse local and global community it is of paramount importance that the ideals of mutual respect, community awareness and engagement are represented by our off campus Bison as they continue to serve as exemplars of the University.

The Office of Off-Campus Housing and Community Engagement will positively influence the co-curricular and residential experiences for better and healthier community living for all.
Core Values
In addition to the values set forth in OCHCE’s vision, we value and are committed to:

- Respect for all individuals
- Appreciation for community standards
- Community responsiveness and engagement
- Building positive community friendly relationships
- Developing “Bison Pride” exemplars/ambassadors who exemplify exceptional co-curricular learning experiences

STUDENT CODE OF CONDUCT
Students who will be living off-campus become part of our neighboring residential communities, and are expected to be respectful and responsible neighbors. As students residing off-campus, you represent Howard University in the community and as students you are subject to the Code of Conduct whether you live on or off campus.

The Student Code of Conduct applies to students who live on-campus and off-campus.

Found in Section 1: Scope, Limitations, and Applicability of the Code
Violations of Student Code of Conduct will be addressed by the Office of Student Services.

LOCAL ADDRESS INFORMATION
Student residing in off-campus property (i.e. rentals, apartments, rooms within a residence, boarding house, etc.) must register with the off-campus housing office and must keep the registration of the local address current. All Howard University students are required to update their current address information each semester with the Office of the Registrar. To update “Personal Information” students should log into Bison Web to “Update Addresses and Phone Numbers” information. Failure to comply could result in holds being placed on your account at the request of the Office of Student Services and/or the Office of Off Campus Housing and Community Engagement.

OFF-CAMPUS ORIENTATION SESSIONS
Students residing off-campus are strongly encouraged to attend off-campus housing orientation sessions and seminars.

SERVICES
The office of OCHCE seeks to:

- Educate students on responsibilities of being good citizens of the community and world.
- Establish, promote and enforce Howard University’s expectations regarding appropriate conduct and behavior when living off-campus.
- Instill the pride and awesome responsibilities of being “Bison Pride” ambassadors and exemplars at all times.
- Provide access to off-campus living resources and information for Howard University students, parents and other stakeholders.
- Serve as a liaison for Howard University’s off campus residential students and the members of the neighboring communities.
- Provide mediation support for Howard University’s off campus residential students on matters related to community living (i.e. roommate conflicts, community challenges, etc.)

OFF-CAMPUS PARTNERS
In an effort to continually provide and improve services to the Howard University community, the Office of Off-Campus Housing and Community Engagement website provides off campus housing resources and housing options at: http://howard.offcampuspartners.com

To All Interested Landlords and Property Owners:
If you would like to submit your property information, please register at:
http://howard.offcampuspartners.com/login
Students Please Read Carefully:

Neither Howard University nor the Office of Off-Campus Housing and Community Engagement is responsible for any problems or circumstances that may arise when renting properties located on the resources listing; therefore, it is your responsibility to inquire of the landlord and ask as many relevant safety and security concerns accordingly.

In the District of Columbia, all property owners/landlords are required to have a current Basic Business License (BBL) to rent a property (rooms, apartments, houses, etc.). The BBL requirement ensures that the property has been inspected and meets the minimum safety and occupancy standards. Prior to moving into a property be sure to check to see if your homeowner/landlord has a BBL at: http://divs.dcrea.dc.gov/property. Non-BBL properties may have not been inspected and unsafe conditions could exist. You are encouraged not to reside at non-BBL properties.

OFF-CAMPUS PARTIES

All parties must be registered with the Office of Off-Campus Housing and Community Engagement (OCHCE) forty-eight (48) hours prior to the date of the party. Please contact OCHCE to get specific instructions. Failure to register the party, particularly when there is a disturbance that constitutes a violation of the Student Code of Conduct can result in judicial actions and/or sanctions.

A community disturbance must not be created, for this purpose, a disturbance is defined as:

- Noise that is unduly loud, continual or at late hours.
- Vehicular congestion that would impede emergency vehicles.
- Illegal parking in alleys and on street parking.
- Lewd or indecent behavior that can be deemed as inappropriate.
- Behavior that is disorderly in that it disrupts the regular or normal functions of the community, on or off-campus, including behavior which breeches the peace or violates the rights of others.
- Illegal activity to include the use of drugs, trash dumping, and other violations.
- Excessive use of alcohol.
- Any violation of the Student Code of Conduct.

In the District of Columbia, the “Disorderly Conduct Amendment of 2010” denotes that it is “unlawful for a person to make any unreasonably loud noise between 10:00 p.m. and 7:00 a.m. that is likely to annoy or disturb one or more persons in their residences.” Community residents can summons Metropolitan Police Department (MPD) to visit the properties of violators. MPD has the authority to arrest and issue violators a noise ordinance violation which could be punishable by up to 90 days in jail and/or a $500 fine. Loud noise outside of 10:00 p.m. and 7:00 a.m. that connotes a disturbance to the community standards could constitute a violation of the Student Code of Conduct. OCHCE will summon students reported for noise, loud social events and partying. If students are found to have violated the Code of Student Code, appropriate sanctions will be imposed by the Office of Student Service.

UNIVERSITY PENALTIES FOR NON-COMPLIANCE

Per the Student Code of Conduct, the same policies and penalties apply to students residing off-campus. Students found in non-adherence to university conduct policies are subject to appropriate disciplinary action such as sanctions, suspensions and expulsion from the university.

For more information please visit the Office of Office Campus Housing and Student Engagement (OCHCE) on Twitter at HUCHCE, Facebook at Howard University Off-Campus Housing & Community Engagements and Instagram at HUCHCE.
BEYOND HOWARD UNIVERSITY

Moving off campus is a major transition that brings a great deal of excitement and independence. The move to independent living signals a significant milestone in your progress toward an autonomous lifestyle. Whether you are an undergraduate moving off campus, a new transfer student, or a graduate student moving to D.C for the first time, you assume special responsibilities when you live off campus. Not only must you continue to be serious about pursuing your academic endeavors, you now have the added responsibility of representing the name of Howard University with the awesome task of representing this great institution with pride and dignity. For this reason you are compelled to conduct yourself in a civil manner in your off campus neighborhood and remember that wherever you are, you are in every respect a Howard University student bound to the policies outlined in the Student Code of Conduct.

Your off-campus community is your new neighborhood. It is a neighborhood with specific community standards to which all individuals are expected to adhere. The houses in and around the university are home to families, young professionals, retired couples and a variety of other types of neighbors. These individuals make up the rich fabric of the surrounding neighborhoods. As a Howard University student, we expect you to be a good neighbor who participates in the life of the community by having positive interactions with your neighbors and working through differences with meaningful dialogue and respectful actions.

Please remember that moving off campus does not mean you are no longer a member of the university community. You are still a part of Howard University and should continue to take advantage of all that Howard has to offer. Stop by the Armour J. Blackburn University Center, the Office of Residence Life, the Rankin Chapel, and continue your academic pursuits. Stay active in student organizations; the campus is still yours to enjoy. However, we must share the surrounding community with our neighbors.

For more information about living off campus as a Howard University student, please contact Valerie G. Turner, Ph.D., Director, Office of Off-Campus Housing and Community Engagement at 202-806-9216.

Sincerely,

[Signature]

2400 6th Street, NW, Suite 201
Washington, DC 20059

Telephone 202 806 2100
Facsimile 202 806 9302
www.howard.edu
INTERPERSONAL VIOLENCE PREVENTION PROGRAM (IVPP)

Phone: 202-238-2382
Location: Howard Center, 2225 Georgia Avenue, NE, Suite 508

Preamble

Howard University Interpersonal Violence Prevention Program (HUIVPP) Preamble The motto of Howard University is “truth and service.” It represents the University’s commitment to promote fairness, justice, and honesty within and outside of the Howard University family. The Howard University Interpersonal Violence Prevention Program (HUIVPP) builds upon the University’s commitment to these values. IVPP provides on- and off-campus advocacy for victims and survivors of interpersonal violence, education and training for the campus community, and coordination of Advisory Boards and the Interpersonal Violence Response Team (IVRT). As such, the HUIVPP is committed to enhancing the safety and quality of life of students, staff, and faculty through education and training in dating violence, domestic violence, sexual assault and stalking prevention and intervention. No form of violence is acceptable. Domestic violence, dating violence, sexual assault and stalking are not permitted and are taken very seriously at Howard University. These behaviors are contrary to the vision, mission and spirit of Howard University.

The HUIVPP Policy and Procedures Manual outlines how issues of domestic violence, dating violence, sexual assault and stalking are addressed at Howard University. It also emphasizes the importance of understanding what constitutes a healthy relationship and each person’s right to be free of violence and abuse in his or her relationship or interaction with others. The following reporting protocol illustrates how issues of domestic violence, dating violence, sexual assault and stalking are addressed at Howard University. Any violation of the University’s policy on domestic violence, dating violence, sexual assault and stalking is also considered a violation of the Student Code of Conduct. It is important for the campus community to understand that there can be serious legal consequences for engaging in such behavior as well as disciplinary action at the University that can include probation, suspension or expulsion.

We encourage you to attend educational programs offered on this topic throughout the academic year. Mandatory sessions are conducted for Incoming students as part of the orientation process and in residence halls throughout the academic year. These programs are open to all members of the Howard University community. In addition, other awareness and educational events are offered on campus during the academic year for the broader University community. For additional information about the HUIVPP, reporting protocol and the complete policy and procedure manual, please go to our website at http://campussafetyfirst.Howard.edu.
## Protocols and Procedures: Resources and Referral Options

<table>
<thead>
<tr>
<th>Medical Assistance</th>
<th>Advocacy, Support Services, Housing &amp; Academic Accommodations</th>
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<tbody>
<tr>
<td>• Students can go to the Howard University Hospital for medical services.</td>
<td>• The Interpersonal Violence Prevention Program (IVPP) provides information, referrals and can connect students with an advocate (*confidential source).</td>
</tr>
<tr>
<td>• The Student Health Center can provide health services and referrals.</td>
<td>• The Office of Student Services assists with academic and housing accommodations, referrals, disciplinary and judicial affairs.</td>
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<tr>
<td>• A Sexual Assault Exam is available at Washington Hospital Center. The exam includes preventive treatment for sexually transmitted infections, pregnancy and evidence collection. The exam is conducted by a Sexual Assault Nurse Examiner (SANE) who is a Registered Nurse with advanced training and certification in conducting sexual assault exams. The Network for Victim Recovery of DC (NVRDC) provides advocates on site.</td>
<td>• University Counseling Services provides individual and group counseling and psychotherapy, crisis intervention and consultation (*confidential source).</td>
</tr>
<tr>
<td>• A rape kit can only be done at Washington Hospital Center SANE Program.</td>
<td>• The Office of Residence Life can assist with housing accommodations.</td>
</tr>
<tr>
<td>• A police report is not required to receive medical assistance or the SANE Exam.</td>
<td>• DC Rape Crisis Center provides a crisis line, 24-hour advocacy, and counseling services.</td>
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<td></td>
<td>• My Sisters Place provides a 24-hour crisis line and counseling services.</td>
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### Emergency Services

- The Howard University Department of Public Safety provides 24-hour emergency services.
- Students can also call 911 for 24-hour emergency services from the Metropolitan Police Department.

### Title IX Coordinator: Carol McKinnon, 202-806-2650

- Investigates and ensures Title IX Compliance and implementation of university policy and procedures
THE LEGAL DEFINITION OF DOMESTIC VIOLENCE IN THE DISTRICT OF COLUMBIA

In Washington, D.C., domestic violence is divided into three categories: intimate partner violence, intrafamily violence, and interpersonal violence, which are explained in detail below. “Domestic violence” is when one of the following people commits or threatens to commit any crime against you:* 

• Someone you are or were married to, in a domestic partnership with, or in a romantic, dating, or sexual relationship with (“intimate partner violence”)

• Someone related to you by blood, adoption, legal custody, marriage, or domestic partnership (i.e., your brother or your father-in-law) (“intrafamily violence”)

• Someone you have a child in common with -- this can be (“intrafamily violence”) and/or (“intimate partner violence”)

• Someone who share(d) a home with (i.e., a roommate) (“interpersonal violence”)

• Someone who is/ was in an intimate relationship with the same person that you are/ were in an intimate relationship with (e.g., you are dating Jane and Jane’s ex-husband assaults you)”(“interpersonal violence”).**

* DC Code § 16-1003(a)

** DC Code § 16-1001(6)-(9)

*** DC Code § 16-1001(12)

Law Enforcement Duties

An officer is required by law to make an arrest wherever the officer has probable cause to believe that a person committed an intrafamily violence offense that resulted in physical injury, physical pain, or illness, regardless of whether the offense was committed in the officer’s presence. (“Probable cause” means that sufficient facts are known to the officer to enable him to conclude that the law was broken—evidence that amounts to more than a suspicion, but not as much evidence as would be required for a conviction.) The law also requires an officer to make an arrest where the officer has probable cause to believe that an intrafamily violence offense was committed that caused or was intended to cause reasonable fear of imminent serious physical injury or death.

Officers also must make written reports of investigations of intrafamily violence offenses. The reports must be submitted to and maintained by the District of Columbia Metropolitan Police force. (D.C. Code § 16-1031)
HOWARD UNIVERSITY ALCOHOL AND DRUG PREVENTION NOTICE

ALCOHOL AND DRUG ABUSE (SUBSTANCE ABUSE) POLICY

In accordance with federal law, Howard University has adopted policies consistent with the Drug-Free Schools and Communities Act Amendments of 1989. Violations of University alcohol and drug abuse policy include, but are not limited to:

1. Use, possession, manufacture, distribution, or sale of illicit drugs or drug paraphernalia on University premises or in University-supplied vehicles.
2. Use, possession, or any manufacture, distribution, or sale of a controlled substance on University premises or in University-supplied vehicles.
3. Storage of any illicit drug, drug paraphernalia, or controlled substance whose use is unauthorized in a locker, desk, or other repository on University premises.
4. Possession, use, or distribution of alcohol by underage persons (under 21 years old); providing alcohol to underage persons or providing a space for the consumption of alcohol by underage persons.
5. Possession of an open alcohol container in a public area regardless of the individual’s age.
6. Being under the influence of an unauthorized controlled substance or illicit drug on University premises or in University-supplied vehicles.
7. Use of a controlled substance that adversely affects the individual’s work performance, safety at work, or safety of others at work that causes disruptive conduct due all or in part to being under the influence of a controlled substance; and/or that adversely affects the University’s reputation in the community.
8. Possession, use, manufacture, distribution, or sale of illicit drugs off University premises that adversely affects the individual’s work performance or safety, or safety of others at work.
9. Conviction under any criminal drug statute for a violation occurring in the workplace, residence hall, off-campus domicile, and/or under circumstances that adversely affect the University’s reputation in the community.
10. Failure to notify the University of any conviction under any criminal drug statute for conduct occurring on campus or off-campus (for registered students), within five (5) days of conviction.
11. Refusal to sign a statement acknowledging receipt of University policy on alcohol and illicit drugs.

Assistance with Substance Abuse-Related Matters

Individuals with substance abuse-related problems should seek professional help from University and local community resources where such assistance is handled with the utmost confidentiality. Members of the University community suffering from substance abuse problems or having concerns in this area are encouraged to seek help without fear of punitive consequences.

Policy Violations Sanctions

Students, faculty and staff who violate the University’s alcohol and drug policies will be subject to disciplinary action that may include referral for prosecution, expulsion from Howard University (for students), or termination of employment (for faculty and staff). On-campus affiliates may be recommended for termination of contract or agreement. The types of sanctions that may be imposed include prosecution that could result in federal and state fines and imprisonment. University penalties may include:

Students
• Participation in special workshops, classes or seminars
• Warning or reprimand
• Requirement to seek counseling
Howard University Alcohol and Drug Prevention Notice

I. Summary of Alcohol and Drug Policy

Howard University alcohol and drug policy is consistent with applicable federal, state and local laws. University policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illicit drug by students, faculty and staff on or off its property or as a part of campus activities. To that end, Howard University wants students, faculty and staff to be informed about the possible consequences of their actions and the risks they take regarding the penalties imposed under University policies and local, state and federal laws for alcohol and drug abuse. This document complies with a federal law requirement and is distributed annually to students, faculty, staff and other members of the University community.

II. Alcohol and Drug Prevention Services Network

Office of the Dean for Student Services, University Counseling Service, Student Health Center, Office of Human Resources and Howard University Department of Public Safety form an alcohol and drug prevention services network and serve to increase awareness of the risks associated with alcohol and/or illicit drug abuse; sanctions that may be imposed; and guidance, assistance and support for those suffering from or at risk of having a substance abuse problem.

III. Health Risk Information

ALCOHOL - a drug/central nervous system depressant.

Insight

A number of college students in the United States die each year from excessive alcohol use. Drinking too much alcohol too fast can result in death. Mixing alcohol and other drugs, whether prescribed, over-the-counter medications, or street drugs, can also be deadly. If you encounter a person who is passed out, unconscious or cannot be easily aroused, or appears to have trouble breathing, it can be a fatal decision to put the person to bed, unattended, “to sleep it off.” The safest action is to call for help. Call HU-Campus Police on (202) 806-1100 or 911 medical services.

1. Severe consequences can result from the use and abuse of alcohol and other psychoactive substances, without the development of dependence on alcohol or other drug.

2. Alcohol or other drug dependence can and does develop rapidly in teenagers and young adults from families with a history of alcoholism tend to be at a greater risk for developing an alcohol and other problems.

3. Acute alcohol poisoning, occurs when an individual consumes a large amount of alcohol in a short period of time. It may result in changes in Breathing, and/or heart rate, the gag reflex and can lead to one being in a coma and/or to death.
4. Consumption of alcohol while using any over-the-counter and/or non-physician prescribed medications, especially pain killers such as OxyContin, can result in an unintended health consequences, e.g. addiction and dangers of an overdose.

**Health Risks**

1. It is important to understand that alcohol alters perception as well as impairs motor skills and judgment.
2. **Moderate Use** - May result in mood changes, impulsive actions, loss of judgment and loss of coordination.
3. **Excessive and Long-Term Use** - May cause heart damage, liver damage, damage to the digestive tract, cancer, brain damage, mental disorders, and blood disorders and birth defects; and may affect relationships, employment, academic and athletic performance, and self esteem.

**CONTROLLED PSYCHOACTIVE SUBSTANCES - PRESCRIPTION PAIN RELIEVERS** - Opium/morphine/codeine; Oxycodone (trade names include Percodan, Percocet and OxyContin); Hydromorphone (Pallodone, Dilaudid); Hydrocodone (Vicodin, Lortab); Meperidine (Demerol); Fentanyl; Methadone; and Buprenorphine. The addiction disease can develop in almost any chronic user of psychoactive substances.

**Health Risks**

1. Oxycodone is a central nervous system depressant and can impair mental and physical abilities.
2. Whether swallowed, snorted, smoked, or injected these drugs are highly addictive.
3. Causes breathing irregularity/respiratory depression, headaches, nausea, dizziness, seizures, low blood pressure, and heart failure.
4. Overdose death is possible due to cardiac arrest or slowed breathing, especially when ingesting or snorting crushed pain relievers.

**CLUB DRUGS - ROHYPNOL, GHB, AND ECSTASY (“MOLLY”) – odorless, tastless and colorless also known as “date rape” drugs.**

**Health Risks**

1. The mere uncertainties about the sources, chemicals and possible contaminants used to manufacture these drugs and their effects on the brain make Club Drugs dangerous.
2. Rohypnol can impair judgment and motor skills and cause memory loss or blackouts (lasting 8 to 24 hours after ingestion). An individual may not remember events he/she experienced while under the influence of this drug.
3. GHB has sedative effects and at high doses may result in extreme drowsiness or sleep; can cause one to become comatose or cause seizures.
4. Ecstasy (“Molly”) has both stimulant and psychedelic effects; chronic abuse appears to cause damage to the brain and long-term use can cause depression and cognitive problems, particularly in memory and learning tasks.

**Insight** - If you feel disoriented, out of control, or not able to care for yourself, or make decisions, ask for help from a trustworthy person.

1. Do not go to parties alone; there is safety in numbers.
2. Do not accept a mixed drink or opened container and watch your drink as it is being mixed.
3. Don’ t share or exchange drinks with others nor leave your drink unattended.

**AMPHETAMINES - PRESCRIPTION STIMULANT ABUSE - ADDERALL, CONCERTA, OR RITALIN - sometimes non-prescribed stimulants are used to cram for tests or do an “all-nighter” to write a paper.**

**Health Risks**

1. Abuse and use of stimulants is dangerous and can cause serious cardiovascular, central nervous system, and other medical problems.
2. Taking stimulants without a doctor’s prescription can cause dangerous side effects in individuals with heart disease. It can increase heart rate, effect blood pressure, stimulate an overactive thyroid, cause anxiety, mental illness, and other medical conditions, e.g., can cause a stroke.

**METHAMPHETAMINES – sometimes prescribed for obesity and ADHD; the illicit form is known as “CRYSTAL METH.”**
Health Risks
1. Same as those for amphetamines.
2. Chronic use can result in drug cravings, withdrawal symptoms, paranoia, drug-related psychosis, brain-damage, “meth mouth” and stroke.

MARIJUANA (TETRAHYDROCANNABINOL) - is not a benign drug, its effects are not as dramatic and one tends to deny that this drug is addictive and dangerous.

Health Risks
1. It is well established that the use of marijuana disrupts short term memory.
2. Can cause mental confusion, distortion of the passage of time, impaired judgment, and may result in a user’s inability to perform multiple interactive tasks. Heavy use can have serious effects on motivation, drive and focus that may not become apparent until after the person stops using the drug.
3. For some, use of the drug can trigger, or be associated with, development of mental health problems such as anxiety and depression.

COCAINE - central nervous system stimulant.

Health Risks
1. Use can deplete energy resources, Induce paranoia/schizophrenia, trigger intense craving, cause sexual dysfunction; damage heart muscles, arteries, other blood vessels, and increase risk of seizures and strokes.
2. Chronic use can worsen an existing depressive disorder.

HEROIN – affects the central nervous system.

Health Risks:
1. Effects cardiac functions that severely slow down breathing sometimes to the point of death.
2. Using pure forms of the drug can cause a fatal overdose by suppression of respiration.

SYNTHETIC STIMULANTS (“BATH SALTS”) AND K2 OR SPICE (“FAKE WEED”) - these drugs are not sold through legitimate channels. As with all drugs purchased on the “street” or over the internet, one must be aware of the dangers of using an unknown and unregulated substance.

Health Risks:
1. Synthetic Stimulants (“bath salts”) effects include agitation, insomnia, irritability, dizziness, depression, paranoia, delusions, suicidal thoughts, seizures, panic attacks.
2. Cause impaired perception of reality, reduced motor control, decreased ability to think clearly and can cause increased heart rate, chest pains, nosebleeds, sweating, nausea, and vomiting.
3. K2 or Spice effects are similar to marijuana and can include paranoia, anxiety, increased heart rate and blood pressure.

Sanctions

Below are descriptions and brief summaries of some of the sanctions under federal, state and local drug and alcohol offense statutes. Concerned individuals should consult local, state or federal prosecutors or their own attorneys for further information. Howard University students are not exempt from these laws by virtue of their status as students or their presence on Howard University property. The following information is provided for informational purposes only and is not intended to describe fully all of the pertinent laws regarding drug or alcohol offenses.

Federal Sanctions

Federal Law prohibits generally the manufacture, distribution, or dispensing of a controlled dangerous substance and, under certain circumstances, of a counterfeit substance. It is also a crime to possess a controlled dangerous substance with the intent to manufacture, distribute or dispense the substance. Conviction for one of these “distribution offenses” is punishable by imprisonment, a fine, or both. The length of imprisonment and the amount of the fine depend on the type and amount of the drug involved.
Further, the federal law states that a first conviction for any federal or state drug possession offense may disqualify the offender from receiving any federal benefits (including, for example, student loans) for up to one year.

State and Local Sanctions

Maryland Drug Law states that an individual convicted of the manufacture, distribution, dispensing, or
possession of certain controlled dangerous substance with an intent to do any of the foregoing is subject to imprisonment, a fine, or both. Depending on the drug types and amount and the Maryland statute provides for increasingly stiff penalties with each drug offense conviction.

**Maryland Alcohol Law** states that it is unlawful for any person under 21 years of age to possess alcoholic beverages, misrepresent his/her age or the age of another to obtain alcoholic beverages; further, to furnish alcoholic beverages to another if he/she knows the recipient of the beverage is under 21 years old.

**Driving Under the Influence of Alcohol or Drugs** - no individual shall...under the influence of intoxicating liquor or any drug or any combination thereof, operate or be in physical control of a vehicle in the District. No individual under 21 years of age shall, when the individual’s blood, breath, or urine contains any measurable amount of alcohol, operate or be in physical control of any vehicle in the District. No individual shall, while the individual’s ability to operate a vehicle is impaired by the consumption of intoxicating liquor, operate or be in physical control of any vehicle in the District. This includes the operation of a non-motorized bicycle.

**District of Columbia Drug Law** states that it is unlawful for any person to knowingly or intentionally manufacture, distribute, or possess, with intent to manufacture or distribute, controlled substances or drug paraphernalia. A conviction under local laws may result in imprisonment, a fine, or both. The length of prison term and the amount of the fine depend upon the particular type of controlled substance(s) involved. Subsequent convictions and violations involving distribution to minors carry increased penalties, up to twice the usual sanctions.

**District of Columbia Alcohol Law** states that no person under 21 years of age may consume, purchase, and attempt to purchase, or otherwise possess alcohol, falsely represent his/her age, possess or present fraudulent identification for the purpose of procuring alcohol. Nor may a person purchase alcohol for the purpose of delivering it to another person who is under 21 years of age. Nor may a person who is not an Alcoholic Beverage Regulation Administration license holder make available alcohol to any person under 21 years of age, except when necessary for the person under 21 years of age to perform lawful employment responsibilities (e.g., restaurant wait staff).

**Driving Under the Influence of Alcohol or Drugs** - no individual shall...under the influence of intoxicating liquor or any drug or any combination thereof, operate or be in physical control of a vehicle in the District. No individual under 21 years of age shall, when the individual’s blood, breath, or urine contains any measurable amount of alcohol, operate or be in physical control of any vehicle in the District. No individual shall, while the individual’s ability to operate a vehicle is impaired by the consumption of intoxicating liquor, operate or be in physical control of any vehicle in the District. This includes the operation of a non-motorized bicycle.

**University Sanctions**

Howard University prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illicit drug on its property or as a part of campus activities. Students, faculty and staff who violate the University’s alcohol and drug policy will be subject to disciplinary actions that could range from being referred for prosecution, to include students being recommended for expulsion from the University and faculty and staff being recommended for termination from employment. The University reserves the right, on a case-by-case basis, to advise individuals who exhibit behaviors that indicate problematic use of alcohol or other drugs to seek or be referred to a professional for assessment as to the presence of alcohol or drug dependence and referral for counseling and/or treatment, as appropriate. Completion of referral recommendations may be included as part of the sanctions for these violations. (See University policy at www.howard.edu/policy)

**Referral List: Alcohol and Substance Abuse Programs**

The Addiction Prevention and Recovery Administration (APRA) is the Single State Authority (SSA) for substance abuse services for the District of Columbia. APRA regulates and sets policy for substance abuse prevention, treatment, and recovery services. It is also the major purchaser of substance abuse services for District of Columbia residents without insurance.

**Howard University Office of Human Resources Employee Relations, Employees Assistance Program (EAP)**
The EAP contact: guidanceresources.com Phone: (866) 519-8354 / TDD: (800) 697-0350

**Addiction Prevention and Recovery Administration (APRA) - Administration Office** Hours of Operation: 8:15 am - 4:45 pm Phone: (202) 727-8857 Fax: (202) 727-0092
Assessment and Referral Center (ARC) Hours of Operation: 7 am - 5 pm 70 N Street, NE, Washington, DC 20002 Phone: (202) 727-8743 Fax: (202) 727-8411

Safe Haven, Inc. 1140 North Capitol Street, NW (9th & 10th Floors) Washington, DC 20001 (202) 589-0804

Salvation Army Adult Rehabilitation & Treatment Center Harbor Lights 2100 New York Avenue, NE, Washington, DC 20018 (202) 269-6333

So Others Might Eat (SOME) 71 O Street NW, Washington, DC 20001 (202) 797-8806

Washington Hospital Center Chemical Dependence Treatment Services 216 Michigan Ave NE, Washington, DC 20017 (202) 877-6508 or (202) 877-0886

Family and Medical Counseling Services, Inc. 2041 Martin Luther King Jr. Ave, SE, Washington, DC 20020 (202) 889-7900

Regional Addiction Prevention (RAP), Inc. is a nonprofit organization offering residential substance abuse treatment using the therapeutic community (TC) modality. The Calvin Rolark Center - our central facility
1949 4th Street, N.E., Washington, D.C 20002 Call us at (202) 462-7500 or email at info@rapinc.org

Providence Hospital/Seton House 1053 Buchanan St. NE, Washington, DC 20017 (202) 269-7222, (202) 269-7777 or 7395

Clean and Sober Streets 425 2nd St., NW, 2 North, Washington DC 20001 Walk-ins accepted. Please call (202) 783-7343 Payment: there is no payment for treatment.

Kolmac Clinic 1411 K Street, N.W., Suite 703, Washington, DC 20005 Phone: (301) 589-0255

Costs & Insurance: The daily charges are $400 for detoxification, $193 for rehabilitation, $120 for the initial clinical evaluation and $100 for continuing care. Most insurance plans cover part or all of the costs at Kolmac. The exact out-of-pocket expense for the patient varies accordingly. Patients interested in treatment with us should call with insurance information and our staff will explain costs. Once the patient has scheduled an appointment, our staff will verify the insurance coverage. Payment plans are available if needed.

Some of the insurance plans and managed care companies that cover treatment at Kolmac:
• Aetna • AmericanPsychSystems • Carefirst BlueCross BlueShield (FEP, HMO, PPO) • CIGNA • Kaiser • Magellan • MAMSI • National Capital PPO (NCPPO) • United Behavioral Health • United Healthcare • ValueOptions

Other Resources
Alcoholics Anonymous
Al-Anon/Alateen
National Council on Alcoholism and Drug Dependence Inc.
STUDENT GOVERNMENT & ORGANIZATIONS
Dear Members of the Class of 2019,

The 55th Administration of Howard University Student Association is absolutely thrilled to welcome you to Howard University. You are now a part of a dynamic group of leaders who will ultimately become global change agents. “Veritas et Utilitas”, translated to “Truth and Service” is more than a Howard University motto. It is a lifestyle. Everything you do from this day forward is not only a representation of yourself, but a representation of this illustrious academic institution.

Being a student at Howard University is all encompassing. Academically succeeding, of course, takes precedent; but you are here to continue the legacy that has been graciously paved by so many greats before you. CEO’s, politicians, actors/actresses and media moguls have all walked through these halls. Whether you are a first generation college student or your family has known the rich legacy of Howard for years, you are here to transform communities and to leave this world better than you found it.

As your President and Vice President of the Howard University Student Association, we would like to extend our support to make your collegiate transition as smooth as possible. From student advocacy to political engagement, we are here to serve you! We cannot guarantee that your time at Howard University will be free from struggles and obstacles; however, we can ensure that HUSA will always be a beacon of help in your time of need! Furthermore, we plan to work so that your year is filled with great opportunities and that advances are made that will strengthen your total experience as a student of the Mecca. In order to keep these promises, however, we need you! Student leadership is only effective when all students stand together with one voice and proclaim their presence.

As we often state here at Howard, “It’s Lonely at the Top”. There will be times that you, as a student, will face issues and will need to stand up when all others are seated. This is, simply, the Howard way. When life comes to a fork in the road where the two choices are popularity or respectability… we know which one to choose - respect.

So, welcome to a family. Welcome to a legacy. Welcome home.

In Truth and Service,
Brendien Mitchell and Lindsey Foster
STUDENT GOVERNMENT

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 HUSA Senate, 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 representatives appointed by the member student council leadership and approved by the HUSA Senate. The office is located in room 102, Blackburn Center. The phone number is (202) 806-4141.

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 Suite 177, 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 114, 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.

STUDENT COUNCILS

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

- COLLEGE OF ARTS AND SCIENCES STUDENT COUNCIL
- SCHOOL OF BUSINESS STUDENT COUNCIL
- SCHOOL OF COMMUNICATIONS STUDENT COUNCIL
- SCHOOL OF DENTISTRY STUDENT COUNCIL
- SCHOOL OF DIVINITY STUDENT COUNCIL
- SCHOOL OF EDUCATION STUDENT COUNCIL
- COLLEGE OF ENGINEERING, ARCHITECTURE AND COMPUTER SCIENCE STUDENT ASSEMBLY
- GRADUATE BUSINESS SCHOOL STUDENT COUNCIL
- COLLEGE OF NURSING & ALLIED HEALTH SCIENCES STUDENT COUNCIL
- SCHOOL OF PHARMACY STUDENT COUNCIL
- GRADUATE STUDENT COUNCIL
- COLLEGE OF MEDICINE STUDENT COUNCIL
- SOCIAL WORK STUDENT GOVERNMENT ASSOCIATION
- STUDENT BAR ASSOCIATION
STUDENT ORGANIZATIONS

Student organizations must have open membership policies. Organizations that have a competitive and/or selective recruitment process and/or have an intake or probationary membership process, MUST ensure that they have the required levels of liability insurance, University approval and have satisfied the required compliance training, in order to participate in the recruitment cycle and/or to conduct a competitive and selective membership intake or recruitment process at Howard University.

All applicants seeking membership into competitive selective organizations (ex: fraternities, sororities, honor societies, and similar organizations) must comply with the following (a) be current students in good academic, financial and disciplinary standing, (b) have the required minimum cumulative grade point average of 2.7, and (c) are matriculated with a full-time status, having earned at least 24 credit hours at Howard University. Transfer students must have earned at least 15 credit hours at Howard University and be classified as a sophomore to participate in the recruitment process. All students interested in joining fraternities, sororities, honor societies and similar organizations are required to attend all university sponsored trainings and educational workshops to be eligible and cleared for participation.

Students seeking leadership positions in student organizations must ensure that they satisfy the minimum cumulative GPA requirement of a 2.7 and are current students in good academic, financial and disciplinary standing with the university. All student organizations are recognized as part of the HUSA under the United Association of Student Organizations (UASO).

Additionally, organizations may have individual, national and/or council constitutional requirements to maintain recognition at the University. Please refer to the organizational or council constitution in order to determine if there are additional requirements (for example: a higher GPA or credit hour requirement).

ACADEMIC AND PROFESSIONAL ORGANIZATIONS

Academic and professional organizations provide useful opportunities and leadership experiences for students in their respective fields. These special interest groups focus on programming and education within their respective disciplines. Departments, schools and colleges may have additional requirements for membership into these organizations.

CULTURAL CLUBS AND SOCIAL ORGANIZATIONS

Cultural clubs and social 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 cultures, traditions and areas of need in the global community. These groups have open membership.

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, conduct practical application of and recognize high attainment and achievement in their related fields. These groups are typically aligned with a particular department, major and/or field of study and typically have very high GPA and other academic requirements for membership.

RELIGIOUS STUDENT ORGANIZATIONS

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. Religious student organizations work closely with the Office of the Dean of the Chapel in addition to the Office of Student Activities and fall under the Religious Fellowship Council (RFC).

STATE AND REGIONAL ORGANIZATIONS

State and regional organizations encourage social cohesiveness among students from the same geographical location, and motivate students to get involved in campus activities, social action and community service programs.

These groups have open membership.
UNIVERSITY-WIDE ORGANIZATIONS

University-wide organizations encompass many areas of campus life, dedicated to serving the entire university and are aligned with specific units and/or university functions. They serve a number of different purposes and appeal to a variety of interests. Membership is open to all students. These groups are typically advised by or have a liaison in the Office of Student Life and Activities or a member of the Division of Student Affairs.

FRATERNITIES AND SORORITIES

Fraternities and sororities are organizations with competitive selection procedures and intake/recruitment requirements for membership. They must have an on-campus advisor and a graduate advisor (or an advisor affiliated/appointed by the sectional/regional/national leadership or organization).

GREEK LIFE

Official recognition of men’s and women’s fraternities may be conferred by the Vice President for Student Affairs upon the recommendation of the Office of Student Activities, which will serve as the sponsoring university unit for all recognized fraternities or sororities. Each fraternity or sorority is expected to maintain membership in one of the established campus governing councils, as applicable: National Pan-Hellenic Council or Council of Fraternal Organizations. All officially recognized fraternities, sororities and similar organizations are required to abide by all applicable university and governing council rules and regulations, including, but not limited to, The Howard University Student Code Of Conduct; Howard University Policies Applying To Campus Activities, Organizations, And Students; Howard University Student Alcohol Policy; And The Howard University Policy On Sexual Harassment. In addition each fraternity, sorority, or organization with a similar membership intake process must annually file a current certificate of liability insurance coverage (naming Howard University as an additional insured) with the OFFICE OF STUDENT ACTIVITIES. There is a sixty-five (65) new member limit for CFO organizations and a fifty (50) new member limit for NPHC organizations participating in the membership intake/recruitment process. Organizations in compliance with their respective Inter/National requirements, governing councils and University policies reserve the right to select any number of new members within but not exceeding the indicated university limit.

NATIONAL PAN-HELLENIC COUNCIL:

The National Pan-Hellenic Council was organized on May 10, 1930 at Howard University. The council is composed of nine (9) organizations and promotes interaction, engagement and exchange of information through cooperative programming and collaborative initiatives for its affiliate organizations. Many of the National Pan-Hellenic Organizations were founded at Howard University. Membership intake occurs only in the spring semester for National Pan-Hellenic organizations. The following fraternities and sororities are recognized National Pan-Hellenic organizations at Howard University:

- 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

All members of the NPHC-Howard University Chapter executive board must possess and maintain a cumulative 2.85 G.P.A. at the time of election and throughout the tenure of office to be considered a member in good standing. A 2.85 cumulative grade point average is necessary to be eligible to apply for membership into any of the member organizations of the National Pan-Hellenic Council — Howard University Chapter.
COUNCIL OF FRATERNAL ORGANIZATIONS:
The Council of Fraternal Organizations (CFO) shall serve as the advisory body to the office of student activities in the development of policies, initiatives and programs related to the Greek community of recognized fraternities, sororities and similar organizations at Howard University. The CFO shall provide recommendations to enhance and promote the self-governance of the Greek community at Howard; it shall serve as the peer review board for new and petitioning fraternal organizations; it shall have representatives serve on judicial and administrative review boards for member organizations and it shall be a forum for community building and outreach for the fraternities, sororities and similar organizations at Howard University. The CFO serves as the governing council for all fraternities, sororities and similar organizations not recognized by the National Pan-Hellenic Council. The member organizations of the National Pan-Hellenic Council serve as ex-officio members on the Council of Fraternal Organizations with the exception of the president of the National Pan-Hellenic Council who shall serve as a voting member of the CFO. All organizations recognized as a fraternity, sorority or similar organization must attend and participate in the activities of its respective council.

STUDENT ORGANIZATIONS ADJUDICATION PROCESS
Discipline may be imposed upon a recognized student organization in accordance with these procedures and following the filing of a complaint with the Office of Student Activities alleging that the organization does not meet, or has violated, one or more of the applicable regulations set forth in the recognition policy and/or the following University policies: the HOWARD UNIVERSITY STUDENT CODE OF CONDUCT; HOWARD UNIVERSITY POLICIES APPLYING TO CAMPUS ACTIVITIES, ORGANIZATIONS, AND STUDENTS; HOWARD UNIVERSITY STUDENT ALCOHOL POLICY; and the HOWARD UNIVERSITY POLICY ON SEXUAL HARASSMENT.

1) The Office of Student Activities holds the final authority for the administration of the adjudication process.

a) FORMAL PROCESS: Following the receipt of a written complaint, the Office of Student Activities will notify the president and chapter advisor of the accused organization. In the event of a serious allegation, which impacts the organization and the campus community, the University, preferably in conjunction with the campus advisor, may impose suspension of all chapter activity, pending investigation. The Campus Governing body having jurisdiction for the member group(s) will be notified as appropriate. The time-frame for fact-finding into any complaint shall not exceed thirty days, however in instances where multiple complaints are filed, the Office of Student Activities reserves the right to determine whether to consider complaints individually or as an aggregate, whereby the Office may either extend or reduce the fact-finding time-frame, as appropriate.

b) NOTIFICATION OF CHARGES sustained through fact-finding or admission of guilt, will be communicated to the organization president, the campus advisor(s), and the (inter)national executive office (if applicable). Written notification of the judgment/determination and any sanctions will be communicated to the organization president, the advisor(s), and the (inter) national executive office following the completion of the process.

c) SANCTIONS: If it is determined that an organization does not meet, is responsible and/or has violated, one or more of the aforementioned standards and/or regulations, one or more of the following sanctions may be imposed:

1. WARNING: Warnings can be formal and/or informal, and will be accompanied by a written notice to the organization that continued or repeated violations may be cause for further more severe disciplinary action. Additionally, the warning will provide or suggest a reasonable time frame for corrective action. If that action is not taken in the time frame by the organization, further sanctions may be invoked or levied against the organization.

2. EDUCATIONAL OR RESTORATIVE ACTION: Any sanction issued that may include a verbal or written apology, required workshops or training programs, community service hours, restitution and/or any other such action to change behavior and/or enact positive change within the individual member, chapter, organization, campus or greater community.

3. PROBATION: Probation will be for a specific period of time. It may include terms, conditions, and restrictive action including a time frame for corrective action by the organization. If any term or condition is not met/satisfied in a timely fashion, or any
violation of restrictive action occurs, further sanctions may be invoked or levied against
the organization.

4. SUSPENSION OF OFFICIAL RECOGNITION: The suspension shall be for a
specific period of time during which some and/or all actions and activities of the
chapter/organization previously sponsored/approved by the University may be
suspended, and all University rights and privileges pertaining to official recognition
may be revoked. For Fraternal organizations, the undergraduate chapter, working with
the local Alumni(ae) chapter, will be required to submit a written plan for corrective
action to be taken by the chapter in order to meet the standards established. Conditions
may be placed upon the suspension.

5. WITHDRAWAL OF OFFICIAL RECOGNITION: (In the case of withdrawal of
Official Recognition, such sanction must be recommended by the Director of Student
Life and Activities.) Upon withdrawal of official recognition, the organization will
lose all rights and privileges pertaining to such status including, without limitation, the
right to participate in any University sponsored events as an organization and/or to use
the University name, brand or any other form of University branded, affiliated and/or
trademarked material.

d) APPEALS PROCESS:

1. A formal written statement indicating the grounds for the appeal, the supporting facts
related to the grounds for appeal and the requested corrective action must be submitted
within five (5) working days of receipt of sanction notification.

2. Grounds for appeal include:
   a) Procedural Error
      An appeal request will be considered when 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) New Evidence
      An appeal request will be considered when relevant new evidence has
surfaced that could materially affect the decision or finding of the Hearing
Panel/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.

   c) Disproportionate Sanction
      An appeal request will be considered when the sanction levied against the
responsible party is manifestly unjust because it is overtly disproportionate to
the offense.

3. Judgments issued by the Governing Judicial Board may be appealed to The Office
of Student Activities within five working days by presenting a letter of appeal to the
Associate Director of the Office of Student Activities. The appeals process will be
conducted in a timely manner.

4. Judgments issued after administrative review may be appealed in writing to the
Director of Student Life and Activities, within five working days, with a copy to the
Office of Student Activities.

5. Where the recommended sanction is Withdrawal of Official Recognition, appeals
may be directed to the Vice-President for Student Affairs with a copy to the Office
of Student Life and Activities.

6. Should an appeal be submitted and it be denied due to failure to indicate or satisfy
grounds for appeal, appropriate notification shall take place within 48 hours to the
appealing organization. The Director of Student Life and Activities reserves the
right to make a determination on the appeal and/or to convene an Administrative
Appeal Committee to review the findings, appeal and make a recommendation for
administrative action. Written notification of the determination including findings,
the reasons therefore, and clarification of the sanction/action will be provided to the
organization President, Advisor, and (inter)National Office in a timely manner.
HOWARD UNIVERSITY DEFINITION AND STATEMENT ON HAZING

Here at Howard, the campus culture and physical setting do not support hazing activities. Students should be aware that hazing violates campus regulations and the laws of the District of Columbia. The information provided below is designed to assist members of our community in understanding the University and District of Columbia’s position on hazing activities. The information is intended to be educational and should not be viewed as all-Inclusive in its content and definitions. Specific questions should be directed to the Office of Student Life and Activities at 202-806-5990.

STATEMENT ON HAZING

Howard University recognizes that student groups and associations including, but not limited to clubs and organizations, fraternities and sororities are an integral part of the University. They contribute to the academic and social experience of the students and the University community. This relationship carries with it certain rights of the University to protect and preserve an appropriate environment in which all students and organizations may operate. As such, all students are expected to conduct themselves as responsible members of the University community and to respect their fellow citizens.

HOWARD UNIVERSITY’S DEFINITION OF HAZING

Hazing is defined as an act which endangers the mental or physical health or safety of a student. It may include, but is not limited to, the destruction or removal of public or private property, or any activity conducted on or off-campus that causes or intends to cause an unreasonable expenditure of funds; embarrassing, intimidating or demeaning behavior; exposure to situations that could result in physical or emotional harm; or behavior that causes undue stress, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in any sanctioned or unsanctioned group or organization at the University. By reference, the University also requires that students comply with hazing laws contained within the District of Columbia code.

DISTRICT OF COLUMBIA LAW

Hazing is any initiation of applicants to or members of a student or fraternal organization in which a person or people knowingly or recklessly organize, promote, facilitate or engage in any conduct, which places or may place another person in danger of bodily injury. Any person who hazes or takes part in hazing activities on or off the property of any university located within the District of Columbia shall be deemed guilty of a misdemeanor and on conviction, is subject to a fine of up to $1,000, or imprisonment of up to 6 months.

Any fraternity, sorority, or group recognized by any university within the District of Columbia who knowingly or recklessly permits hazing on or off the property of any university located within the District of Columbia shall be subject to a fine of not more than $5,000.00. The implied or expressed consent of a student shall not be a defense under this section.

NOTE: It is important to note that laws vary by state and that in some states hazing is a felony offense and penalties may be greater.
CAMPUS SERVICES
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), Football Championship Subdivision.

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, North Carolina Central University, Savannah State and Norfolk State. Lacrosse competes in the Atlantic Sun Conference. Swimming competes in the Coastal Collegiate Swimming Association and women’s Southwest Athletic Conference (SWAC) and men’s soccer is in the Sun Belt Conference.

Scholarships (Grants-In-Aid) are offered in all sports.

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

Nation’s Football Classic will be played on Friday, September 18, 2015 against Hampton University at RFK Stadium in Washington, DC.

The 2015 Homecoming Football Game will be played at 1:00 pm, on Saturday, October 3rd against Norfolk State University at Greene Stadium.

The MEAC Basketball Tournament will be played in Norfolk, VA.

Quick Reference

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

Burr Gymnasium, Suite 1013

(202) 806-7141

(TBA), Director of Intercollegiate Athletics

Ms. Nicole Gould, Associate Athletic Director for Compliance

Mr. Edward Hill, Director of Sports Information

Mr. Dan Bellamy, Director of Sports Medicine
ENTERPRISE TECHNOLOGY SERVICES

Phone: 202-806-2020

Enterprise Technology Services (ETS) provides IT resources to support exceptional educational experiences for Howard students, faculty, and staff.

The Information Lab @Technology Center (iLab)

The Information Lab @Technology Center (iLab) is one of the best options on the Howard University Campus for general computing, advanced graphics, design, statistical analysis, and research. The resources the iLab provides for the Howard University community include:

- a range of computers,
- printing services – including color printing now available,
- scanning – including scans to email, and
- technical training facilities (advanced scheduling required).

There are 180 computers in the iLab consisting of HP All-in-One PCs, LG Cloud Based Thin Client Machines, and Apple iMacs. The various software packages available in the iLab include:

- Microsoft Office Suite,
- Adobe Creative Suite,
- SPSS,
- SAS, and
- Mathematica

Founders Library

ETS’s Computer Technology Lab @Founders Library has 69 Computers (40 PCs and 19 iMacs) with all software packages available.

ResNet

The Residence Dormitory Computer Labs (ResNet) provide various computer lab locations for on-campus living. These on-campus computer mini-labs are available 24 hours, 7 days a week during the Fall and Spring school semesters.

ETS iLab

2301 Georgia Ave, NW
Washington, DC 20009
(1st Floor, Bryant St. Entrance)

Phone: 202-806-0650

Walk-in: (location on left): For some services, noted below, clients may visit us at the Help Desk at the iLab without scheduling an appointment.

Monday - Friday, 8:30am-5:00pm

Faculty/Staff: Many of your questions may be answered over the phone during your initial call or walk-in, but if needed, a technician may be sent to your office for assistance.
BISON ONE CARD OFFICE

ILAB, 1ST FLOOR

(202) 806-2109

BISON ONE CARD

The Bison One Card is the official Howard University identification card that will identify you as a student, faculty, staff or contractor. It is your photo ID -- it provides access to spaces and services and much more! Your Bison One Card is the only card you need on campus.

Every student, faculty, staff and contractor must obtain a Bison One Card and is required to carry it at all times while on university property. To obtain your Bison One Card, please bring with you a valid form of U.S. government issued identification (for example: driver’s license, state identification card, US Passport, etc.) or a valid Passport to:

Bison One Card Office
2301 Georgia Ave, Washington, DC 20059
1st floor of the iLab (On Bryant Street between 6th Street and Georgia Avenue)
Monday – Friday from 9am – 5pm
(excluding observed holidays as per University Calendar)

All new students, staff, faculty and contractors can obtain their Bison One Card at the office, which is located on the first floor of the iLab (Bryant Street entrance).

BISON BUCKS

Bison Bucks is a pre-paid, stored value account, which allows for secure and convenient cashless spending on campus and off campus at select locations. The Bison Bucks account can be accessed by visiting the Bison One Card Website www.howard.edu/BisonOneCard and logging into “My Bison One Card.”

Your Bison One Card gives you access to your Bison Bucks account. Students can log into “My Bison One Card” to add money, check balances, view transaction history, statements and also deactivate and reactivate their Bison One Card. Parents, relatives and friends can also go to “My Bison One Card” to add funds to a student’s Bison Bucks Account. Every dollar added is available to you, the student, and there are no transaction fees or minimum balances to maintain.

Bison Bucks are also safe! Only you can use your Bison One Card for a transaction using Bison Bucks.

All HU Dining Services locations on Howard University’s campuses accept Bison Bucks in addition to laundry rooms in all residence halls select vending machines on campus and select off campus merchants.

Please visit the Bison One Card Office’s website at www.howard.edu/BisonOneCard for more information on Bison Bucks and participating locations on and off campus.

BOOK VOUCHERS

The Book Voucher Request is available as a function of the Bison One Card. The Bison One Card Book Voucher Account is a prepaid account where funds must be added to the account prior to using it for purchases. Validated students with sufficient excess funds on their BisonWeb student account may log on to BisonWeb to request a book voucher up to $750.00 per semester.

In addition, all recipients of an athletic book voucher or a book voucher for the Howard University Freshman Scholarship Program (e.g., Founders, Laureate & Presidential Scholars) may also log on to their BisonWeb account and request that available scholarship funds be transferred to the Book Voucher Account on their Bison One Card.

Students no longer need to visit the Office of Student Accounts to request a book voucher.

To utilize this system, please note the following criteria:

• You must be validated
• You must have a valid Bison One Card
• You must have excess funds (defined as monies available after all tuition, fees and other charges have been satisfied) or a book voucher award on your account
• You may request a voucher up to the amount of your excess funds or to a maximum of $750 per semester
• Book Vouchers may be requested and used from the start of the semester through no later than the end of the 5th week of the current semester.
Any unused funds in the Book Voucher Account will be returned to the student’s account immediately following the 8th week of the semester.

All unused funds in the Book Voucher Account will be returned to the student’s account upon purge or early departure from the university.

BISON ONE-CARD POLICIES

- There is no fee for the initial Bison One Card.
- Each person is provided only one (1) card representing his/her main role within the university. Additional cards that have been found must be turned in to the Bison One Card Office.
- The Bison One Card is property of Howard University and must be presented, upon request, to any authorized university personnel while on university property.
- The Bison One Card is non-transferable. All funds, access and other services provided as a function of the Bison One Card are to be used solely by the cardholder to whom the Bison One Card was issued.
- Unauthorized use of the Bison One Card is considered theft and will be investigated by the Department of Public Safety.
- Students shall report all lost or stolen cards on the My Bison One Card website (www.howard.edu/BisonOneCard). Registration may be required.
- There is a $10.00 replacement fee for damaged, lost or stolen Bison One Cards, payable using Bison Bucks or at the Cashiers Office.
- A Bison One Card is considered damaged outside of normal usage when it has been broken into 2 or more pieces, hole-punched, severely bent, discolored through bleaching, defaced and/or exposed to excessive heat. Bison One Card staff will visually inspect and test the functionality of the card to make a final determination. Replacement cards may be provided at no fee for normal wear and tear.
- Expired Bison One Cards will be replaced at no charge for active students, faculty, staff and contractors.

DINING SERVICES

BLACKBURN CENTER, ROOM 133

Students residing in Baldwin, Bethune Annex, College Hall North, College Hall South, Cook, Crandall, Drew, Frasier, Truth and Wheatley residence halls are required to purchase a meal plan. Whether you take advantage of the “all you may choose to eat” dining hall at the Bethune Annex and the Blackburn Center, or grab a meal at the Punch-Out, it is Dining Services’ commitment to all of our customers to provide the highest level of quality, service and value.

MEAL PLANS

- **Traditional 19** – Designed for residents, this plan provides the maximum number of meals served during the week (19) along with $150 Dining Dollars to be used at any dining location on campus (including the Law School Campus).
- **Traditional 14** – Designed for the resident student who will leave the campus occasionally; this plan provides 14 meals during the week along with $200 Dining Dollars to be used at any dining location on campus (including the Law School Campus).
- **Block 140** – Designed for the resident or off campus student and provides 140 meals for the semester along with $225 Dining Dollars to be used at any dining location on campus (including the Law School Campus).
- **Block 170** – Designed for the resident or off campus student and provides 170 meals per semester or approximately 12 per week along with $325 Dining Dollars to be used at any dining location on campus (including the Law School Campus).
- **Block 75** – Designed for the off campus student or student that takes most meals off campus. This plan provides on average 5 meals per week along with $175 Dining Dollars to be used at any dining location on campus (including the Law School Campus).
- **Dining Dollar only plan ($900)** – This plan is designed for the student who wants the most flexibility from their plan. The $900 Dining Dollars can be used at any dining location on campus,
including the Blackburn Café, Bethune Annex, and the Law School by paying the casual meal rate. Visit our website for a list of dining locations on campus.

*For pricing information, please call or visit the Bison One Card Office 202-806-2109, 1st floor of the ILab in Wonder Plaza.*

**DINING DOLLARS**

Dining Dollars is a declining balance account provided with the meal plan that allows 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 are only available with the purchase of a meal plan. Dining Dollars can only be used to purchase food products.

*Dining Dollars expire at the end of each semester. Unused Dining Dollars not used by the end of each semester will be forfeited.*

**MEAL PLAN POLICIES**

- In order to be admitted to the dining hall or use Dining Dollars, meal plan participants must present their valid Bison One Card (Howard University ID) or pay the posted casual meal rate / retail price, including applicable taxes. If you lose or misplace your Bison One Card, you will need to obtain a replacement card from the Bison One Card Office, located on the 1st floor of the ILab Monday through Friday between the hours of 9:00 am and 5:00 pm.
- You can enjoy ‘all you may choose to eat’ meals in our dining halls. However, no uneaten food may be removed from the dining hall without management’s permission.
- The scheduled dining week operates from Friday to Thursday, noting that Friday morning signals the start of a new meal week. The Block 140 and Block 170 plans reset each semester.
- Meal plans can only be changed during the first two (2) weeks of the semester. Please visit the Bison One Card Office to select a different plan.
- The same meal plan assigned for Fall Semester will automatically be assigned for Spring Semester unless the Bison One Card Office is notified prior to or within the first two weeks of class, where permissible.
- Students with special dietary needs are required to contact the Meal Plan Coordinator of the Bison One Card Office, Debra Reid, at 202-806-2109 to discuss potential accommodations. Special Dietary Needs are then reviewed on a case by case basis, where alternatives can be used to accommodate.

*For hours of operation for each dining location please visit our website at http://www.howarddining.com.*

**THE PUNCH OUT**

The Punch Out is the university’s retail food court that is located on the ground level of the Blackburn Center. The Punch Out offers four branded concepts to accommodate for all dining needs: Wholly Habaneros is a super hip new Mexican food concept that raises the salsa bar to new heights with flavor temptations students will love from their first taste; Pandinis serves pizza, pasta, salads and assorted Italian food options; Mein Bowl serves authentic Asian cuisine, sushi and made to order stir fry and last but not least; WOW serves wraps, salads, tenders, wings and much more. Cash, Credit Card, Dining Dollars and Bison Bucks are accepted in the Punch-Out.

**BISON RESTAURANT**

The Bison Restaurant is located on the main level of the Blackburn Center. The restaurant offers a daily lunch meal with a white linen tablecloth, china and silverware dining option for students, faculty and staff. The restaurant is closed for holidays and weekends. Dine in or carry out service is available to customers. Cash, Credit Card, Dining Dollars and Bison Bucks are accepted in the Restaurant.

**JAZZMAN’S CAFÉ**

Smother than Ella, hotter than Miles, Jazzman’s Café is pure improvisation. Located in the Administrative Building on the ground level, Jazzman’s Café offers specialty coffee products and a variety of sandwiches, salads, pastries, soups, cold beverages and smoothies on a daily basis. Jazzman’s Café is a perfect place to grab a snack or a quick meal. Cash, Credit Cards, Dining Dollars and Bison Bucks are accepted.
CAFÉ A LA CARTE
Café a la Carte is located on the 2nd floor of the Howard University Service Center at 2244 10th Street, NW. 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 Carte can be reached at 202-806-6516 and accepts Cash, Credit Cards, Dining Dollars and Bison Bucks.

THE COLLEGE OF MEDICINE COFFEE CART
The College of Medicine Coffee Cart is located in the main lobby of the College of Medicine. The cart sells regular and specialty coffees with an assortment of sandwiches, salads and cold beverages. Cash, Credit Card, Dining Dollars and Bison Bucks are accepted.

SMART MARKETS
The Bethune Annex Smart Market is located directly in front of the Bethune Annex Cafeteria. Cash, Credit Card, Dining Dollars and Bison Bucks are accepted. The Bethune Annex Smart Market is closed during the summer. The Blackburn Smart Market is located in the Blackburn Building. The convenience store sells candy, nachos, personal toiletries, bottled beverages and assorted household necessities. Cash, Credit Card, Dining Dollars and Bison Bucks are accepted. The Blackburn Marketplace can be reached at 202-806-7026 and is closed during the summer. The “Simply To Go” Smart Market is located on the ground level of the Blackburn building. This store provides meals for students on the go.

LAW SCHOOL CAFÉ (WEST CAMPUS)
The Law School Café is located at 2900 Van Ness Street NW. Menu offerings include Seattle’s Best Coffee, fresh fruit, hot entree selections, bottled sodas and juices, soup, deli, salad bar and desserts. The Law School Café accepts Cash, Credit Card, Dining Dollars and Bison Bucks, can be reached at 202-364-0649 and is closed during the summer.

CATERING
The Howard University Catering Services can assist you in your entire event planning needs. Services range from a simple coffee break to an elaborate ball or reception. The Catering Office is located on the basement of the Armour J. Blackburn University Center. The office numbers are: 202-806-4786, 202-865-0216/0217 or via fax at 202-232-2173. The catering manual and supporting information is available on the Howard Dining website.

If you need additional information about the Howard University Dining Services, please feel free to contact us at 202-806-7400 or visit our website at http://www.howarddining.com.

RELIGIOUS SERVICES
ANDREW RANKIN MEMORIAL CHAPEL
2371 6TH STREET, NW
(202) 806-7280
(202) 238-8531 (FAX)
HTTP://CHAPEL.HOWARD.EDU
EMAIL: CHAPEL@HOWARD.EDU

Since its Inception in 1894, Andrew Rankin Memorial Chapel (Chapel) has served as the center of religious life at Howard University, dedicated to the spiritual, ethical, intellectual, social and physical well-being of students, faculty, and administration. The programs of the Office of the Dean of the Chapel (Chapel) guide the university community in its endeavors to promote vocational discernment, foster interfaith dialogue and cooperation, engage service learning, deepen understanding and respect for diverse faith traditions, establish occasions for religious expression, nurture faith development, and affirm and strengthen linkages between faith communities and all people of good will. The Chapel carries out the university’s commitment to preserve and celebrate the African American spiritual and religious heritage and to develop ethically grounded leaders dedicated to truth and service in the global community.

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, faith and spirituality in the university community and in the lives of its students. The Chapel is the center where religious life is coordinated. As appointed director 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 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.

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 are located at 2395 Sixth Street, NW, on the lower level of the Carnegie Building and can be reached at (202) 806-7280 or chapel@Howard.edu.

FAITH FORMATION

Distinguished Speakers Series and Worship Services

Worship services are held every Sunday during the academic year at 11:00 a.m. at Cramton Auditorium on the main campus. The Chapel is one of the most historic and prestigious chapels in the nation. Sunday services feature nationally and internationally renowned preachers and speakers providing messages designed to challenge and inspire the university community as spiritually and ethically grounded leaders. A diverse cadre of speakers are invited to expose the community to a variety of perspectives and traditions and to challenge our community to ask deep questions of faith and its relevance to life and culture. The Chapel Choir sings each week, providing a broad range of music which reflects the African American tradition through history and contemporary times. This choir is nationally recognized and includes students, faculty, alumni, and community members. Sunday services are rebroadcast on WHUR radio.

Chaplaincies

Howard University has traditionally welcomed the on-campus participation of chaplains and chaplaincies supported by established denominations or para-church organizations. 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 programming, teaching, support, and worship for members of our campus community.

Chaplaincies currently recognized at Howard University are:

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

LEARNING LABS

Spiritual and Ethical Dimensions of Leadership Initiative

The Spiritual and Ethical Dimensions of Leadership Initiative (SEDL) is a comprehensive program, launched through funding from the Lilly Endowment Inc. to help students discern their vocation, discover their life’s purpose, and grow spiritually individually and in community. Through service learning experiences, small group discussions and fellowship, workshops, and exposure to national leaders, students are encouraged to explore their calling and to honor the gifts within them. Wednesday Night Live (WNL), a learning lab through which students design and lead a midweek nontraditional worship service held monthly, is one component of SEDL. 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 about WNL or SEDL.

Chapel Assistants

The Chapel Assistants (CA) is a campus-wide organization comprised of students committed to service,
fellowship, and leadership. The organization supports all religious life programming and initiatives coordinated through The Office of the Dean of the Chapel, particularly Sunday chapel services and the commencement prayer breakfast and coordinates university efforts around service initiatives including the homelessness initiative, project angel tree and the annual thanksgiving dinner. The organization is open to all students.

SERVICE LEARNING

Alternative Spring Break

Alternative Spring Break (ASB) was conceived of in the Office of the Dean of the Chapel and continues to be coordinated by this office, exposing students to service learning through public service mission trips since 1996. Currently, ASB provides service learning opportunities for over 500 university students, staff, and faculty in cities across the U.S. and in Haiti. ASB is coordinated by a student steering committee and applications for ASB are made available annually. For further information, please contact the Office of the Dean of the Chapel.

Howard University Day of Service

The Howard University Day of Service (HUDOS) is built on the model of the award winning ASB program. It provides incoming students with an introduction to the Howard University legacy of “Truth and Service” while exposing them to the many needs and resources within the Washington, DC community through service. Over 500 incoming students annually dedicate the Friday of Orientation Week to service learning in several major areas including education, poverty, HIV/AIDS, environment and gun violence.

Homelessness Initiative

To provide ongoing service learning opportunities within the local community and tackle one of the issues that impacts millions of people across the nation, including college students, the Office of the Dean of the Chapel coordinates a homelessness initiative that forms partnerships with area organizations and providers that offer support services to homeless individuals and families. Please contact the Office of the Dean of the Chapel for more information or to become involved.

INTERFAITH UNDERSTANDING

Religious Fellowship Council

The Religious Fellowship Council (RFC) is made up of student representatives of all 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 Advisory Board

The interfaith advisory board reflects the university’s commitment to and leadership in an area that is increasingly central to global dialogue and leadership. The board’s mission is to help educate the university community and to model interfaith cooperation in a global space. The board is designed to foster and support interfaith dialogue, education, exploration, and cooperation on Howard’s campus and to work with the interfaith fellows to incorporate interfaith dialogue and education into university programming across disciplines and departments. Members of the board are appointed by the president of the university. The board is composed of the dean of the chapel, administrative officers, and faculty of the university.

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 and faith 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 is chosen annually who differ in age, major, campus activities, geographic origins as well as faith traditions. The fellows are expected to collectively produce educational programs each year. 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 reflect a commitment to religious expression, spiritual exploration, and community service. A group desiring to be recognized as a student religious organization must complete and file a petition for recognition as a student organization form and required documents, 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 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 purpose. 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

Student religious organizations, their leaders, members and invited speakers and/or guests 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. Actively participate in Religious Fellowship Council meetings and sponsored programming.

Failure to comply with these guidelines may result in the withdrawal of recognition.

GUIDELINES FOR THE CONDUCT OF RELIGIOUS ACTIVITIES AND PROGRAMS

1. Guest speakers or presenters at religious programming and all events and activities of a religious nature must be reviewed and approved by the Office of the Dean of the Chapel to occur on the university campus.

2. 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.

3. 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.

4. 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.

5. Students invited to attend a meeting, whether social or programmatic, must be told the identity of the religious group issuing the invitation.

6. 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.
7. 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

Because of the nature of the journey from home to college, college campuses often attract attention from groups that target students for purposes that do not always benefit students. Some groups conducting outreach and activities 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. Before connecting with any group, do your research – learn about the organization through public information; do not solely rely on what their representatives have communicated. 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 the office for spiritual support and guidance. We look forward to being part of your spiritual journey.
The Barnes & Noble at Howard University bookstore provides goods and service to the University community for its academic and administrative needs. Barnes & Noble currently operates two locations: The main campus store and the west campus store.

**Hours of Operation**

**Main Campus**

Monday - Saturday, 9:00 am - 8:00 pm
Sunday, 12:00 pm - 6:00 pm

Barnes & Noble at Howard University stocks textbooks, general books, academic supplies, apparel, gifts, greeting cards, computer software and hardware, and features a Starbucks Café. The bookstore frequently hosts author signings and events; which include many celebrities & VIP’s. For a schedule of events, and to order textbooks and other merchandise online, visit our website.

**West Campus**

2900 Van Ness Street, NW
Washington, DC  20008
(202) 806-8108 phone
(202) 806-8461 fax
auxiliary.howard.edu/campus-stores.html

**Hours of Operation**

Regular Hours:
Monday - Friday, 9:00 am - 5:00 pm
Saturday - Sunday, CLOSED

Barnes & Noble at Howard University West Campus Bookstore is located on the lower level of Holy Cross and serves the Law School and Divinity 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 8:00 a.m. – 5:00 p.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 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 building’s address, location of the fire and your name. After evacuation, the attendant/warden who pulled the fire alarm or discovered the fire should call campus police emergency number (202) 806-1100.
   • 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 or 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.

HOWARD UNIVERSITY DEPARTMENT OF PUBLIC SAFETY

2244 10TH ST., NW 2ND FLOOR

(202) 806-1100

The Howard University Department of Public Safety (HUDPS) is the primary agency responsible for the safety and security of the students, faculty, staff, and visitors on the various campuses of the university, to include the East, West and Howard University Hospital campus. The Department’s Headquarters is located at 2244 10th Street, NW, 2nd floor, Washington, D.C. 20059. The main telephone number is: (202) 806-1100. The Department operates on a 24 hour basis.

Howard University Officers are either armed Special Police Officers or unarmed Security Officers. These officers have been commissioned, or licensed, by the Washington, D.C. Metropolitan Police Department’s Security Officers Management Branch (SOMB), and operate under their guidelines, as well as local and Federal laws. HUDPS officers and investigators have developed and maintain extremely close working relations with the Metropolitan Police Department (MPD), other University Police Departments in the Washington Metropolitan region, as well as many other local, State, and Federal law enforcement agencies.

The HUDPS also is responsible for the oversight, coordination, inspection and abatement of environmental issues and concerns found on the various campuses of the university. The Department of Environmental Safety is a Bureau within the Howard University Department of Public Safety.

If you have any concerns or suggestions about security or law enforcement at Howard University, contact Brian K. Jordan, Chief of Police/ Executive Director for Safety and Security at (202) 806-1102 or by e-mail: brian.jordan@Howard.edu, or on Twitter at #HUPoliceCOP.

Visit HUDPS at http://www.Howard.edu/publicsafety

HU DEPARTMENT OF PUBLIC SAFETY/METROPOLITAN POLICE PARTNERSHIP

The Metropolitan Police Department (MPD), in cooperation with the HU Department of Public Safety (HUDPS), are engaged in a proactive partnership in support of their commitment to provide a safe environment for the Howard University community. MPD officers frequently patrol the various communities that surround the university in support of the HUDPS.

OFFICE OF PARKING & SHUTTLE OPERATIONS

ADMINISTRATION BUILDING, B-11

(202) 806-2000

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

The Parking & Transportation Office 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). 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 served registration dates will be announced in the hilltop newspaper. The current cost of student parking is $340.00 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 and the U St. 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 on-line registration application, a disclaimer and a university parking rules and procedures form. Patrons must notify the parking and transportation demand office of any changes affecting their registered vehicle(s). 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 of the vehicle at the owner’s expense. University parking citations must be paid within thirty (30) calendar days from the date of issuance. Citations may be appealed up to 15 days after issuance.

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 and special events available to the public. In addition, the Association is a focal point for the university’s community planning and development efforts aimed at improving the quality of life in neighborhoods surrounding Howard’s campuses. These include housing rehabilitation, historic preservation 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. The Community Association also actively engages community members and their leadership from area neighborhoods in a number of ways by: convening quarterly community advisory committee meetings and periodic working group meetings around community issues that members identify as important to them; representing the university at Advisory Neighborhood Commission and civic association meetings and other local government agency meetings; and participating in city or community sponsored workshops, charrettes, seminars and forums. A community service placement program called Project C.H.A.N.G.E. (Connecting Howard And Neighborhoods for Growth and Empowerment) is also operated out of the Community Association office. Project C.H.A.N.G.E. recruits, trains, places and supports Howard University students in service opportunities within schools and after-school programs, and health, community development and senior citizen service agencies in the surrounding community.
WHUR-FM

529 BRYANT STREET, NW
(202) 806-3522

Howard University Radio Network

Celebrating nearly 45 years of excellence in broadcasting and community service, WHUR 96.3 FM is the flagship station of the Howard University Radio Network, located in Washington, D.C. WHUR is a 24-hour HD Radio station with the equivalent power of 50,000 watts. Owned by Howard University since its inception, WHUR is the first radio station in the Washington area to broadcast in HD and is a force to be reckoned with in the competitive broadcast market. The station’s signal reaches from north of Baltimore, MD. to the outskirts of Richmond, VA. with the digital broadcast clarity of a CD.

As one of the few University-owned commercial radio stations in America, WHUR’s mission is three-fold. The station serves the community by assisting in the resolution of human and social problems, particularly those of the under-served poor and African-American communities. Second, the station serves as a source of revenue to the University and to programs sponsored by the University. Third, the station serves as a facility for the practical training of Howard University students pursuing careers in the areas of news, engineering, production, sales, business, radio broadcasting, radio management and related disciplines with particular attention to cooperation with the John H. Johnson School of Communications and the School of Business.

WHUR is the parent station for HUR Voices SiriusXM 141, HBCU SiriusXM 142, WHUR-WORLD 96.3HD2, WHBC 96.3HD3, and GlasshouseRadio.com. HUR Voices and HBCU can be heard on SiriusXM Channel 141 and SiriusXM 142 respectively with a satellite subscription and on-line at www.hurvoices.com and www.hbcu.com. WHUR-WORLD and WHBC can be heard with an HD radio or on the web at www.whurworld.com and www.whbc963hd3.com respectively. We like to call WHUR-WORLD the other-side of WHUR. The station features a mixture of jazz, world, and calypso music along with long-form programming of news and special features. HUR-Voices is talk radio featuring a variety of talk programs focusing on issues like relationships, finance, politics, education, race relations, domestic violence, religious, legal, health and wellness, and family just to name a few. HBCU features programs produced by and from historically black colleges and universities. WHBC is the student run and operated radio station of Howard University. The equipment at WHBC is equivalent to the equipment at WHUR, giving the student employees and student managers matched experiences. The success of this partnership is noted in the numerous jobs students have landed upon graduation. WHBC managers shadow managers at WHUR allowing them to get real-time hands on experience in the area of radio. Several former students of WHBC have landed full-time jobs at HUR-Voices, WHUR-World, GlassHouse Radio.com, and WHUR. GlassHouse Radio is also student run and features music and talk programming featured by Howard University students.

The six Howard University-owned radio stations (WHUR, WHUR-WORLD, HUR-Voices, HBCU, WHBC, and GlassHouse Radio.com) also work in concert in serving the community. The stations collectively sponsor the “Howard University Martin Luther King Day of Service,” “Howard University Alternative Spring Break Helping Hand Radiothon,” and “Food2Feed Radiothon.” Additionally, the stations sponsor cancer walks, coat and toy drives, and programs to help improve reading skills among inner-city youth.

WHUR is the recipient of numerous awards, including National Association of Broadcasters Awards, March of Dimes Achievement in Radio Awards, Black Radio Executives Awards, Stellar Award, Major Market Station of the Year Award, and Marconi Award, just to name a few. WHUR-WORLD has twice been named as the Best HD Radio Channel and HUR-Voices is the recipient of two of the prestigious New York World Festivals Best Radio Programs Awards.

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.

TRADEMARK LICENSING & SHORT-TERM VENDING

Office of Auxiliary Enterprises
2244 10th Street NW, Suite 219
Washington, DC  20059
(202) 806-1160

The Office of Auxiliary Enterprises 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 and approves 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 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. Visit http://auxiliary.howard.edu/hospitality.html and see “Students” for additional policies and procedures.

USE OF UNIVERSITY NAME & 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 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. Visit http://auxiliary.howard.edu/trademark-licensing-.html and click on “University & Student Organizations” for additional policies and procedures.
STUDENT CODE OF CONDUCT

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. However, the establishment and maintenance of a community where there is freedom to teach and to learn 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 the values that inform the rules and regulations.

It is expected that student conduct will be in concert with, and supportive of, the University’s mission, vision, central purpose and core values. Examples of prohibited student behavior are described in this Student Code of Conduct (“Code”). Behaviors that indicate a violation of any provision contained within the Code will immediately be reported and referred to the University’s Office of Judicial Affairs for prompt adjudication in accordance with the University’s disciplinary process.

The rules and regulations contained in the Code apply to the following categories of individuals: ALL students, including all persons taking courses at the University, either full-time or part-time, undergraduate, graduate, professional and unclassified studies. Additionally, persons who withdraw from the University after allegedly violating the Code, those who are not officially enrolled for a particular semester or term, but have a continuing relationship with the University, and those who have been notified of their acceptance for admission are also considered to be students under this Code. Finally, persons who are living in University residence halls, although not enrolled in this institution, are also considered students for purposes of the Code. These persons include, but are not limited to, new, continuing and transfer students; participants involved in pre-college or dual-enrollment programs; and those attending workshops, seminars, special classes, summer programs, athletic programs/events/activities, and/or camps affiliated with the University. Students living in off-campus housing and students involved in clinical rotations, practicum, internships, externships or other activities directly involved with an academic program of study are also subject to the Code.

It is presumed that every student, from the date of his/her initial acceptance or affiliation with the University, has knowledge of University policies including, but not limited to, the Academic Code of Conduct, the Title IX Policy. Students are also expected to know and abide by the policies and procedures contained in the H-Book, the Bulletin, the Student Reference Manual and the Directory of Classes. Therefore, it is the responsibility and duty of each and every student to become acquainted with all provisions contained in the Code. All students are deemed to have agreed to the Code and are required to adhere to the Code as a condition of their continued enrollment at the University.

SECTION I: SCOPE, LIMITATIONS AND APPLICABILITY OF THE CODE

The Code applies to any and all behavior occurring on any University property, at any University sponsored event, both on and off campus and at off-campus events hosted by individual students, student groups or organizations. It also applies to a number of other situations occurring off-campus including, but not limited to, incidents that involve students and occur at institutions that are part of the Washington Metropolitan Area Consortium of Universities and incidents that occur within the neighboring communities.

The actual daily administration, enforcement and operation of the University’s judicial program are delegated to the Dean of Student Services. This Code does not address academic offenses. Academic offenses will be addressed by the Dean of the appropriate school or college and/or the Provost and Chief Academic Officer. However, academic offenses may also be violations of the Code. In these instances, the Dean of the appropriate school or college and/or the Provost may recommend that the student also be adjudicated under the procedures set forth in the Code.

Any student who has committed a violation of the Code while off-campus will be subject to the judicial process upon receipt of either the filing of a complaint through submission of an Allegation of an Off-Campus Violation of the Howard University Student Code of Conduct form or referral of a student by a member of the University administration. The Allegation of an Off-Campus Violation of the Howard University Student Code of Conduct form may be obtained from the Director of Off-Campus Housing and Community Engagement or the Director of Judicial Affairs in the Office of Student Services (OSS). After review of the form or receipt of the student referral, the Director of Judicial Affairs will determine
its appropriateness for University disciplinary action. Examples of off-campus matters that would typically be excluded from resolution under the Code are landlord/tenant disputes, certain personal business matters with off-campus entities, and non-violent domestic issues.

Depending on the severity or nature of the charge, students who violate the Code are subject to a wide range of disciplinary actions, up to and including suspension or expulsion; they may also 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 of misconduct under this Code. Therefore, any member of the University Community who knowingly and/or willfully misuses the procedures of the Code to harm another member of the University Community shall be subject to disciplinary action.

The University may also take disciplinary action against any student convicted of, or charged with, a felony or misdemeanor, as delineated in Section V under the section pertaining to Students Charged With or Convicted of a Criminal Act. In the event a student is arrested for a felony or misdemeanor charge, it is the responsibility of that student to immediately inform the University’s Dean of Student Services of the arrest. Failure to do so may result in disciplinary action up to and including suspension or expulsion.

SECTION II: COOPERATION WITH LAW ENFORCEMENT AUTHORITIES

The University cooperates fully with law enforcement authorities. Therefore, violations of the Code that are also violations of federal or local law may be referred to the appropriate non-University law enforcement authority. Proceedings under the Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Determinations made or sanctions imposed under the Code shall not be subject to change because criminal charges arising out of the same or similar facts were dismissed, reduced or resolved in favor of the criminal law defendant.

The Howard University Department of Public Safety (HU-DPS) works closely with local law enforcement agencies, particularly the Washington, DC Metropolitan Police Department (MPD). However, Commissioned HU-DPS 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 fostering and tolerating different viewpoints. It acknowledges that points of view will diverge and that some students will believe it necessary to express themselves by means of protest. However, the University will not tolerate disruption to its academic mission and does not condone any means of protest that interferes with the legitimate rights of others. Additionally, in the event a student is arrested during a protest, the University will not be responsible for securing his or her freedom or providing the student with legal services or advice.

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; the right to organize groups; the right to join associations in support of any cause or common interest; and the right to peacefully protest, provided that such activity is conducted in a reasonable manner, does not abridge the rights of others and is carried out in accordance with local and/or Federal law as well as University rules and regulations.

B. Students have the right of fair access to all educational opportunities and benefits available at the University in an environment that is safe and free from invidious harassment, discrimination or intimidation.

C. Students have a right to privacy in accordance with the provisions established by 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, the Title IX Policy and 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 disciplinary process.

B. To be informed of and to have explained, as required, the pending charges.

C. To be free from intimidation and retaliation by University employees in the resolution of disciplinary matters.

D. To face accuser(s) and have the opportunity to cross-examine them and any witnesses, except when a complaint alleges a violation of the University’s Title IX policy. Title IX cases will be governed by the University’s Title IX policy.

E. To be free from searches or seizures, unless these actions are necessary based upon reasonable cause by appropriate University or law enforcement officials. In accordance with written procedures approved by the Vice President for Student Affairs, searches and seizures may be made or requested by the Vice President for Student Affairs or his/her designee, the Dean of Residence Life or his/her designee, University Cabinet officers, counsel in the University’s Office of General Counsel and/or Howard University Police.

F. To have a fair and impartial hearing before an appropriately appointed hearing 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 Title IX Policy, the Student Reference Manual, the H-Book, the relevant academic Bulletin of the school or college in which the student is enrolled and any and all other relevant and pertinent University policies.

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: PROCESS FOR ENFORCEMENT OF THE CODE

1. Filing a Complaint
Any student who has been charged with committing a violation of the Code will be subject to the judicial process upon receipt of the filing of a complaint through submission of an Allegation of an Off-Campus Violation of the Howard University Student Code of Conduct form, a referral of a student by a member of the University administration, a Request for Resolution of an Alleged Violation of the Student Code of Conduct form or a written Incident Report taken by the Department of Public Safety.

If a student wishes to file a complaint against another student for a violation of the Code, the Complainant must review the Code to determine the specific provisions the Accused Student violated. The Complainant must then obtain, complete and submit to the Dean of Student Services either an Allegation of an Off-Campus Violation of the Howard University Student Code of Conduct form or a Request for Resolution of an Alleged Violation of the Student Code of Conduct form. More than one provision of the Code may be cited in the complaint form. The forms are available in the Office of Student Services (OSS).

The appropriate form must be submitted within five (5) calendar days of the date upon which the incident and/or interaction with the Accused Student occurred or within five (5) calendar days of when the Complainant knew or had reason to know about the alleged Code violation. Alleged Code violations supplied on forms submitted after this five (5) calendar day period will be evaluated by the Dean of Student Services on a case-by-case basis and will only be adjudicated if extenuating circumstances are present.

Once the appropriate form has been submitted to the Dean of Student Services, the Accused Student will receive written notice from the Director of Judicial Affairs. The notice will be sent to the student, in writing, via certified mail or email. The Director of Judicial Affairs will use his or her best efforts to contact the Accused Student at his or her local and/or permanent address as well as at any and all email addresses the University has on file. The notice will contain information regarding the alleged violation; it will also request that the Accused Student report to the Director of Judicial Affairs within forty-eight (48) hours of receipt of the notice for an initial in-take interview.
2. Administrative Action on Allegations of Violations of the Code: The Investigation and Hearing Processes

Following the initial in-take interview, the Director of Judicial Affairs will assess whether the alleged behavior may be a violation of the Code. If a determination is made that a violation of the Code may have occurred, the Complainant(s) and the Accused Student(s) will be contacted by the Director of Judicial Affairs no more than five (5) business days after receiving the completed Allegation of an Off-Campus Violation of the Howard University Student Code of Conduct form or the Request for Resolution of an Alleged Violation of the Student Code of Conduct form. Both the Complainant(s) and the Accused Student(s) are expected to respond within forty-eight (48) hours of being contacted by the Director of Judicial Affairs. However, if the Accused Student(s) fails to respond within five (5) business days of the date of the communication, the Director of Judicial Affairs will proceed with scheduling and convening a hearing to resolve the matter.

After each individual is contacted by the Director of Judicial Affairs, both the Complainant(s) and the Accused Student(s) will be required to submit individual written Incident Statements outlining the events and/or incidences that led to the complaint that is now before the Director of Judicial Affairs. This written account of the incident must be submitted to the Director of Judicial Affairs no later than five (5) business days of speaking and/or meeting with the Director of Judicial Affairs. Upon written request to the Director of Judicial Affairs, the Complainant(s) and/or the Accused Student(s) may request that his or her full written account be submitted to University Police so that it may be substituted for their incident statement. The Incident Statements of the Complainant(s) and Accused(s) will be shared with both parties, upon written consent of both parties.

The Incident Statement provides the Accused Student(s) with an opportunity to provide his/her response to the allegation and to submit any and all related information that may support his/her version of the facts. Within the Incident Statement, the Accused Student(s) will also have an opportunity to plead “Responsible” or “Not Responsible” to the allegations presented in the Complaint.

If the Accused Student(s) indicates that he or she is “Not Responsible” for violating the Code, the case will automatically be sent to an Administrative Hearing Officer or an Administrative Hearing Panel for a hearing. After the case has been sent to an Administrative Hearing Officer or Administrative Hearing Panel, the Accused Student(s) and the Complainant(s) will receive written notification of the date, time and place of the hearing no more than ten (10) business days after pleading “Not Responsible”.

If the Accused Student(s) indicates that he or she is “Responsible” for violating the Code, the case will be sent to the Director of Judicial Affairs for a determination regarding appropriate sanction(s) to be imposed. Once the Director of Judicial Affairs has determined the appropriate sanctions for the Accused Student(s), both the Complainant(s) and the Accused Student(s) will be notified of the sanction(s), in writing. The Accused Student(s) may appeal the sanction(s) handed down by the Director of Judicial Affairs by submitting a written notice of appeal to the Dean of Student Services.

The appeals process is outlined in Section IV, Paragraph 3 below.

A. Administrative Hearings

An Administrative Hearing may be employed in any of the following circumstances:

1. When a student is charged with a Code violation that does not merit indefinite suspension, withdrawal or expulsion.

2. When the nature of the case is such that the Dean of Student Services believes that the best interest of the student and/or the University would be served by using an Administrative Hearing. If the Complainant or the Accused Student objects to use of an Administrative Hearing, either party may appeal this decision, in writing, to the Vice President for Student Affairs, within five (5) calendar days after receiving written notice of the Administrative Hearing. The Vice President of Student Affairs shall render a decision within three (3) business days after receiving the written notice of appeal.

The Dean of Student Services reserves the exclusive right to determine which cases will be heard through the Administrative Hearing process and whether these cases will be heard by an Administrative Hearing Officer or an Administrative Hearing Panel. In most cases, the adjudication of alleged violations of the Code will be conducted by a duly appointed Administrative Hearing Officer. However, in cases that involve charges that may result in a possible indefinite suspension, withdrawal or expulsion, an Administrative Hearing Panel will be convened.
Administrative Hearing Officers shall be selected by the Director of Judicial Affairs from a pool of qualified and trained administrative staff and faculty members. The Administrative Hearing Officer is responsible for reviewing all of the relevant information, conducting a hearing, rendering a decision of responsible or not responsible and making recommendations for sanctions, if any, to the Dean of Student Services. The Hearing officer shall be the sole judge of the relevancy and admissibility of evidence presented for consideration.

B. Hearing Particulars

1. Notification of Hearing

Once it has been determined that a matter will be adjudicated before an Administrative Hearing Officer or Administrative Hearing Panel, the Director of Judicial Affairs shall provide the Hearing Officer or Hearing Panel, the Accused Student(s), and the Complainant(s) with a written hearing notice. This notice will contain the date, time and location of the scheduled hearing and will be sent no less than ten (10) working days prior to the hearing date (excluding holidays and University closure days). The hearing notice shall also inform both the Complainant(s) and the Accused Student(s) that they are responsible for contacting their own witnesses, informing them of the hearing particulars, and ensuring their attendance at the hearing. Such notification shall be hand-delivered, mailed, e-mailed or delivered to the local address of record. In the event any party to the hearing elects to present witnesses, he or she must submit a witness list to the Director of Judicial affairs at least two (2) days prior to the hearing. Upon request, copies of the witness list will be made available to the parties.

Please note, upon request, excused absence letters for students who miss class due to participation in a disciplinary procedure will be provided for students to submit to their professors.

2. Notification of Inability to Attend a Hearing

If either the Accused Student(s) or the Complainant(s) cannot attend a scheduled hearing due to compelling circumstances, he/she must notify the Director of Judicial Affairs as soon as this information is known. If such a request is made, written documentation of the extenuating circumstances must be provided. Failure to adhere to this policy may result in the imposition of additional disciplinary action and/or the University conducting the proceeding without the benefit of the absent person’s participation.

3. Postponement

A one-time request for postponement by either the Accused Student or the Complainant(s) may be considered by the Director of Judicial Affairs and granted only when it is determined that there is a compelling reason for the delay. If the postponement is granted, the Director of Judicial Affairs 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. 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 Student or Complainant must be submitted in accordance with the timeline established herein.

In those situations when an Officer of the Howard University Department of Public Safety takes a report and/or investigates an incident relevant to the proceeding, OSS, the Complainant or the Accused Student may request that the Officer attend and/or participate in a hearing as a witness. Such attendance or participation will be permitted if the Hearing Officer or the Hearing Panel determines that the Officer’s presence will facilitate the finding of facts. The Complainant or the Accused Student should contact the Howard University Public Safety Officer directly to make such a request. The student making such a request must also notify the Director of Judicial Affairs that this request has been made.

5. Document Access

Both the Accused Student(s) and the Complainant(s) shall have reasonable access to all of the relevant case documents that are maintained in the Office of Student Services. Documents shall also be available for review by the Hearing Officer or members of the
Hearing Panel prior to a hearing. Any documents prepared by the Director of Judicial Affairs, all documents submitted during the hearing and any written and/or oral statements related to a matter are considered to be the record and all of these documents will be reviewed by the Hearing Officer or the Hearing Panel in an administrative hearing proceeding.

6. Briefings and Consultations
Prior to the administrative hearing proceeding, Hearing Officers or members of the Hearing Panel will be briefed by the Director of Judicial Affairs on factual and procedural matters.

7. Failure to Attend
A student who fails to attend a scheduled hearing, after receiving notice that he/she has been accused of violating the Code and after receiving appropriate notification of the hearing, may be subject to further disciplinary action by the Dean of Student Services. Under these circumstances, the Hearing Officer or the Hearing Panel may elect to proceed with the hearing without the Accused Student and render a decision based on the evidence presented.

A witness with evidence critical to any adjudication process related to a violation of the Code, who refuses to attend a scheduled hearing, after being called by the Director of Judicial Affairs, a Hearing Officer, or the Hearing Panel and receiving reasonable notification of a hearing may be subject to disciplinary action.

8. Closed Hearings
All hearings are closed. Therefore, only those persons directly involved, to include the Accused Student, the Complainant, staff, witnesses and University counsel, when appropriate, may be present, unless the Hearing Officer or Hearing Panel, in consultation with the Director of Judicial Affairs, determines otherwise.

9. Rules of Evidence and Legal Representation
Any disciplinary proceeding related to alleged violations of the Code are not subject to the formal rules of process, procedure, and/or evidence, as utilized and applied in criminal or civil court proceedings. These are internal proceedings that will be governed by the rules and regulations contained herein. Additionally, these proceedings do not use the same evidentiary standard used in a court of law. Rather, any decision made by a Hearing Officer or Hearing Panel is based solely on whether the record makes it more likely than not that the charges are true and the Code was violated.

Please note, prior to any administrative hearing, both the Accused Student(s) and the Complainant(s) may consult with their own personal legal counsel to prepare for the hearing. However, attorneys are not permitted to attend and/or participate in any disciplinary hearing; they also cannot represent a student at a hearing. A student may, however, elect to have a peer advisor present at his or her hearing. The peer advisor shall serve in an advisory capacity only. Advisors are not permitted to speak and/or directly participate in the hearing. Peer advisors must be current students in good academic, disciplinary and financial standing with the University.

10. Burden of Proof
The Complainant carries the burden of proof to establish that the Accused Student violated the Code. The Accused Student should be prepared to respond to all charges and evidence presented against him/her with witnesses and/or documents, as appropriate.

11. Scope of Evidence Considered in a Disciplinary Hearing
The Hearing Officer or the Hearing Panel shall be the sole judge of the relevancy and admissibility of any and all evidence presented for consideration.

12. Role of the Administrative Hearing Officer and Hearing Panel
The Administrative Hearing Officer and the Hearing Panel are responsible for conducting the hearing in a fair and impartial manner and for recommending such action(s) as necessary to sanction, control and prevent disruptive or inappropriate behavior.

13. Steps in the Hearing
Each hearing shall follow a standardized format. Copies of the procedures may be secured
from the Director of Judicial Affairs in the Office of Student Services.

14. Deliberation, Decision Making and Reporting Results

A. The Hearing Officer/Hearing Panel shall consider all information contained within the record.

B. The Hearing Officer/Hearing Panel shall prepare a written report including any recommended sanctions, and submit the report to the Director of Judicial Affairs no later than five (5) days after the date of the hearing.

C. Any sensitive information considered by the Director of Judicial Affairs in determining appropriate sanctions for the Accused Student(s) shall be deemed confidential and will not be shared with students, except upon written request from any alleged victim of a crime of violence or non-forcible sex act. Under these circumstances, the results of the University’s disciplinary proceedings as well as any sensitive information regarding the Accused student will be disclosed.

C. Notification of Hearing Outcome

The Dean of Student Services shall review the recommendations of the Administrative Hearing Officer/Hearing Panel and the Director of Judicial Affairs and shall make a final determination regarding which sanctions to render, when applicable. Both the Accused Student(s) and the Complainant(s) will be notified of the hearing outcome within ten (10) working days of the date the Director of Judicial Affairs receives the written report. If it is determined that a student is Responsible for violating the Code, the Director of Judicial Affairs shall prepare a written memorandum setting forth the decision and any sanctions imposed. The Complainant(s) will be notified of the hearing outcome but not of the specific action taken against the Responsible Party, in accordance with the provisions of the Family Educational Rights and Privacy Act. Please note, the Dean of Student Services reserves the right to delay notification when it determines that such delay is in the best interest of the University. Under these circumstances, the Director of Judicial Affairs will notify both the Accused Student(s) and the Complainant(s) of the University’s determination and provide an anticipated date for notification.

When deemed necessary or appropriate, relevant University officers, officials, units and organizations will also receive notification of hearing outcomes and sanctions.

3. Process for Appealing a Disciplinary Hearing Decision

A. Criteria for an Appeal

A student found Responsible for violating the Code may appeal the finding and/or the sanctions imposed. An appeal is not an opportunity to have a new hearing on the matter. As such, an appeal will only be granted under the following circumstances:

1. Procedural Error

An appeal request will be granted when an important procedure leading up to or during the original hearing was ignored or so flawed that the hearing was not fair and impartial.

2. Substantive Error

An appeal request will be granted when 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.

3. New Evidence

An appeal request will be granted when relevant new evidence has surfaced that could materially affect the decision or finding of the Hearing Panel/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.

4. Disproportionate Sanction

An appeal request will be granted when the sanction levied against the Responsible party is manifestly unjust because it is overtly disproportionate to the offense.

B. Process for Filing an Appeal of Disciplinary Action

The student found Responsible of violating the Code must submit an Appeal of Disciplinary
Action form to the Dean of Judicial Affairs within five (5) working days of receiving the written notice of hearing outcome. The form should be typewritten or printed very legibly, with an attached statement of no more than five double-spaced pages in length. The statement must clearly specify the grounds on which the appeal request is being submitted and it must be accompanied by any relevant supporting documentation. Each case may be appealed only once.

C. Appeal Review Process
Up on receipt of the Appeal of Disciplinary Action form and all supporting documentation, the Director of Judicial Affairs will forward the appeal request to the Administrative Appeal Officer. The Officer 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 Officer so rules, he/she will set up an appeal hearing and notify the parties of its date, time, and location.

D. Appeal Hearing
Appeal hearings will be limited to a presentation of evidence by the appellant that directly addresses the grounds for the appeal. No witnesses may be called. Appeal hearings will follow a standardized format.

E. Remedies on Appeal
Once the appeal requested is granted, the Administrative Appeals Officer may take one of the following actions:
1. Affirm the findings of the original Hearing Officer/Hearing Panel.
2. Affirm the findings, but change the sanction(s) levied.
3. Overturn the findings of the original Hearing Officer/Hearing Panel and remand the matter to the original Hearing Officer/Hearing Panel for a new hearing.

F. Notification of Finding
Upon reaching a final resolution regarding the appeal review, the Administrative Appeals Officer will notify the Dean of Student Services of the results of the appeal review within ten (10) working days of the decision. If necessary, the Dean of Student Services may extend this timeline, when an extension is requested by the Administrative Appeals Officer. Within five (5) working days, the Dean of Student Services will inform the Appellant and the Complainant of the appeal decision. If the case is remanded for a new hearing, the Director of Judicial Affairs will contact the student about that new hearing.

G. Limitations
1. Each case may be appealed only once. Therefore, the finding of the designated Administrative Appeal Officer is final and binding.
2. Only the Accused Student may file an appeal.
3. Appeals filed after the stated deadline will not be considered, except in compelling circumstances as determined by the Dean of Student Services.

H. Stay of Sanction(s) During the Appeal Process
The Dean of Student Services will determine if the sanction(s) imposed on an appellant will be stayed during the appeal process.

SECTION V: EMERGENCY ACTION SUSPENSION AND INVOLUNTARY ADMINISTRATIVE WITHDRAWAL

1. Emergency Action Suspension
As the Chief Executive Officer of the University, the President holds the ultimate authority in matters of student discipline. Unless otherwise exercised or modified by the President, this emergency authority is delegated to the Dean of Student Services.

On rare occasions, this authority may be exercised to protect a student’s own physical or emotional safety and well-being; University property; the health and safety of particular individuals and/or the University community; or to prevent the threat of disruption of, or interference with, the normal operations of the University. On such occasions, the President or Dean of Student Services may take emergency administrative action to immediately suspend a student’s enrollment. In these instances, the student will be notified of this action, orally and/or in writing and apprised of the reasons for the suspension. An Emergency Action Suspension Hearing (EASH) will be held as soon as one can be convened, but no more than thirty (30) days
from notification of action. The purpose of the EASH will be to determine whether the student may remain enrolled at the University while he/she awaits a regular Disciplinary Hearing, as described in Section IV of the Code. The EASH notice will include the time, date and location of the hearing.

2. Involuntary Administrative Withdrawal

In situations where the University cannot effectively monitor or control the conditions or behaviors of a student, it reserves the right to effect a Total Involuntary Administrative Withdrawal. In circumstances where the mental, emotional and/or physical welfare of the student is in jeopardy, or where the student’s behavior and conduct present an imminent danger or threat to the individual student, other members of the University Community or the University Community at-large, it may become necessary to take emergency action to temporarily or permanently separate a student from the campus community. Further, in these instances, the University reserves the right to contact the student’s parent, guardian, and/or next of kin, in accordance with the Family Education Rights and Privacy Act, which provides for the release of normally protected student information when it is believed that the student represents a health or safety risk to self or others.

This policy will be instituted in the event that a student: (a) demonstrates lack of good judgment, suicidal behavior, self-destructive behavior, or has untreated or uncontrollable medical or mental conditions which result in actual or possible imminent danger of injury to self or members of the University Community; (b) demonstrates an inability, without adequate care, to satisfy personal needs, including activities of daily living, nourishment and maintenance of shelter; (c) demonstrates behavior, due to mental, emotional, or medical incapacitation, which poses an imminent danger of causing significant property damage, or directly and substantially impedes the lawful activities of others or interferes with the educational process and/or the orderly operation of the University; or (d) fails to comply with requirements to adhere to the instructions and guidelines of the clinical/medical staff of the University Counseling Service, Student Health Center or Howard University Hospital, as a result of an episode of mental or medical crisis intervention.

During the period of Involuntary Administrative Withdrawal, a student may be barred from the campus and denied access to classes and classrooms, residence halls and University events and activities; student may also be denied other privileges to which he/she might otherwise be entitled and eligible to receive, as the Dean of Student Services may determine to be appropriate. In making this determination, the Dean of Student Services will consult with appropriate University administrators and health care professionals including, but not limited to, the Director of the University Counseling Service, the Medical Director of the Student Health Center, the Director of the Interpersonal Violence Prevention Program, members of the University’s Behavioral Threat Assessment Team and appropriate staff in the Howard University Hospital.

3. Timeline of Process for Emergency Action Suspension and Involuntary Administrative Withdrawal

Howard University will schedule a hearing within thirty (30) days of the student’s Emergency Action Suspension or Involuntary Administrative Withdrawal. Once the hearing date has been set, the Dean of Student Services will provide the student with a written notice specifying the reason for the Emergency Action Suspension or Involuntary Administrative Withdrawal as well as the date, time and place of the hearing. During the hearing, appropriate University personnel may be present and/or consulted. Additionally, parents, spouses and/or any persons who would be of support to the student may, with the express written consent of the Dean of Student Services and the verbal consent of the student, participate in the hearing. As this University hearing is an internal proceeding, attorneys are excluded from appearing at or sitting in the hearing; however, they may accompany their client/the student to the hearing and sit outside in the waiting area until the hearing has concluded.

Prior to the start of the hearing, any student who has been subject to Emergency Action Suspension or Involuntary Administrative Withdrawal must provide medical documentation from a licensed physician to the Dean of Student Services, as stipulated in the Withdrawal notice. Upon receipt, the hearing will begin. The University will first present the reason for the student’s Emergency Action Suspension or Involuntary Administrative Withdrawal, the alleged violations of University policy and evidence supporting these claims. The student will then have an opportunity to respond and present any documentation that may support his/her response. Finally, if the student has any witnesses he/she would like to present, the witnesses may provide their statements after the complainant has presented his/her case. Please note, a complainant must provide the Dean of Student Services with a written list of witnesses within five (5) days of receiving the notice of hearing. Following witness statements, the hearing will conclude.

The Dean of Student Services will then notify the student of the decision and the basis for the decision, in writing, within ten (10) business days of the hearing. If it is determined that the student does not present a threat to himself/herself or others, the student will be permitted to return to campus, resume his or her studies
and continue on as a student. If the University decides that the Emergency Action Suspension or Involuntary Administrative Withdrawal shall remain in effect, the communication will indicate the minimum length of time this action will remain in effect and what, if any, stipulations govern his or her return to the University. Such stipulations may include, but are not limited to, providing the University with written documentation from a certified healthcare professional indicating that the student is able to return to the University. In the event it is decided that the Suspension or Withdrawal action remain in effect, the Dean of Student Services and the Behavioral Health Committee shall meet to discuss the student’s desired return to the University.

4. Process for Appealing an Emergency Action Suspension or Involuntary Administrative Withdrawal

A student wishing to appeal his or her continued Emergency Action Suspension or Involuntary Administrative Withdrawal must submit a written letter of appeal to the Vice President for Student Affairs within ten (10) business days of receiving notice of the final hearing decision. The letter of appeal must outline all of the reasons the student is seeking an appeal and the student should also submit any additional accompanying information that may support this appeal request. Upon receipt, the Vice President for Student Affairs will request any and all documentation presented during the hearing, the hearing report and the hearing outcome, as well as any reports submitted by both internal and/or external healthcare professionals. Please be advised that the Vice President for Student Affairs may also contact the internal and/or external healthcare professionals to obtain their written response to the information provided in the student’s letter of appeal, when appropriate.

Additionally, prior to rendering a final decision on the appeal request, the Vice President for Student Affairs and/or Dean of Student Services may require the student, at his or her own expense, to obtain a psychiatric/medical evaluation from appropriate medical professionals external to the University; the student will then be required to provide the Vice President for Student Affairs and/or Dean of Student Services with a written report detailing the medical professional’s findings. During the appeals process, the Office of the General Counsel may be consulted for legal advice before the Vice President for Student Affairs renders a final decision regarding the appeal request.

Once the Vice President for Student Affairs renders a decision regarding the appeal, that decision is final and there shall be no further appeal of the decision.

5. Emergency Action Suspension of Students Charged with a Criminal Act

Depending on the nature of the allegations, a student charged with either a misdemeanor or a felony crime by any local, state, or federal entity may be subject to an Emergency Action Suspension by the Dean of Student Services.

In addition, disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Code, without regard to any pending civil or criminal litigation and/or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following any civil or criminal proceedings at the sole discretion of the Dean of Student Services. Determinations made and/or sanctions imposed under this Code shall not be subject to change simply because the criminal charges that were also violations of the Code were dismissed, reduced or resolved in favor of the criminal defendant.

The Emergency Action Suspension of a student charged with a criminal act will occur only in situations where the University determines that the charged student poses a risk of substantial harm to the health, safety or welfare of the student, other individuals or the University Community or where the University must act to prevent the threat of disruption of, or interference with, the normal operations of the University. This individualized assessment shall be based on a comprehensive assessment of the elements of the crime, the nature of the charge and the best available objective evidence. This assessment shall be conducted by the Office of General Counsel and the Behavioral Threat Assessment Team. Emergency Action Suspension review will consider:

1. The nature, duration, and severity of the crime;
2. The risk of harm the student charged with the criminal act poses to University property and to other members of the University Community;
3. The likelihood that the potential harm will occur; and
4. Whether reasonable modifications of University policies, practices, or procedures will sufficiently mitigate the risk

A. Timeline of Process for Emergency Action Suspension of Students Charged with a Criminal Act

Howard University will schedule a hearing within thirty (30) days of the student’s Emergency
Action Suspension. Once the hearing date has been set, the Dean of Student Services will provide the student with a written notice specifying the reason for the Emergency Action Suspension as well as the date, time and place of the hearing.

After being duly notified of the scheduled disciplinary hearing, if the charged student is unable to appear due to incarceration or incapacitation, the student may submit a written request to the Dean of Student Services asking that the disciplinary hearing be postponed and rescheduled for a later date when he or she is able to appear, even if that date is after the conclusion of the criminal proceedings. Please note that a student may be suspended or expelled prior to the final resolution of his or her criminal matter.

At all times, the student has an affirmative duty to notify the University of any status changes in his or her criminal matter. At a minimum, students are required to provide a written update to the Dean of Student Services every three (3) months. If a student fails to provide such notice or fails to communicate with the University within this time frame, the University will take measures to move for the student’s permanent expulsion.

B. University Decisions upon Criminal Conviction

It is the University’s policy that a student convicted of a felony shall be immediately expelled from the institution, irrespective of the student’s current enrollment status. Once a student is expelled, the decision is final and may not be appealed.

A decision about the continued enrollment of any student convicted of a misdemeanor will be made on a case-by-case basis by the Dean of Student Services. This decision may be appealed to the Vice President for Student Affairs. A student wishing to appeal the decision of the Dean of Student Services must submit a written letter of appeal to the Vice President for Student Affairs within ten (10) business days of receiving notice regarding continued enrollment. The letter of appeal must outline all of the reasons the student is seeking an appeal and the student should submit any additional accompanying information that may support this appeal request. Upon receipt, the Vice President for Student Affairs will request any and all documentation the Dean of Student Services used to render a decision about the student’s continued enrollment and review the entire file. During the appeals process, the Office of the General Counsel may be consulted for legal advice before the Vice President for Student Affairs renders a final decision regarding the appeal request. Once the Vice President for Student Affairs renders a decision regarding the appeal, that decision is final and there shall be no further appeal of the decision.

SECTION VI: PROHIBITED BEHAVIORS

The following is an illustrative list of the types of conduct, including actual conduct and attempts to engage in such conduct that are strictly prohibited by this Code. A reasonable suspicion that a student has engaged in, or attempted to engage in, such prohibited conduct will result in the immediate consideration of disciplinary action under this Code. The Prohibited Behaviors below are listed in alphabetical order, not in order of severity.

1. Alcoholic Beverages

The University prohibits the unauthorized possession, use or distribution of alcoholic beverages. The University enforces all local and federal laws or regulations that regulate and control the sale or use of alcohol. Howard University is a dry-campus and therefore has a zero-tolerance policy regarding the possession, distribution or consumption of alcohol, except when possession, distribution or consumption has been explicitly approved, in writing, by the President or his/her designee. When possession, distribution or consumption is approved, the University limits these on-campus activities to specified areas and to persons of legal age.

At all times and under all circumstance, underage drinking is strictly prohibited; it is not permitted or sanctioned by the University. The University’s Alcoholic Beverages Regulations and Guidelines under the Code are as follows:

A. Under no circumstances will alcoholic beverages be provided to anyone under 21 years of age. The sale, service, possession or consumption of an alcoholic beverage is expressly prohibited, unless approved, in writing, by the President or his/her designee for students over 21 years of age.

B. Consumption and/or possession of alcoholic beverages in the residence halls is strictly prohibited.

C. Aiding or abetting an underage person in the purchase of alcoholic beverages or
providing an underage person with alcohol is strictly prohibited.

D. Student organizations affiliated with schools and colleges may not serve alcoholic beverages at events without express written approval from the President or the Vice President for Student Affairs. Prior to receiving consent, all organizations must submit a written request to serve alcoholic beverages to the Vice President for Student Affairs. All requests will contain information regarding the event, its location, potential attendees and the manner in which alcohol consumption will be controlled to prevent underage drinking. If the request is approved, the written approval will clearly articulate all terms and conditions regarding possession and consumption. Approval will be given only for those students over 21 years of age. If approved, alcoholic beverages may not be consumed outside of the designated areas for the event. If violations occur, the student organizational leadership, along with the coordinator(s) of the event, may be charged under the Code.

E. Student organizations serving alcoholic beverages at off-campus events may not identify these events as University-sponsored or sanctioned events.

F. Disorderly conduct due all or in part to being under the influence of alcohol is strictly prohibited.

G. Possession of an open alcohol container in a public area is strictly prohibited.

H. Consumption of alcohol in a public area on the campus is strictly prohibited.

After consuming alcoholic beverages, students must assume full responsibility for their conduct as it relates to the need to exercise good judgment, consume in moderation, respect the rights of others, and the need to abide by and comply with the legal regulations of the jurisdictions involved.

2. Assault

Assault is 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 that would give a reasonable person a reason to fear bodily harm. An assault may be committed without actually touching or striking another, or without actually inflicting or committing bodily harm. Self-defense may be a mitigating factor to this charge, depending on the circumstances.

3. Battery

Battery is an encounter in which one person threatens to initiate and/or actually engages in physical contact with another person through use of weapons, body parts or other objects, use of blows or other acts of violence that may include pushing, shoving and other acts of physical abuse. Self-defense may be a mitigating factor to this charge, depending on the circumstances.

4. Contempt of, or Interference with, Any Disciplinary Program, Actions or Activities

Failure to respect the disciplinary program or process, including failure 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, breaching any confidentiality requirements or in any way interfering with the hearing or disciplinary process of any disciplinary board or administrative hearing may be a violation of the Code. Additionally, acting or behaving in a threatening or harassing manner towards hearing participants or panelists before, during or after a hearing or disciplinary process may result in disciplinary action.

5. Contracts

Students, in their individual capacity or in their capacity as representatives of a student group or organization, are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind 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.

6. Discrimination

A. Engaging in verbal or physical behavior that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that infringes upon the ability of other students, faculty and/or staff to access or receive the educational benefits available to them as a member of the University Community. The University prohibits such behavior directed at an individual or group based upon a protected class. Protected classes include: national origin, race, color, age, gender, ethnicity, disability, creed, religious beliefs, political affiliation, personal appearance, family status sexual orientation, gender identity or gender expression. The Code also
prohibits hate crimes, as defined in the District of Columbia Code.

B. Wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages, either in words or pictures, which demonstrate bias or discrimination against any individual or group within the University Community.

7. Disruptive Conduct
   A. Acting in a manner that impairs, interferes with or obstructs the orderly conduct, processes, or functions of the University or that interferes with or negatively impacts any person or persons in the classroom or on University owned or operated property or at any University-sponsored event.

   B. Student behavior, communications, and/or attire may be considered disruptive to the University and/or to members of the University Community. Under this policy, disruptive behavior includes, but is not limited to, use of electronic devices such as pagers, cell phones, video games, iPods, walkmans, personal music players, or computers or tablets for non-educational purposes in the library or computer labs, during class sessions, laboratory or clinical practicums, study hall or clerkships/internships and/or during periods of academic and classroom instruction, testing, remediation, or tutorial assistance. This provision also applies to students who engage in disruptive behaviors or communications with an instructor, such as swearing or cursing, as this type of behavior impedes the ability of the instructor to carry out his or her professional duties and responsibilities.

   C. Disruptive conduct may also include the wearing of apparel or clothing that is lewd, lascivious, profane or sexually explicit and/or attire that conveys messages in print or in picture form that are profane, vulgar, patently offensive, racist or discriminatory and disrupts any aspect of the daily operations of the University.

   D. Students residing in off-campus housing, either University owned or non-University owned, may not disturb the peace and quiet enjoyment of their neighbors by creating a community disturbance. Community disturbances include, but are not limited to: maintaining a noise level, at late hours, that is unduly loud and continual; causing vehicular congestion that would impede both emergency and non-emergency vehicles from passing; illegal parking in alleys and on streets; engaging in lewd or indecent behavior; creating or engaging in activity that generates large crowds of guests; engaging in disorderly behavior that disrupts the regular or normal functions of the community in which you reside or which breach the peace or violate the rights of others; participating in illegal activity, to include the use of drugs, dumping of trash and other violations; engaging in excessive use of alcohol and/or participating or engaging in any other activity that may be a violation of the Student Code of Conduct or District of Columbia, Maryland or Virginia laws.

   E. Students are required to carry their Howard University student identification cards at all times and are required to surrender it upon reasonable request by any University official, faculty or staff member and all residence hall personnel.

8. Domestic Violence/Dating Violence/ Sexual Assault/ Stalking
Howard University is committed to maintaining a safe and healthy living, learning and working environment for students, faculty and staff free of harassment, exploitation, or intimidation. It is also committed to working towards ensuring that the campus community is free from the dangerous and problematic behaviors of domestic violence, dating violence, sexual assault and stalking. Domestic Violence, Dating Violence, Sexual Assault and Stalking are not only addressed in this Code, but also in the Howard University Response to Domestic Violence, Dating Violence, Sexual Assault and Stalking Policy, which provides guidance to the University Community about responding to such incidences and details the process for addressing these claims as well as the Howard University Title IX (Student) Policy. These polices are located on the University’s policy website at: http://www.howard.edu/secretary/policy/directory.htm

Definitions and examples of these types of behavior are listed below:

Dating and Domestic Violence - A pattern of controlling behaviors used by one partner to control the other partner. By reference, this policy also incorporates the definition of domestic violence contained in the
District of Columbia Code. There are many forms of dating and domestic violence:

1. **Physical Abuse** – Dating and domestic violence that includes, but is not limited to, hitting, shoving, slapping, pushing, punching, burning, and stabbing. It can also include withholding someone from receiving needed medical care or medication.

2. **Sexual Abuse** – Dating and domestic violence that includes, but is not limited to, forced sex, and forcing someone to have sex without protection, with an object, or with another person.

3. **Psychological and Emotional Abuse** – Dating and domestic violence that includes, but is not limited to, controlling someone’s behavior or actions; isolating a person from friends and family; making threats against a person, his/her family, friends and pets; using social media to make threats; and verbal abuse.

4. **Economic Abuse** – Dating and domestic violence that includes, but is not limited to, taking a partner’s money, and not allowing a person or disrupting a person’s ability to work or go to school.

**Sexual Assault** – Rape, attempted rape, forced sexual intercourse including forcible sodomy, sexual assault with an object and/or sexual battery; any unwanted sexual contact or threats; and any non-consensual sexual contact, including unwanted touching or forcible fondling.

**Stalking** – A course of conduct that is unwanted, unwelcome and unreciprocated directed at a specific person that would cause a reasonable person to feel fear. Examples of stalking behaviors include, but are not limited to:

1. Waiting outside a person’s class or residence.
2. Sending unwanted letters, phone calls, emails, texts, posts to a person.
3. Following the person.
4. Sending gifts.
5. Sending information to others about the person.
6. Threatening the person.
7. Vandalizing the person’s property
8. Tracking the person’s computer and internet use.
9. Posting improper messages on social media about the person.

**9. Drugs/Controlled Substances**

The University prohibits the possession, use, sale, manufacture or distribution of illegal drugs, controlled substances and prescription drugs. By reference, the University also requires that students comply with any and all laws within the District of Columbia code that pertain to drugs, drug paraphernalia and controlled substances. However, in the event that the District of Columbia or Maryland legalizes the possession, use, manufacture or distribution of any drug and/or controlled substance, these actions will still be prohibited on any University owned and/or operated premises. In addition, under federal and local laws, any student convicted of a drug-related offense must be denied all federal assistance, including Pell Grants. Information about remaining eligible for federal financial aid may be obtained from the Office of Financial Aid.

The University’s zero tolerance policy regarding the use of illegal drugs and the improper use of controlled substances expressly prohibits:

A. The possession, use, manufacturing, distribution or intent to distribute and/or sale of a controlled substance, an illegal substance or prescription medication. Examples of these illegal substances include, but are not limited to: crack cocaine, ecstasy/molly, date rape drugs (rohypnol), cocaine, heroin, opium/morphine/codeine, oxycodone, molly, amphetamines, methamphetamine, synthetic stimulants, such as bath salts or K2 or any other narcotic or controlled substances.

B. The legal and illegal possession, use, manufacturing, distribution or intent to distribute and/or sale of drug paraphernalia.

C. Aiding or abetting an individual(s) who is in legal or illegal possession of or who has an intent to use, sell, or distribute or who uses, sells, or distributes controlled substances or drug paraphernalia, including allowing persons involved in such activities to visit or stay in their residence hall room, or to be in any University owned
or operated property over which they have control.

D. The possession, use, manufacturing, distribution or intent to distribute and/or sale of marijuana, even if it is deemed to be legal in any of the cities, counties, states or jurisdictions in which the University conducts business or in which a student is engaging in any educational, extracurricular, or athletic activity as a member of and on behalf of Howard University.

Howard University is committed to maintaining a safe and healthy living, learning, and working environment for students, faculty and staff. It is also committed to complying with all applicable federal, state and local regulations regarding alcohol and substance abuse, including the federal requirements of the DrugFree Schools and Communities Act Amendment of 1989. These matters are not only addressed in this Code, but also in the Howard University Alcohol and Drug Prevention Policy. This policy is located on the University’s policy website at: http://www.howard.edu/secretary/policy/directory.htm

10. Embezzlement

Unauthorized acquisition and/or use of funds belonging to, or under the stewardship of, any University unit, organization, or individual is a violation of the Code and may also be a violation of local, state or Federal law.

11. Established Policies and Procedures

Failure to observe, abide by or comply with any University policy including, but not limited to, any provision contained within the Student Code of Conduct, the H-Book, or the appropriate school/college bulletin or manual is a violation of this Code.

12. Failure to Comply/Non-Compliance

A. Failing to immediately comply with or respond to the directions or instructions of an authorized University official, faculty member, or staff member acting in the performance of his or her duties or any other person responsible for a University facility or off-campus residence during a registered or non/registered function when he/she is acting in accordance with his/her responsibilities is strictly prohibited.

B. The Howard University student identification card shall be carried by students at all times and surrendered upon the request of any University official, faculty member or staff member, and all Residence Hall Personnel, both on and off campus.

Failure to comply with any disciplinary procedure, within the identified time frame, will result in a hearing with sanctions applied, and the forfeiture of the right to the appeal process.

13. Forgery, Fraud, Dishonesty

Forging the name of a University employee, another student or any other person or entity, altering or misusing any official Faculty, Staff or University forms, documents, records, stored data, electronic data bases, websites, webpages, University enterprise systems, or knowingly furnishing false information to University Officers, Officials, Faculty and/or employees or providing such information involving or referring to the University in off-campus organizations, institutions, or individuals is strictly prohibited.

Making false statements in public or private, including knowingly filing false charges under the Code is also a violation. Aiding and abetting another individual in any of the conduct referenced above also constitutes a violation of this provision.

Unauthorized and unsanctioned use of the University name, logo and/or seal are also strictly prohibited under this Code. The University has registered its name, logo and seal as trademarks; therefore, they are property of the University and protected under applicable federal and local laws. Students may not use the seal, logo(s), motto, trademarks, or other intellectual property of the University without express written permission from the University’s Office of General Counsel. Authorized student organizations must be pre-approved by the office of Licensing and Vending to reproduce these marks and/or to have a manufacturer reproduce the University trademarks on merchandise for sale or distribution. The use of the University seal is restricted and can only be used to authenticate the highest level of official University documents and be displayed during major ceremonies. On very rare occasions, exceptions to this general rule regarding the University seal are made. All requests to use the seal are considered on a case-by-case basis, only after a formal written request and justification for use are submitted to the Office of the President or the Office of the Secretary, and a written response granting use is supplied to the requesting party.

14. Harassment

Harassment is engaging in verbal, electronic, visual, written or physical behavior directed at an individual
or group that, in the view of a reasonable person, is likely to provoke or otherwise result in a negative or injurious response, mental or emotional distress, or related reaction or consequence. This behavior may include, but is not limited to:

A. Making an expressed or implied threat of an action that will affect another person’s academic pursuits, University employment, or participation in academic or extracurricular activities sponsored by either the University or organizations or groups related to the University.

B. Engaging in unwelcomed and unwarranted obstruction or interference with respect to a person’s participation in educational, athletic or on-campus activity, personal pursuits, or employment, which includes but is not limited to behaviors or communications which detract from or interfere with: an instructor’s ability to provide instruction in the classroom, laboratory, clinical practicum or clerkship; any activity directly related to teaching, instruction or academic advisement and counseling; or provision or use of any and all academic support services provided throughout the University Community.

C. Creating an intimidating, demeaning or hostile situation or environment or inflicting personal, social, academic, psychological or emotional harm, or undue stress.

D. Bullying
Unwanted, aggressive and/or hostile behavior, from an individual or group that involves a real or perceived power imbalance and that is intended to humiliate, mentally or physically injure or intimidate and/or control another individual or group of individuals. Bullying can be one single act or can be repeated behavior that occurs over the course of time. Bullying includes, but is not limited to, actions such as making verbal or written threats, spreading rumors, attacking someone physically or verbally and marginalizing and/or excluding someone from a group, event or activity.

E. Cyberbullying
Unwanted, aggressive and/or hostile behavior, from an individual or group that involves a real or perceived power imbalance and that is intended to humiliate, mentally or physically injure or intimidate and/or control another individual or group of individuals. Cyberbullying includes the use of technology, social networking sites, text and voicemail messages, emails, instant messages, personal websites and other forms of technology to make verbal or written threats, spread rumors, attack someone or marginalize and/or exclude someone from a group, event or activity. It is also the use of the above-mentioned mediums to support deliberate and hostile behavior that is intended to harm others.

15. Harboring
Harboring is knowingly allowing any fugitive from justice, or any student, employee, or other individual who has been barred from the University, to stay in, or to be transported onto, University owned or operated property or facilities. This also includes harboring any individual who is considered to be a fugitive from justice or for whom there is an outstanding warrant. In addition to being a violation of this Code, harboring may also be a violation of local, state or Federal law.

16. Hazing
A. Hazing is defined as an act which endangers the mental or physical health or safety of a student. It may include, but is not limited to, the destruction or removal of public or private property, or any activity conducted on or off-campus that causes or intends to cause an unreasonable expenditure of funds; embarrassing, intimidating or demeaning behavior; exposure to situations that could result in physical or emotional harm; or behavior that causes undue stress, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in any sanctioned or unsanctioned group or organization at the University. By reference, the University also requires that students comply with hazing laws contained within the District of Columbia code.

B. District of Columbia Law: Hazing is any initiation of applicants to or members of a student or fraternal organization in which a person or people knowingly or recklessly organize, promote, facilitate or engage in any conduct, which places or may place another
person in danger of bodily injury. Any person who hazes or takes part in hazing activities on or off the property of any university located within the District of Columbia shall be deemed guilty of a misdemeanor and on conviction, is subject to a fine of up to $1,000, or imprisonment of up to 6 months. Any fraternity, sorority, or group recognized by any university within the District of Columbia who knowingly or recklessly permits hazing on or off the property of any university located within the District of Columbia shall be subject to a fine of not more than $5,000.00. The implied or expressed consent of a student shall not be a defense under this section.

C. **Examples of Hazing**: Depending upon circumstances, these activities have at one time or another been construed as hazing by the courts and/or institutions of higher education. Such actions are often required or implied as conditions of inclusion or exclusion from a group, formal or informal. Thus, hazing may be perpetrated by individual(s), individual against group, or group against individual.

- Requiring calisthenics such as sit-ups, push-ups, running, or any form of physically abusive exercise;
- Forcing, requiring, or endorsing consumption of alcoholic beverages or any other drug;
- Requiring the carrying of items such as rocks, bricks, pumpkins, etc.;
- Requiring the ingestion of an undesirable, unwanted substance (e.g. spoiled food, drink concoctions, etc.);
- Scavenger hunts, treasure hunts, road trips, kidnappings, drop-offs, or any other such activities;
- Morally degrading or humiliating games and activities such as requiring members to sign in public or act like animals;
- Assigning or endorsing pranks such as borrowing or stealing items, painting property and objects, or harassing other individuals or groups;
- Deprivation of sleep;
- Blindfolding or hand-tying;
- Verbal harassment including yelling and screaming;
- Blindfolding or hand-tying;
- Requiring any personal servitude such as running errands;
- Line-ups, kangaroo courts, or any interrogations not consistent with legitimate testing for information about the history, purpose or direction;
- Requiring new members to wear publicly apparel that is conspicuous and/or not normally in good taste;
- Requiring new members to be branded;
- Requiring new members to answer phones or doors with chants, riddles, songs, or rhymes;
- Deceptions and/or threats contrived to convince the new member he or she won’t be able to join the organizations;
- Conducting activities that do not allow adequate time for study or sleep;
- Requiring new members to yell when entering or leaving any residence hall or building;
- Work projects without the participation of the full membership
- Any action which could be perceived as inflicting physical abuse/harm to an individual, for example, paddling or throwing things at new members.

**PLEASE NOTE:** This list is by no means covers all activities and actions that can be considered hazing.

D. **Statement on Hazing**: Howard University recognizes that student groups and associations including, but not limited to clubs and organizations, fraternities and sororities are an integral part of the University. They contribute to the academic and social experience of the students and the University community. This relationship carries with it certain rights
of the University to protect and preserve an appropriate environment in which all students and organizations may operate. As such, all students are expected to conduct themselves as responsible members of the University community and to respect their fellow citizens.

17. Media Contact

Students are expressly prohibited from speaking to any media outlet, organization or publication on behalf of, or as a representative of, Howard University. Similarly, students are expressly prohibited from inviting the same to any University-owned or operated property, facility, or event without the express written permission of the Office of University Communications.

18. Non-forcible Sex Offense

A. Unlawful, non-forcible sexual intercourse.

B. Incest – An act committed that involves non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

C. Statutory Rape – engaging in a sexual act that involves non-forcible sexual intercourse with a person who is under the statutory age of consent.

19. Organization and Event Registration

Failing to comply with policies and regulations governing the registration of student organizations, events on campus, off-campus house parties or the use of University facilities or resources is strictly prohibited. Failing to comply with regulations set forth in any and all applicable policies regarding the recognition of organizations is also strictly prohibited. Disciplinary action may be imposed upon a recognized student organization by the Office of Student Activities for violations of any applicable regulations set forth in University policy, the organization’s charter, constitution and/or bylaws or any other policies or procedures regarding the recognition of an organization.

20. Presenting False Testimony

Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process could result in disciplinary action.

21. Property Damage

A. The attempted or actual unauthorized removal, use of or defacing of University property, property under University custody or control or property of another individual or group that results in its destruction or damage.

B. Destroying, defacing, removing or damaging the property of others on University premises or at University-sponsored activities.

22. Safety

A. Causing any experience, condition or environment that jeopardizes the safety of individuals, groups of individuals, or the University Community, both on and off campus; participating in conduct or behavior that explicitly endangers the safety and well-being of yourself or others are strictly prohibited.

B. Tampering with safety measures or devices including, but not limited to, alarm systems, fire extinguishers, exit signs, emergency phone systems, smoke or heat detectors, fire hoses, security systems, locked exterior or interior doors, and sprinkler systems is strictly prohibited.

C. Failing to comply with safety regulations including, but not limited to, 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 is strictly prohibited.

D. Falsely reporting the presence or threat of a bomb or any other dangerous device or condition; falsely reporting any potentially dangerous and/or hazardous incident are strictly prohibited.

E. Failing to report an event or act that would potentially endanger members of the University Community when you know, or have reason to know, of such an event or act is strictly prohibited. This event or act can be presently taking place or can be proposed for a future date and/or time.

23. Sexual Harassment
Howard University is committed to providing students with educational opportunities free from sexual harassment and discrimination based upon gender, gender expression, gender identity or sexual orientation. It is also committed to working towards ensuring that the campus community is free from sexual violence. Sexual Harassment is not only addressed in this Code, but also in the Howard University Title IX (Student) Policy on Prohibited Sexual Harassment and Gender-Based Discrimination in Education Programs and Activities, which details the process for reporting and investigating sexual harassment claims. This policy is located in the H-book and on the University’s policy website at: http://www.howard.edu/secretary/documents/400-005TitleIXStudents.pdf

Sexual Harassment” is defined as: 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 affect 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.

**Examples of Sexual Harassment** – The following examples are illustrative of conduct that, if proven, may be considered by the University to establish sexual harassment in an academic setting:

- unsolicited, unwelcomed flirtations, advances, and/or propositions of a sexual nature;
- insults, jokes, or anecdotes that belittle or demean an individual or a group’s sexuality or gender;
- unwelcomed sexually-oriented gestures, verbal expressions, or comments of a sexual nature about an individual’s body, clothing, or sexual experience;
- inappropriate displays of sexually suggestive objects or pictures;
- unnecessary and inappropriate touching, such as hugging, or brushing against an individual’s body; patting, pinching,
- 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
- suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual’s employment, work assignments, status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation.

**24. Smoking**

Smoking and the use of tobacco are prohibited in all indoor locations, including classrooms, offices, residence and dining halls, balconies, stairwells, common areas, and other private residential spaces that are on University property or maintained by the University for members of the University community.

Smoking and the use of tobacco are prohibited in and on University-owned outdoor spaces, including walkways, the Yard, and sports and recreational areas.

Also, smoking is prohibited in University-owned, leased or rented vehicles, regardless of location.

Smoking and tobacco products, such as cigarettes, electronic smoking devices, cigars, pipes, hookahs, and chewing tobacco, are prohibited from use or sale and distribution on University property.

More information regarding the University’s Smoke-Free and Tobacco-Free Policy is located on the University’s policy website at: http://www.howard.edu/secretary/policy/directory.htm

**25. Theft**

The stealing or attempted theft of property and/or services; knowingly possessing or transporting stolen property; or improperly using or converting the property of another for personal use is a violation of the Code and may also be a violation of the law.

By reference, the University also requires that students comply with any and all laws within the District of Columbia Code that pertain theft.

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

Entering or using University facilities or property, property in the custody or control of the University or property in the custody or control of another individual or group, for an improper purpose, or without proper authorization, or assisting others in doing so is strictly prohibited.
By reference, the University also requires that students comply with any and all laws within the District of Columbia Code that pertain to unlawful entry and/or trespass.

27. Use of Electronic Communication

Using University telecommunications, data communication networks or any electronic means owned and operated by the University for illegal or improper purposes or in violation of University regulations and policies, or related federal, state, or local laws is strictly prohibited. Electronic Communication use is not only addressed in this Code, but also in (1) the Howard University Acceptable Use of University Information Data and Communication Services Policy; (2) the Acceptable Use Policy for Computer and Network Systems; and (3) the Social Media Policy. These policies are located on the University’s policy website at: http://www.howard.edu/secretary/policy/directory.htm

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

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

29. Weapons

A. Possession of weapons including, but not limited to, firearms, items that eject projectiles, knives, blackjack, slingshot, sandclub, sandbag, knuckles, an imitation pistol, dirk, razor blade, or knife with a blade longer than three (3) inches or any instrument, attachment or appliance for causing the firing of any firearm to be silent or intended to lessen or muffle the noise of the firing of any firearms that any reasonable person would consider to have the possibility of doing bodily harm is strictly prohibited.

B. Possessing, using, storing, distributing or transporting firearms, other weapons, explosives, fireworks, ammunition, tear gas or dangerous chemicals, except as authorized for use in class or in connection with University-sponsored research or other approved activities is strictly prohibited.

SECTION VII: 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.

When students are found to be Responsible for violating the Code, they are required to abide by and comply with any and all rendered sanctions. The Office of Student Services monitors such compliance. There is no set sanction for any particular offense, with the exception of automatic expulsion for a felony conviction. Each individual matter is evaluated separately and independently by the Hearing Officer/Hearing Panel and sanctions should reflect the nature and severity of each individual offense. However, in the event a student has previously been before a Hearing Officer or Hearing Panel for violations of the Code, while each individual matter will be evaluated independently, the sanctions imposed upon the student may be based upon the student’s entire record of past alleged and/or guilty behavior.

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. However, evidence of prior violations of the Code may be considered after a determination of Responsible 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, scholarship status, the time in the semester, the term in which the violation occurs, 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 forth in their hearing outcome notification.

E. The imposition of sanctions will be a matter of record maintained in the Office of Student Services. Any and all violations of the *Code* can and will be reported to other colleges/universities, potential employers, professional licensing agencies or other appropriate entities when the University receives inquiries regarding any administrative actions taken against a student.

2. Types of Disciplinary Sanctions

One or more of the following sanctions may be imposed for any violation of the *Code*. Failure to perform or comply with a sanction, as directed, can lead to the imposition of more severe sanctions, up to and including suspension or expulsion.

The identified sanctions do not represent the full range of sanctions that may be imposed against a student found responsible for a violation of the *Code*.

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. This sanction includes a warning that if the student is found guilty of any other violation of the University’s *Code*, he/she will be subject to more severe disciplinary action.

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 the Director of Judicial Affairs for final approval, prior to submission to the Complainant(s).

C. **Requirement to Seek Counseling**

This sanction may be imposed when a student is found guilty of engaging in disruptive or uncivil behaviors as well as behavior that may cause him/her to be a threat to self or others. In such cases, the student shall be required to provide evidence of attendance and completion of counseling by a qualified professional to the Dean of Student Services.

D. **Participation In, or Conducting, Special Workshops, Classes 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 cases, the student may be required to present a typed summary of the activity to the Dean of Student Services for final approval, prior to conducting such activities.

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 and/or the Director of Judicial Affairs.

H. **Disciplinary Probation**

Disciplinary Probation may be imposed for a specified period of time, not to exceed two (2) years. A student who is under disciplinary probation will not be permitted to participate in any extracurricular activity, including intramural, intercollegiate or club sports, student clubs, fraternities, sororities, social groups and any other organization that is not directly linked to receiving a grade in a particular course. A student on disciplinary probation is prohibited from representing 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, terminated or revoked. Decisions regarding scholarship suspension, termination or revocation will be made by the Vice President for Student Affairs, after consultation with the Dean for 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 failed to meet the stipulations of lesser sanctions. A student may be suspended from the University for (1) the remainder of the semester or summer session during which the sanction is applied, or any portion thereof; (2) the next semester; or (3) any other additional periods determined appropriate by the University. In the event of a limited-term suspension, tuition and fees will be forfeited if the violation occurs after the refund period as recorded on the University Calendar.

Suspensions are recorded on the student’s permanent record (official transcript). Students suspended from the University are required to immediately return all University property, including, but not limited to, their student identification cards, room keys and other University property. Suspended students will also be barred from the campus for the duration of their suspension. Exceptions may be granted to this prohibition by the Dean of Student Services, if it is determined 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 re-admitted 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 includes all conditions described in Limited Term Suspensions above, and an inability to be considered for readmission to the University for a two (2) year period following the suspension. This sanction is used in cases of extremely serious misconduct. Prior to being granted readmission, any student subject to indefinite suspension must present evidence of rehabilitation to the Vice President for Student Affairs. Upon consideration, the Vice President for Student Affairs shall have sole discretion regarding whether readmission to the University will be granted.

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 never eligible for readmission to the University and is permanently barred from Howard University owned and/or operated property and from all University-sponsored events. Students expelled from the University are immediately required to return any and all University property, including, but not limited to, any student identification cards, room keys, and other University property and must leave campus immediately upon notification of being expelled. 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 VIII: PROCEDURE FOR READMISSION AFTER DISCIPLINARY SUSPENSION

A student temporarily suspended will be considered for readmission only after the student submits a Request for Readmission After Disciplinary Suspension form to the Office of Student Services and a Request for Readmission form to the Office of the Registrar.

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

SECTION IX: REVISIONS OF THE STUDENT CODE OF CONDUCT AND JUDICIARIES

1. **Periodic Review**

The Office of Student Services will conduct a full formal review of the Code no less than every five (5) years or at such other times as it deems appropriate to determine if the Code should undergo a full revision.
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. The Dean of Student Services will form a committee composed of faculty, administrative staff and students to review the “*Code*” 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 appropriate notice, names are not submitted, the Dean of Student Services shall unilaterally make appointments.

B. An open forum for students, 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.

C. After receipt of all recommendations, the draft of the revised *Code* will be completed by the Dean of Student Services and forwarded to the Vice President for Student Affairs and the Provost for review and comment.

D. The final draft will be submitted for review to the General Counsel.

3. Forwarding for Approval

After review by the General Counsel, the final document will be forwarded through the Vice President for Student Affairs and the Provost, to the President for final review and presentation to the Board of Trustees for final approval.

4. Amendments

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

Approved by the Board of Trustees on *April 17, 2015*
I. POLICY STATEMENT

Howard University (the “University”) reaffirms its commitment to providing students with educational opportunities free from sexual harassment and discrimination based upon gender, gender expression, gender identity, 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 ability, experience, effort, and performance; and (b) provided conditions for educational pursuits that are free from gender-based coercion, intimidation, or exploitation.

Sexual harassment (hereinafter referred to as “harassment”) and gender-based discrimination (hereinafter referred to as “discrimination”) are violations of both federal and local law. They can result in physical and psychological harm to victims, while corrupting the positive work and academic environment the University strives to maintain. Therefore, harassment or discrimination on the part of any member of the Howard University community shall not be tolerated under any circumstance and is strictly prohibited under both Title IX (applicable to students) and Title VII (applicable to faculty and staff).

The University considers harassment and discrimination to be extremely serious matters. In accordance with federal law, the University has a legal obligation to investigate all allegations of harassment and discrimination. This obligation arises when the University knows with certainty or has reason to believe that sexual harassment or discrimination may have taken place. Upon learning of any such allegations, the University must use its best efforts to investigate all matters brought to the attention of a Title IX Officer or a Responsible Employee. Therefore, upon learning of potential prohibited activity, the University may take action to investigate an allegation even if the alleged victim does not file a formal written complaint.

Under this policy, every complaint submitted to the University, by or against a student, will be reviewed and investigated to the fullest possible extent. However, the submission of false, spurious, or frivolous claims will result in the immediate consideration of disciplinary action, up to and including suspension or expulsion. Additionally, submission of a complaint alleging harassment or discrimination is considered to be a protected activity. As such, retaliation against a Complainant, Dean, Title IX Officer, administrator, faculty member, witness or individual involved in any aspect of the investigative process under this policy is strictly prohibited and will be sanctioned accordingly.

Further, this policy is not designed to limit the academic freedom of University Faculty. The University prides itself on affording faculty with a fair opportunity to teach, conduct research, and provide services to the community in a setting that allows the academic freedom necessary to cultivate a wide expanse of ideas and teaching methods. The University encourages 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 this policy and the legitimate rights of students.

It is important to note three considerations that inform the application of this policy:

(1) University Prohibition on Consensual Relationships

Sexual relationships, including dating, between students and faculty, staff, or any other type of University employee are strictly prohibited under this policy regardless of whether such a relationship may violate the law. Therefore, violations of this prohibition by a faculty member, staff member, or any other type of University employee and a student may lead to disciplinary action against one or both parties.

(2) University Policy on Indemnification

In any legal action or proceeding precipitated by a violation of this policy, in which the University and a member of the University community are named as “codefendants”, the University may
refuse to defend and/or indemnify any co-defendant who is responsible for that violation. If a complaint is filed in court and a legal action is thereby commenced against the University and/or such employee, the University may decline to represent the employee and may also decline to provide that employee any indemnification for damages awarded against him or her. Additionally, 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 interests of the University.

The decision regarding defense and indemnification will be based solely on the General Counsel’s determination as to whether the co-defendant acted in good faith and not in a manner adverse to the best interests of the University. In addition to its refusal to defend and indemnify, in appropriate cases, the University may also file a legal action against a member of the University community to reimburse the University for any loss it may incur as a result of that person’s violation of this policy or any applicable provision of law.

(3) University Amnesty Statement

The University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to file a complaint or provide a report because drinking and drug use may be a violation of the Student of Code of Conduct and District of Columbia law. In order to encourage reporting and remove barriers to doing so, any individual who reports sexual harassment, sexual misconduct, sexual assault or sexual violence, either as a Complainant or as a third party witness, will not be subject to disciplinary action by the University for his/her/their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health, safety or well-being of any other person at risk. The University may, however, advise a student to engage in an educational discussion regarding the dangers of alcohol consumption or drug use or to pursue other educational and counseling activities regarding such use.

The Title IX Coordinator and Deputy Title IX Coordinator are primarily responsible for implementing this policy and ensuring that all students and Responsible Employees are adequately trained or otherwise made aware of their rights and responsibilities under this policy. The provisions of this policy extend to all undergraduate, graduate, transfer, international and/or domestic exchange students as well as all residents and individuals receiving education and/or training at the University. Additionally, each and every faculty and staff member is expected to comply with all terms set forth in this policy. In the event that a faculty or staff member experiences harassment or discrimination, he or she is encouraged to contact the University’s EEO Officer for guidance and further action under the University’s Title VII policy.

The Chief Operating Officer shall ensure that appropriate notice of this policy and its contents are distributed to all University vendors and those seeking to do business with the University; these individuals are also required to comply with all of the University’s prohibitions against harassment and discrimination, as set forth within this policy.

II. RATIONALE

Title IX of the Education Amendments of 1972, as amended (“Title IX”), and its implementing regulations (34 CFR Part 106) prohibit any individual from being excluded from participation in, denied the benefits of, or subjected to discrimination under any education program or activity on the basis of gender. In compliance with this federal regulation, it is the policy of the University not to discriminate on the basis of gender in the education programs and activities that it operates. This prohibition against discrimination also extends to employment in education programs and activities and to admission to such programs and activities.

Further, this policy is designed to protect all University students from illegal and improper forms of harassment and discrimination. It provides students with an opportunity to seek redress against any individual in violation of the policy and allows the University to reaffirm its commitment to providing educational opportunities free from the negative effects of sexual harassment and discrimination.

III. ENTITIES AFFECTED BY THIS POLICY

This policy applies to all students of the University community. More specifically, in any instance where a student is named as either the Complainant or the Respondent in a matter alleging harassment and/or discrimination, this policy will be applied. However, it is important to note that all faculty and staff members are expected to know and comply with the terms of this policy. Moreover, the prohibitions of harassment and discrimination contained in this policy extend to third parties, including those serving as contractors and vendors doing business at and/or with 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 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 harassment, or from taking appropriate remedial action.

Finally, it is important to note that 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 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.

IV. DEFINITIONS

A. Complainant - The party reporting the alleged Title IX violation. The Complainant can be the person who experienced the alleged action, a third party who witnessed the alleged action or a person who knows or has reason to know of the alleged action.

B. Confidential Employee - Licensed counselors and pastoral counselors whose official responsibilities include providing mental health counseling to members of the school community are not required by Title IX to report any information regarding an incident of alleged sexual violence to the Title IX coordinator or other appropriate school designee. However, licensed counselors and pastoral counselors not acting in the capacity of a licensed counselor or pastoral counselor at the time of the disclosure ARE NOT considered confidential employees. NOTE: Interpersonal Violence Prevention Program advocates are Confidential Employees.

C. Consent - When a person clearly and decisively gives voluntary permission to engage in a specific sexual act without fear of reprisal or as a result of threats. A person can withdraw consent at any time during a sexual activity. A person cannot give consent to engage in a sexual activity if she or he is:

1. Under the age of consent.
2. Mentally or physically incapacitated.
3. Sleeping.
4. Being threatened or coerced.
5. Intoxicated by alcohol or drugs.

D. Gender - The sex of an individual, male or female, based on reproductive anatomy.

E. Gender-Based Discrimination - Any intentional or unintentional act that results in an individual being excluded from participation in, denied the benefits of, or subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity based upon the individual’s gender.

Examples of Gender-Based Harassment - Specifically, under this policy, in providing any aid, benefit, or service to a student, the University shall not:

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 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
7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.
F. **Gender Expression** - The physical manifestation of one’s gender identity, usually expressed through clothing, grooming, mannerisms, chosen names, and social interactions that associate with the social definitions of masculinity and femininity, rather than birth sex.

G. **Gender Identity** - A person’s self-conception of being a man or woman or boy or girl.

H. **Marital Status** - The legal status of being married or unmarried.

I. **Preponderance of Evidence Standard** - The standard upon which all complaints will be reviewed and decided. Under this standard, if the evidence suggests that it is more likely than not that the alleged incident occurred (51% likely), there will be a finding that a Title IX violation has occurred.

J. **Respondent** - The party accused of committing a Title IX policy violation.

K. **Responsible Employee** - Every individual employed by Howard University and Howard University Hospital. ALL Responsible Employees have a duty, an obligation and a responsibility to report any known or suspected violation of this policy to a Title IX Officer as soon as he or she learns of it, no matter how he or she learns of this information.

L. **Sexual Assault** - Rape, attempted rape, forced sexual intercourse including forcible sodomy, sexual assault with an object and/or sexual battery; any unwanted sexual contact or threats; and any non-consensual sexual contact, including unwanted touching or forcible fondling.

M. **Sexual Harassment** - 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 affect 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.

   **Examples of Sexual Harassment** - The following examples are illustrative of conduct that, if proven, may be considered by the University to establish sexual harassment in an academic setting:
   
   (1) unsolicited, unwelcomed 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) unwelcomed 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 hugging, or brushing against an individual’s body; patting, pinching;
   
   (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, status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation.

N. **Sexual Misconduct** - Sexual assault, sexual harassment, sexual exploitation and sexual intimidation.

O. **Sexual Orientation** - An individual’s natural preference when developing emotional and/or sexual relationships with people of the same sex (homosexual relationships), opposite sex (heterosexual relationships) or either sex (bisexual relationships).

P. **Sexual Violence** - Physical sexual acts perpetrated against a person’s will or where a person...
is incapable of giving consent due to the victim’s intellectual or other disability and/or use of drugs or alcohol. Acts of sexual violence include rape, sexual assault, sexual battery, and sexual coercion. Sexual violence is a form of sexual harassment prohibited by federal and local law.

Q. **Title IX Officers** - Individuals tasked with the responsibility of investigating all complaints alleging harassment or discrimination under this policy and training the University community about Title IX and this policy. Title IX Officers include the Title IX Coordinator, the Deputy Title IX Coordinator and any other investigators working under the leadership and direction of the Title IX Coordinator.

R. **University Community** - All members of the Howard University community including, but not limited to, members of the Howard University Board of Trustees, students, faculty, administrative personnel, staff and those who are conducting any type of business on any of the University premises, i.e., independent contractors and individuals engaged and/or participating in educational or other activities hosted by the University.

V. **POLICY PROCEDURES**

In determining whether alleged conduct constitutes harassment or discrimination under this policy, the University will look at the entire record as a whole and consider the totality of the circumstances. This inquiry will examine information such as the nature of the sexual advances and the context in which the alleged incidents occurred. All determinations of the appropriateness of a particular action will be based upon a thorough and comprehensive review the facts, and made on a case-by-case basis utilizing the preponderance of the evidence standard.

A. **Rights of the Complainant**

Any student member of the University community who believes that he or she has been subjected to harassment or discrimination, in violation of this policy, is urged to promptly pursue the matter and to file a complaint, as advised below. Additionally, any person who knows or has reason to know that a student has been subjected to harassment or discrimination is also urged to promptly report this information to a Responsible Employee or to file a complaint with a Title IX Officer. The complaining party will not be reprimanded, retaliated against, or discriminated against in any way for initiating an inquiry or complaint in good faith.

The Title IX Coordinator is Carol McKinnon. She is located in:
Carnegie Hall
2395 6th Street, N.W., Suite 200
Washington, D.C. 20059
Phone: (202) 806-4343    Email: cmckinnon@howard.edu

The Deputy Title IX Coordinator is Candi Smiley. She is located in:
The Administration Building
2400 6th Street, N. W., Suite 323
Washington, D.C. 20059
Phone: (202) 806-2561    Email: candi.smiley@howard.edu

All Complainants have a right to have an advocate of his or her choosing present during any meeting or proceeding related to this investigation. However, when present, advocates are not permitted to speak or otherwise provide advice or counsel during any meeting or proceeding conducted in accordance with this policy.

B. **Rights of the Respondent**

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

Respondents have a right to have an advocate of his or her choosing present during any meeting or proceeding related to this investigation. However, when present, advocates are not permitted to speak or otherwise provide advice or counsel during any meeting or proceeding conducted in accordance with this policy.

C. **Procedures for Investigating and Resolving Sexual Harassment and Gender-Based Discrimination Complaints in Educational Programs or Activities**

(1) **Immediate Assistance For Victims of Sexual Misconduct and Sexual Violence**

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Medical Services

If a student has been the victim of sexual misconduct or sexual violence, he or she may need to receive medical treatment. Medical services are available at:

Howard University Hospital
2041 Georgia Avenue, N.W.
Washington, D.C. 20060
Phone: (202) 865-1131

Students can also receive medical services at:

Howard University Student Health Center
2139 Georgia Avenue, N.W.
Washington, D.C. 20059
Phone: (202) 806-7540

NOTE: Rape Kits and SANE Exams are ONLY available at:

WASHINGTON HOSPITAL CENTER
110 Irving St. N.W.
Washington, D.C. 20010
Phone: (202) 877-7000

Support Services

Support Services are available through:

The Howard University Interpersonal Violence Prevention Program
2225 Georgia Avenue N.W. Suite 508
Washington, D.C. 20059
Phone: (202) 238-2382

-and-

University Counseling Services
CB Powell/School of Communications Building
6th and Bryant Streets, N.W.
Washington, D.C.
Phone: (202) 806-6870

Law Enforcement Assistance

Victims of sexual misconduct and sexual violence are strongly encouraged to immediately contact the Howard University Department of Public Safety (DPS) and/or the Metropolitan Police Department in order to report such incidences to law enforcement.

The Howard University Department of Public Safety may be reached at:

Department of Public Safety
2244 10th Street, N.W., Suite 270
Washington, D.C. 20059
Phone: (202) 806-1100

The District of Columbia Metropolitan Police Department may be reached at:

Metropolitan Police Department
1620 V Street, N.W.
Washington, D.C. 20009
Third District Main Phone: (202) 673-6815; or
The Detectives Office Phone: (202) 673-6918

(2) Filing a Complaint

Any and all potential violations of this policy, including known and/or suspected harassment or discrimination by or against a student should immediately be brought to the attention of a Title IX Officer or a Responsible Employee. This includes acts of discrimination, harassment and retaliation that are committed by other students, faculty or staff members, administrative personnel at the University and at Howard University Hospital, individuals doing business on University property, those engaged in educational or extracurricular activities on University property and visitors. When reporting such incidences, the Complainant should do his or her best to provide as much information as possible, including, but not limited to, the name of each person involved, the date and time of the
incident, the location where the incident occurred, a specific description of what occurred and any other information on which the complaint is based.

Immediately upon learning of a potential violation of this policy, the Responsible Employee must contact either the Title IX Coordinator or the Deputy Title IX Coordinator to report any and all known information related to the incident.

All complaints that are brought to the attention of a Responsible Employee must be submitted to a Title IX Officer.

Students are encouraged to consult with the Title IX Coordinator or the Deputy Title IX Coordinator if they have any questions regarding this policy, including, but not limited to, the appropriateness of filing a complaint.

Once the Complainant files a complaint, the Title IX Officer will commence an investigation in accordance with this policy.

NOTE: If the performance of a duty or responsibility, under this policy, creates an actual or apparent conflict of interest or is a violation of another University policy, the General Counsel may reassign duties and/or responsibilities of such employees on a case-by-case basis to avoid such conflict or violation. The General Counsel will make all conflict of interest determinations.

Moreover, in addition to or instead of the persons described in the preceding paragraphs, a student may file a complaint of sexual harassment, 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 telephone number of the appropriate OCR District are as follows:

U. S. Department of Education
Office for Civil Rights
District of Columbia Office
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1475
Telephone: (202) 453-6020
FAX: (202) 453-6021
TDD (877) 521-2172

Student are encouraged to file a complaint within 120 calendar days following the date of the alleged harassment or discrimination. However, the University will investigate each and every complaint filed regardless of when the incident is reported. While the University is firmly committed to protecting all students from harassment or discrimination in educational programs or activities, failure to timely file a complaint with a Title IX Officer or a Responsible Employee may adversely affect the ability of the University to take any remedial action under this policy.

Notice to the Respondent

The Respondent shall be informed, in writing, of the complaint and the allegations made against him or her. The Title IX Officer will notify the Respondent of the allegations within 10 calendar days of receiving the complaint and speaking with the Complainant to learn more information, and/or the person who experienced the action if the complaint was submitted by a third party, when necessary. Upon receipt, the Respondent will then have an opportunity to submit a written response to the charges. This response must be submitted to the Title IX Officer within 7 calendar days of receiving notice of the complaint.

Please be advised that any allegations of sexual harassment, sexual misconduct or sexual violence may also be criminal violations. As such, any information obtained during the course of an investigation may be subject to review and action by law enforcement.

Confidentiality

To the fullest extent practicable, complaints of harassment or discrimination will be processed confidentially and consistently with the University’s need to investigate and take corrective action against such behavior. While the vast majority of investigations involve disclosure of the Complainant’s identity to the Respondent, there may be situations where state and/or federal law prohibits disclosure or where the Complainant requests for his or her identity to remain confidential during the course of the investigative proceedings. Therefore, unwillingness to be identified should not prevent a person from reporting and filing a complaint.
In the event a Complainant requests to keep his or her identity anonymous, the Title IX Officer will inform the Complainant that the confidentiality request may limit the University’s ability to respond to the allegations and address the University’s provisions against retaliation.

If the Complainant continues his or her request for confidentiality, the University will take all reasonable steps necessary to investigate the allegations contained in the Complaint. However, the University cannot guarantee complete confidentiality, especially if the Title IX Officer, after consultation with the Office of the General Counsel, determines that resolution of the complaint requires disclosure to conduct an effective investigation or that confidentiality concerns are outweighed by the University’s interest in protecting the safety, welfare, and well-being of others. Additionally, once a Title IX Officer knows or has reason to know of a potential violation of this policy, the Title IX Officer must use reasonable efforts to determine the threat to the University and investigate the allegations based upon the information provided/supplied by the Complainant.

The University is committed to maintaining the confidentiality of all Title IX matters as well as the confidentiality of any and every individual participating in or aware of an investigation. Any willful and/or deliberate breach of this confidentiality is strictly prohibited and may result in disciplinary action, up to and including suspension, expulsion or termination.

(6) \textbf{Interim Remedial Measures}

Promptly upon learning of potential harassment or discrimination, the Title IX Officer will consult with the Complainant to determine whether interim remedial measures should be taken to alleviate problems or conflicts that currently exist or that may arise while the investigation is pending. Such measures may involve either the Complainant or the Respondent and may include, but are not limited to, academic & residential accommodation, as well as no-contact orders for students; work reassignments for faculty or staff members, administrative leave, or excusable absences from class and/or work assignments as well as no-contact orders. Such measures, however, shall not be considered disciplinary action against any person and may only be taken with the concurrence of the Provost and/or an appropriate Cabinet-level administrator, after consultation with the Office of General Counsel.

(7) \textbf{Investigation}

The Title IX Officer will have 60 calendar days to conduct an impartial, thorough and timely investigation of all complaints alleging harassment or discrimination under this policy. In the event, additional time is needed, the Title IX Officer will notify the Complainant, in writing, that additional time is needed for completion of the investigation.

Please note, at any time, the University may decide that it is in the best interest of the University to have an outside law firm or consultant conduct a Title IX investigation. In these instances, the Title IX Officer, with the concurrence of the General Counsel, may delegate an investigation to one of these entities. Any law firm or consultant used shall be selected and retained solely by the General Counsel.

In the event an outside law firm or consultant is used to conduct an investigation under this policy, the resulting Report of Investigation may be disclosed only to the extent authorized by the General Counsel.

(8) \textbf{Methods of Investigation}

Investigations \textbf{must} include an interview of the Complainant and \textbf{may} include one or more of the following fact-finding methods:

a. Review of all relevant documents including, but not limited to, academic and judicial records, emails, social media posts and communications, pictures, phone records, text and voicemail messages, handwritten notes, and law enforcement reports;

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 Title Officer to those person’s described in (b) above.

(9) \textbf{Resolution}

Once the investigation has been completed, a Report of Investigation shall be prepared by the Title IX Officer (or the designated outside law firm or consultant). In most circumstances, this Report will be submitted to the Provost. However, in the event the Alternative Procedures are invoked, the Report of Investigation will be submitted in accordance with that provision. Alternative Procedures are set forth below in Section (11).

The Report shall contain a description of the complaint, a statement of the methodology used to
investigate the complaint, findings of material fact, and a recommendation from the Title IX Officer as to whether the allegations are sustained by the facts. If the Title IX Officer determines that the University’s Title IX policy has been violated, the Report shall also contain a recommendation stipulating what sanctions, if any, are appropriate under the circumstances. This Report must be completed within the 60-calendar day investigation period. Please note, this Report is for internal purposes only and will not be shared with any party.

The Title IX Officer will then forward the Report of Investigation to the Provost. Upon receipt, the Provost will then have 10 business days to review the report and determine if he or she: 1) agrees with the findings and the recommended disciplinary action; 2) agrees with the findings but disagrees with the recommended disciplinary action; or 3) disagrees with the findings. In the event the Provost disagrees, in whole or in part, with the recommendations of the Title IX Officer, the Provost will make the appropriate changes and his or her changes will constitute the final decision on the matter.

(10) Outcome Notification

Once the Provost has rendered a decision, both the Complainant and the Respondent will be contacted to schedule an individual Findings Meeting. Initial contact to schedule the meeting will be made within 10 calendar days of the date the Provost renders his or her final decision. During this meeting, each party will be notified of the results of the investigation. In the event the allegations are sustained, both parties will be apprised of the sanctions rendered by the Provost. Once the Provost has rendered his or her decision, that decision is final and may not be appealed to any other authority.

In the event that the allegations are sustained against a Faculty or staff member, within 10 calendar days of the last Findings Meeting, the Title IX Officer will forward the recommended sanctions to the appropriate University Officer as follows:

Faculty: Provost and Chief Academic Officer
Staff: Director or Department Head
Hospital Staff: Associate Vice President for Administration and Operations

Recommended sanctions for Faculty or Staff may include, but are not limited to: administrative leave without pay; restitution; suspension; requirement to receive counseling through the Employee Assistance Program; Title IX training, a no contact order, a campus-wide barring order, a requirement to cease doing business with the University or termination.

In the event that the allegations are sustained against a student, within 10 calendar days of the last Findings Meeting, the Title IX Officer will forward the imposed sanctions to the Office of Judicial Affairs for implementation and execution.

Recommended sanctions for students may include, but are not limited to: academic and/or social probation; disciplinary probation; community service, restitution; limited-term suspension; indefinite suspension; expulsion; a campus-wide barring order; a no contact order; a written apology; a requirement to receive counseling through the University Counseling Service; and/or Title IX training.

Upon receipt, the appropriate University Officer will be responsible for implementing the imposed sanctions.

Even if no harassment or discrimination has been found, the Provost may determine that one or both parties should receive training on Title IX, alcohol consumption, drug use or any other subject matter relevant to the information contained within the Report of Investigation. Training is neither designed to be nor considered to be a punishment and will not be characterized as such; however, if training is recommended, completion is mandatory.

(11) Alternative Procedures

If the Provost, Vice President (or person of similar rank) is the subject of a complaint of harassment or discrimination, the Title IX Officer will forward the Report of Investigation to the President, who will make the final determination regarding appropriate sanctions. If the President, in his individual capacity, is the subject of such a complaint, the Title IX Officer shall immediately notify the General Counsel who, in turn, will recommend a special investigative protocol to the Chairman of the Audit and Legal Committee of the Board of Trustees. Thereafter, the complaint shall be investigated as directed by said Committee.
VI. SANCTIONS
Engaging in any act that is found to be a violation of this policy, 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.

In all cases, the appropriate University Officer is responsible for imposing all sanctions. Additionally, after consultation with the Title IX Coordinator, the appropriate University Officer is responsible for taking any recommended remedial action necessary to promptly and effectively eliminate the harassment or discrimination, prevent its recurrence, and protect the Complainant from future incidents.

VII. HYPERLINKS
www.howard.edu/policy
Emergencies & Alerts
Related Policies:
   600-001 Student Code of Conduct
   400-011 Response to Domestic Violence, Dating Violence, Sexual Assault and Stalking Policy
   600-002 Students Privacy Rights Policy (FERPA)

Resources:
   Title IX: U.S. Department of Education
HOWARD UNIVERSITY POLICY

Policy Number: 400-011: Governance, Risk and Compliance

Policy Title: RESPONSE TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING POLICY

Responsible Officer: Provost and Chief Academic Officer
Director, Howard University Interpersonal Violence Prevention Program

Responsible Offices: Office of the Provost and Chief Academic Officer
Howard University Interpersonal Violence Prevention Program

Effective Date: June 30, 2015

I. POLICY STATEMENT

It is the policy of Howard University (“the University”) to maintain a safe and healthy living, learning and working environment for students, faculty and staff free of harassment, exploitation, or intimidation. In furtherance of this policy, it is incumbent upon all members of the University community to be aware that the University does not tolerate dating violence, domestic violence, sexual assault and stalking and that such behaviors are prohibited both by University policy and by law. The University responds promptly and effectively to reports of dating violence, domestic violence, sexual assault and stalking and takes appropriate action commensurate to the violation and in accordance with University policy and pertinent federal and local laws.

The purpose of this policy is to provide guidance to the University community in responding to incidences of dating violence, domestic violence, sexual assault and stalking. It is informed by the collaborative and comprehensive report developed by multiple University offices under the Howard University Interpersonal Violence Prevention Program (IVPP).

II. RATIONALE

The Campus Sexual Violence Elimination Act (SaVE) was passed with the 2013 Violence Against Women Act in March 2013. It requires that universities: have policies and procedures on domestic violence, dating violence, sexual assault and stalking; provide mandatory orientation on all four areas to incoming students and employees annually; provide bystander intervention training to incoming students, faculty and staff annually; provide ongoing education and awareness programs for students and faculty in the four areas throughout the academic year; provide annual training for law enforcement and judicial officers in each area; have policies and procedures for each of the four areas and judicial policies and processes that align with required federal requirements; and provide advocacy for victims.

III. ENTITIES AFFECTED

This policy pertains to the University in its entirety. All Howard constituents, including students, faculty, staff, alumni, visitors, independent contractors and other members of the University community are affected by and required to abide by this policy.

IV. DEFINITIONS

When used in this policy, the following terms have the designated meaning:

A. Consent - When a person clearly and decisively gives voluntary permission to engage in a specific sexual act without fear of reprisal or as a result of threats. A person can withdraw consent at any time during a sexual activity. A person cannot give consent to engage in a sexual activity if she or he is:
1. Under the age of consent in the District of Columbia.
2. Mentally or physically incapacitated.
3. Sleeping.
4. Being threatened or coerced.
5. Intoxicated by alcohol or drugs.

B. Dating and Domestic Violence - A pattern of controlling behaviors used by one partner to control the other partner. There are many forms of dating and domestic violence:
1. Physical Abuse - Dating and domestic violence that includes, but is not limited to, hitting, shoving, slapping, pushing, punching, burning, and stabbing. It can also include withholding someone from receiving needed medical care or medication.
2. **Sexual Abuse** - Dating and domestic violence that includes, but is not limited to, forced sex, and forcing someone to have sex without protection, with an object, or with another person.

3. **Psychological and Emotional Abuse** - Dating and domestic violence that includes, but is not limited to, controlling someone’s behavior or actions, isolating a person from friends and family; making threats against a person, his/her family, friends and pets; using social media to make threats; and verbal abuse.

4. **Economic Abuse** - Dating and domestic violence that includes, but is not limited to, taking a partner’s money, and not allowing a person or disrupting a person’s ability to work or go to school.

C. **Sexual Assault** – Rape, attempted rape, forced sexual intercourse including forcible sodomy, sexual assault with an object and/or sexual battery; any unwanted sexual contact or threats; and any non-consensual sexual contact, including unwanted touching or forcible fondling.

D. **Sexual Misconduct** - Sexual assault, sexual harassment, sexual exploitation and sexual intimidation.

E. **Stalking** - A course of conduct that is unwanted, unwelcome and unreciprocated directed at a specific person that would cause a reasonable person to feel fear. Examples of stalking behaviors include, but are not limited to:

   1. Waiting outside a person’s class or residence.
   2. Sending unwanted letters, phone calls, emails, texts, posts to a person.
   3. Following the person.
   4. Sending gifts.
   5. Sending information to others about the person.
   6. Threatening the person.
   7. Vandalizing the person’s property
   8. Tracking the person’s computer and internet use.
   9. Posting improper messages on social media about the person.

F. **University Community** - all members of Howard University including, but not limited to, members of the Howard University Board of Trustees, students, faculty, administrative personnel and those who are conducting any type of business on any of the University premises, i.e., independent contractors and individuals engaged and/or participating in educational or other activities hosted by the University.

V. **POLICY PROCEDURES**

Howard University encourages all members of the University community to report incidents of dating and domestic violence, sexual assault, and stalking. There is no time limit on filing a complaint; however, it may be difficult to substantiate allegations made in a complaint brought after significant time has passed. Therefore, prompt reporting of incidences is encouraged.

In responding to reports of dating and domestic violence, sexual assault and stalking, the Responsible Office, in coordination with other offices within the University, assures a comprehensive service response that includes, but is not limited to, counseling and referral; investigation of allegations; health care; campus housing; and/or coordination with the Metropolitan Police Department and other external law enforcement.

The University’s response is informed by other University policies, e.g., the *Student Code of Conduct, Personnel Guidelines and Statement of Current Benefits*, policies promulgated under Title IX and VII, and pertinent federal and local laws.

Under this policy, the Responsible Office coordinates with other offices within the University to ensure that:

   1. A list is maintained on the University’s website of on-campus and off-campus contacts in the Department of Public Safety, Office of Student Services, Student Counseling Service, Student Health Center, and other University and community resources.
   2. Procedures and processes under this policy are promulgated, posted on the University’s web-
site, and reviewed periodically to assure compliance with the intent of University policy and federal requirements.

3. Annual and periodic training is provided to students, faculty, staff, Department of Public Safety officers, judicial officers, and others as required by federal law.

4. Incident and other requisite reports are provided to the Clery Act Compliance Accreditation Officer in the Department of Public Safety and others, as determined by the Responsible Office, in compliance with federal requirements.

Procedures are delineated in the Howard University Interpersonal Violence Prevention Program (IVPP) Policy and Procedures Manual.

VI. SANCTIONS

Sanctions applied to individuals are delineated in the Howard University Interpersonal Violence Prevention Program Policy and Procedures Manual.

No one acting on behalf of the University may retaliate against an individual for having made a report in good faith under this policy or having participated in an investigation of a sexual assault. Any individual employee who engages in retaliation may be subject to disciplinary action up to and including termination of employment (employees) or expulsion (students). Reports of retaliation will be reviewed and investigated in the same manner in which other allegations of misconduct are handled.

VII. HYPERLINKS www.howard.edu/policy

400-005 Title IX (Student) Policy on Prohibited Sexual Harassment and Gender-Based Discrimination in Education Programs and Activities

HU Interpersonal Violence Prevention Program Resources and Options: http://campussafetyfirst.howard.edu

For Students:
The Student Code of Conduct
http://www.howard.edu/secretary/documents/StudentCodeofConductApprovedApril182015.pdf

For Faculty:
Howard University Faculty Handbook

For Staff:
Office of Human Resources: http://www.hr.howard.edu


Howard University Emergencies and Alerts
**Howard University Campus Safety First Project (CSFP)**

**Campus, Off-Campus and Online Resources**

* For all Howard University emergencies where you are unable to reach one of the offices below, call 202-806-1100 or 202-806-7777.

The Student Health Center also has an emergency number (202) 806-6870, which is available 24 hours a day. Additionally, students have the right to request emergency contraception and sexually transmitted infection services.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone #</th>
<th>Website</th>
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<tbody>
<tr>
<td><strong>On Campus</strong></td>
<td></td>
<td></td>
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<tr>
<td>Department of Public Safety</td>
<td>206-806-1100</td>
<td><a href="http://www.howard.edu/publicsafety/">http://www.howard.edu/publicsafety/</a></td>
</tr>
<tr>
<td>Office of Student Services</td>
<td>202-238-2420</td>
<td><a href="http://www.howard.edu/specialstudentservices/">http://www.howard.edu/specialstudentservices/</a></td>
</tr>
<tr>
<td>University Counseling Service</td>
<td>202-806-6870 Emergency Numbers:</td>
<td><a href="http://www.howard.edu/services/counseling/">http://www.howard.edu/services/counseling/</a></td>
</tr>
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<td>202-345-6709 or 202-714-7471</td>
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<tr>
<td>HU Title IX Office Coordinator</td>
<td>202-806-4343</td>
<td>Carol McKinnon: <a href="mailto:cmckinnon@howard.edu">cmckinnon@howard.edu</a></td>
</tr>
<tr>
<td>Deputy Coordinator</td>
<td>202-806-2561</td>
<td>Candi Smiley: <a href="mailto:candi.smiley@howard.edu">candi.smiley@howard.edu</a></td>
</tr>
<tr>
<td>Division of Student Affairs</td>
<td>202-806-2100</td>
<td><a href="http://www.howard.edu/studentaffairs/default.htm">http://www.howard.edu/studentaffairs/default.htm</a></td>
</tr>
<tr>
<td>Office of Residence Life</td>
<td>202-806-6131</td>
<td><a href="http://www.howard.edu/residencelife/">http://www.howard.edu/residencelife/</a></td>
</tr>
<tr>
<td>Office of the Provost and Chief Academic Officer</td>
<td>202-806-2550</td>
<td><a href="http://www.provost.howard.edu/">http://www.provost.howard.edu/</a></td>
</tr>
<tr>
<td>Howard University Hospital</td>
<td>202-865-6100</td>
<td><a href="http://huhealthcare.com/healthcare/hospital">http://huhealthcare.com/healthcare/hospital</a></td>
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<tr>
<td>Student Health Center</td>
<td>202-806-7540</td>
<td><a href="http://www.howard.edu/studenthealth/">http://www.howard.edu/studenthealth/</a></td>
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<tr>
<td>Office of International Student Services</td>
<td>202-806-7517</td>
<td><a href="https://www.howard.edu/internationalservices/default.htm">https://www.howard.edu/internationalservices/default.htm</a></td>
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<tr>
<td>Office of Student Life &amp; Activities</td>
<td>202-806-5990</td>
<td><a href="http://www.howard.edu/currentstudents/studentlifeactivities/">http://www.howard.edu/currentstudents/studentlifeactivities/</a></td>
</tr>
<tr>
<td>Resource</td>
<td>Phone #</td>
<td>Website</td>
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<td>---------------------------------------------------</td>
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</tr>
<tr>
<td><strong>Off-Campus Resources</strong></td>
<td></td>
<td></td>
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<tr>
<td>DC Coalition Against Domestic Violence</td>
<td>202-299-1181</td>
<td><a href="http://dccadv.org/">http://dccadv.org/</a></td>
</tr>
<tr>
<td>DC Rape Crisis Center</td>
<td>202-232-0789 202-333-7273</td>
<td><a href="http://dcrapecrisiscenter.org/">http://dcrapecrisiscenter.org/</a></td>
</tr>
<tr>
<td>Metropolitan Police Department</td>
<td>202-727-9099</td>
<td><a href="http://mpdc.dc.gov/">http://mpdc.dc.gov/</a></td>
</tr>
<tr>
<td>My Sister’s Place DC</td>
<td>202-529-5991</td>
<td><a href="http://www.mysistersplacedc.org/">http://www.mysistersplacedc.org/</a></td>
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<tr>
<td>Men Can Stop Rape (MCSR)</td>
<td>202-265-6530</td>
<td><a href="http://www.mencanstoprape.org/">http://www.mencanstoprape.org/</a></td>
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<tr>
<td>Sexual Assault Nurse Examiner (SANE) at Washington Hospital Center</td>
<td>202-742-1720</td>
<td><a href="http://www.whcenter.org/">http://www.whcenter.org/</a></td>
</tr>
<tr>
<td>DC Office of Victim’s Services</td>
<td>202-727-3934</td>
<td><a href="http://ovs.dc.gov/">http://ovs.dc.gov/</a></td>
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<td>Domestic Violence Intake Center</td>
<td>202-879-0157</td>
<td><a href="http://mpdc.dc.gov/page/domestic-violence-intake-center">http://mpdc.dc.gov/page/domestic-violence-intake-center</a></td>
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<tr>
<td><strong>Online Resources</strong></td>
<td></td>
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<tr>
<td>National Domestic Violence Hotline</td>
<td>800-799-7233</td>
<td><a href="http://www.thehotline.org">www.thehotline.org</a></td>
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<td>National Sexual Assault Hotline</td>
<td>800-656-HOPE</td>
<td><a href="http://www.rainn.org/get-help/national-sexual-assault-">http://www.rainn.org/get-help/national-sexual-assault-</a> hotline</td>
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<td>National Teen Dating Abuse Hotline</td>
<td>866-331-9474</td>
<td><a href="http://www.loveisrespect.org/about-national-dating-abuse-">http://www.loveisrespect.org/about-national-dating-abuse-</a> helpline</td>
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<td>National Stalking Resource Center</td>
<td>202-467-8700</td>
<td><a href="http://www.victimsofcrime.org/about/programs/stalking-resource-center">http://www.victimsofcrime.org/about/programs/stalking-resource-center</a></td>
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<tr>
<td>Futures Without Violence</td>
<td>202-595-7382</td>
<td><a href="http://www.futureswithoutviolence.org">www.futureswithoutviolence.org</a></td>
</tr>
<tr>
<td>National Network to End Domestic Violence</td>
<td>202-543-5566</td>
<td><a href="http://www.mnedv.org">www.mnedv.org</a></td>
</tr>
<tr>
<td>Institute on Domestic Violence for the African American Community (IDVAAC)</td>
<td>612-624-5357</td>
<td><a href="http://www.idvaac.org/">www.idvaac.org/</a></td>
</tr>
<tr>
<td>National Coalition of Anti-Violence Programs</td>
<td>212-714-1184</td>
<td><a href="http://www.ncavp.org/about/default.aspx">http://www.ncavp.org/about/default.aspx</a></td>
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</table>
I. POLICY STATEMENT

It is the policy of Howard University (the “University) to ensure that information contained within the education records of all students is protected to the fullest extent of the law. In accordance with federal law, the University has a legal obligation to implement a policy addressing the privacy rights of students and to ensure compliance by all members of the University community. To fulfill these obligations, the University has created this Privacy Rights of Students Policy to adhere to the regulations established by the Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”). FERPA affords all students attending an institution of postsecondary education the right to: (1) inspect and review their education records; (2) request an amendment to education records that are inaccurate or misleading and; (3) exercise some level of control over the disclosure of their education records and the personally identifiable information these education records contain. Further, unless otherwise required by law or permitted by a FERPA exception or exemption, information contained within a student’s education record shall not be disclosed to persons outside of the University without the student’s express written consent.

The Provost and Chief Academic Officer is responsible for implementing this policy and for ensuring that all students, faculty members, administrators and other pertinent University officials are fully aware of their rights, responsibilities and obligations under this policy. The provisions of this policy extend to all undergraduate, graduate, transfer, and foreign and/or domestic exchange students as well as all residents and individuals receiving education and/or training at the University. Moreover, it is imperative that this policy is strictly adhered to by all University administrators, staff and faculty members creating, possessing and/or maintaining any written record/document pertaining to students and their behavior, academic performance or any other matter during their matriculation at the University. Student education records must be maintained for a minimum of three years. In addition to being housed on the University’s Policy Office website, this policy will also be published in the annual Student Handbook and on the Office of the Registrar website.

The Provost and Chief Academic Officer shall also ensure that appropriate notice of this policy and its contents are distributed to all University vendors and third parties to whom this policy may apply. If applicable, these individuals are also required to comply with all of the University’s rules and regulations regarding student privacy rights, as set forth within this policy.

II. RATIONALE

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law enacted to maintain the privacy of student records and outline obligations of the institution. This policy focuses primarily on the areas of release of student records and the access provided to these records. This policy and the procedures outlined herein are federally mandated for all institutions that maintain student education records and receive funds under any program administered by the U.S. Department of Education.

III. ENTITIES AFFECTED BY THIS POLICY

This policy applies to all students of the University Community regardless of national origin, immigration status or citizenship status. The provisions of this policy apply to the University in its entirety. All Howard constituents, including students, faculty, staff, alumni, visitors, independent contractors and other members of the University community are affected by and required to abide by this policy.

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 become familiar with its provisions. Moreover, failure to follow these procedures may inhibit or prevent the University from receiving federally administered funds.

While this policy addresses student education records, the regulations contained herein apply to all
students, faculty members and administrators of the University community. This policy applies each time an individual or entity not affiliated with the University community requests information contained within a student’s education record. This policy is extended to third parties, including those serving as contractors and vendors if they create and/or maintain possession of or access to any student’s education record.

IV. DEFINITIONS

A. Directory Information - Information contained in a student’s education record that is generally not considered to be harmful or an invasion of privacy if disclosed. The following non-exhaustive list contains information that the University may release without the express written consent of a student: name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, school or college, credit hours earned, degrees earned, enrollment status, participation in officially recognized sports and activities, and honors and awards received.

B. Education Records - Those records, files, documents, and other materials which contain information directly related to a student and are maintained by an educational institution or by a person acting for such institution. The following do not constitute education records:

1. Records of instructional, supervisory, and administrative personnel in the sole possession of the maker of those records that are not accessible or revealed to any other person, except a substitute teacher or professor;
2. Records maintained by a “law enforcement unit” of the educational institution created by that “law enforcement unit” for the purpose of law enforcement (such as the Howard University Department of Public Safety or its equivalent);
3. Employee files made and maintained in the normal course of business, if the person is employed by the institution but not in attendance at the institution;
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in his or her professional capacity, when such records are made, maintained, or used only in connection with providing treatment to the student and are not available to anyone other than persons providing treatment.

C. Law Enforcement Unit Records - Records that are (a) created by a law enforcement entity, created for a law enforcement purpose, and (c) maintained by a “law enforcement unit” (this includes, but is not limited to, those records of the Howard University Department of Public Safety).

D. Legitimate Educational Interest - Exists when there is a need to know the information at issue in order for a University official to perform his/her professional responsibilities for the University.

V. POLICY PROCEDURES

A. INFORMATION THE UNIVERSITY MAY DISCLOSE

In accordance with the provisions of both FERPA and this policy, the University may disclose personally identifiable information contained within a student’s education records in instances where:

1. A student has provided written consent permitting the disclosure of such information;
2. Directory information has been requested. In this instance, the University may release the directory information contained within a student’s education records without the student’s written consent. However, a student may submit a written statement to the Provost and Chief Academic Officer specifically requesting that no such data be released without his/her written consent.

A. Information the University May Disclose Without Student Consent

The University may disclose information contained within a student’s education records under the following circumstances, without a student’s written consent:

1. Requests Pertaining to a Legitimate Educational Interest: members of the University Community may disclose information contained within a student’s education records to
other University officials, as long as the University uses reasonable methods to ensure that the University officials only obtain access to those education records in which they have legitimate educational interests.

2. Requests by Parents of Dependent Students: information contained within a student’s education records may be disclosed or released to the parents of a student who is considered a dependent for federal income tax purposes. If a student is claimed as a dependent on the federal income tax filings of one or both parents, either parent may be granted access to the student’s education records and the information contained therein. Prior to the release of any information, parents will be required to provide documentation evidencing that the student has been claimed as a dependent for federal income tax purposes.

3. In the Event of a Health or Safety Emergency: in the event the University determines that a student is experiencing a health or safety emergency, parents are expressly included as “appropriate persons” who may receive student record information in connection with the emergency, if the knowledge of the information is necessary to protect the health or safety of the student or other persons within the University community.

4. In Connection with Certain Disciplinary Proceedings Involving Alcohol, Drugs, Crimes of Violence, or Non-Forcible Sex Offenses: the University may disclose information contained within a student’s education records pertaining to any disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the University community. Additionally, the University is permitted to disclose, to a parent or legal guardian, information contained within a student’s education records regarding any violation of federal or District of Columbia law or University policy governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the University determines that the student has committed a disciplinary violation with respect to such use or possession.

5. Requests by Other Schools in Which a Student Seeks or Intends to Enroll: the University may disclose information contained within a student’s education records to officials at another institution when a student seeks or intends to enroll in the other institution. If information is sought by another institution, the University will make a reasonable attempt to notify the student that it intends to release such student education record information.

6. Requests by Authorized Representatives: the University is permitted to release information contained within a student’s education records to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and state and local educational authorities for audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs.

7. Requests Relating to Financial Aid: the University may release information contained within a student’s education records to persons and/or agencies in connection with a student’s application for, or receipt of, financial aid.

8. Requests by Organizations for Studies and Accrediting Organizations: the University is permitted to release information contained within a student’s education records to organizations conducting studies for, or on behalf of, educational institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The University may also release such information to accrediting organizations desiring information to carry out their accrediting functions. When these requests are made, each organization will be required to ensure that a student’s personally identifiable information will not be released or retained after its purpose is served.

9. Lawfully Issued Subpoena Requests: upon receipt of a lawfully issued subpoena, the University may disclose any requested information contained within a student’s education record in order to ensure compliance with the request. Under these circumstances and absent a court order, the University must make reasonable attempts to notify a student that it has been presented with a subpoena or a judicial order requiring the release of such data and that this request seeks information contained within his/her education records.
In accordance with federal law, the University is required to maintain a record of all those persons requesting and/or gaining access to a student’s education records, except when: (a) such disclosures are made to other University officials with a legitimate educational interest and (b) the only information in the student’s education records that is released is directory information.

B. Information Not Subject to or Protected Under FERPA

The following statements and/or records are not considered to be education records under FERPA. Therefore, they can be freely discussed, disclosed or shared, subject to other applicable University, District of Columbia and/or federal laws and provisions:

1. **Statements Made as a Result of Personal Observations or Direct Interactions Not Derived from an Existing Education Record**: neither FERPA nor this policy apply to any personal observations of or direct interactions with students. Therefore, any member of the faculty, staff or University administration is permitted to disclose his/her personal observations of a student to appropriate persons seeking such information. However, if a member of the faculty, staff or University administration describes his/her observations of a student in a written document, the document is subject to the provisions contained within this policy.

2. **Records Created and Maintained by a Law Enforcement Unit for a Law Enforcement Purpose**: investigative reports regarding students and other records created and maintained by law enforcement units are not considered education records as long as the records are created, at least in part, for law enforcement purposes. Therefore, the University is not prohibited from disclosing any information contained within law enforcement unit records to anyone, even when the student has not provided a written consent for disclosure.

3. **Student Medical Treatment Records**: student medical records are not protected by or covered under this policy if they are (1) made or maintained by a physician, psychiatrist, psychologist, or other health care professional acting in his/her professional capacity and (2) made, maintained, or used only in connection with treatment of the student. However, the disclosure of these student medical records is governed by other applicable University policies and federal and District of Columbia laws.

C. Additional Policy Procedures

1. **Right to Inspect and Review Student Education Records**: any student, once enrolled at the University as a student of record, shall have the right to inspect and review his/her student education records within 45 days of the day the University receives a written request for such access. The written request must specifically state the record(s) the student wishes to inspect and must be submitted to the Office of the General Counsel for further action. Submission of a written request to inspect education records does not entitle a student to receive a copy of his/her transcript if there is an outstanding University balance. In the event a student with an outstanding balance wishes to inspect and review his/her student education records, the student will be permitted to view the information contained within the education records, in the presence of an authorized University official, but will not be permitted to leave the University with a copy of his/her transcript.

   Additionally, the University does place limitations on the types of information a student has the right to inspect and review in his/her education records. More specifically, the University is not required to permit students to inspect and review the following:
   
   a. Financial information submitted by parents;
   b. Education records containing information about more than one student;
   c. Confidential letters and recommendations placed in the student’s file;
   d. Confidential recommendations pertaining to admission to any educational institution, an application for employment, and the receipt of an honor or honorary recognition if the student has waived his/her right to access these confidential recommendations. Waiver applies to recommendations only if:
      i. Upon request, the student is notified of the names of all persons making confidential recommendations and
ii. The recommendations are used only for the purpose they were specifically intended

**NOTE:** waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the University.

It is important to note that parents of a dependent student, as defined by the U.S. Internal Revenue Code, may be granted similar access to inspect and review the education records of the University student, upon submission of documentation evidencing that the student has been claimed as a dependent for tax filing purposes.

2. **Right to Seek an Amendment to Education Records:** a student may request that the University amend and/or change information contained within his/her education records, if he/she believes that the information is inaccurate, misleading, or in violation of privacy rights. When seeking an amendment, students must provide a written request specifically identifying the part of the education records they want corrected and specify why they believe the current information is inaccurate. This request should be submitted to the department or unit that created the record (e.g., the Office of the Registrar, the Office for Student Services, the Provost). Students will be required to present written documentation in support of their position prior to any possible correction.

**NOTE**: requests for substantive changes such as a grade change, removal of materials such as received evaluations, or outcome in a judicial proceeding will not be changed under the FERPA amendment process.

Within 30 calendar days of receiving a written request seeking an amendment to education records, the department or unit will consider the request and notify the student of the final determination regarding the request. This notification will be submitted to the student, in writing, and will detail the reasons supporting the University’s decision to either accept or reject the amendment proposal.

3. **Filing a Complaint:** each student has the right to file a complaint with the Department of Education concerning alleged failure by the University to comply with the requirements of FERPA and this Policy. Complaints should be filed, in writing, and addressed to the following:

Family Practice Compliance Office
U.S. Department of Education 400 Maryland venue, SW
Washington, D.C. 20202-5920

**VI. SANCTIONS**

The University will take appropriate remedial measures to sanction the offender, mitigate against the potential for recurrence, and discipline any member of the University community who may have failed to comply with this policy, or may have failed to stop activities in violation of this policy when he or she had the authority to do so.

Failure to carry out the responsibilities established by this policy will give rise to disciplinary action, up to and including separation from the University.

**VII. HYPERLINK**

[www.howard.edu/policy](http://www.howard.edu/policy)

Related Policies:

- Howard University Health Sciences Notice of Privacy Policies

Other Resource Materials:

- U.S. Department of Education, Law and Guidance series – FERPA
- National Association of Colleges and Employers - FERPA Primer: The Basics and Beyond
- Joint Guidance on the Application of FERPA and HIPAA to Student Health Records
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 constraints 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 wide expance 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.
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.

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 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 ß25-121 1. Licenses issued there under 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 statues 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 community wide 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, 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 ON 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.

• **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 the name of the 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 non university 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.

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.
HHoward University Student Association
Constitution

January 1977

Preamble

Article I General Provisions

Article II Policy Board

Article III Executive Branch

Article IV Senate

Article V Undergraduate Student Assembly

Article VI Graduate Student Assembly

Article VII Finance

Article VIII Amendments

Article IX 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 schools and colleges; Improvement of the channels of communication between the administration, students, and faculty; Effective maintenance of relationships with student government organizations at other institution; A mechanism capable of addressing itself to community concerns; Coordination of an overall thrust for student interests and concerns; And 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 these desired goals.

This article was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution.

Article I

General Provisions

Section 1. Name and Operational Calendar

The name of this organization shall be the Howard University Student Association (hereafter HUSA). The elected officers of this organization shall serve office on a twelve month basis from noon on 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-HUSA Senate*

Item 5-Undergraduate Student Assembly (UGSA)

Item 6-Graduate Student Assembly (GSA)

Item 7-All Student Councils of schools, colleges, undergraduate, graduate, or professional programs with hundred and fifty (150) students that are not housed in a school or college 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, and in Spring 2007 in accordance with the provisions of the HUSA Constitution

This section was amended by student referendum March 1, 2011, 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 (HUSA), and not one body or organization within that Association.

Clause B. The Policy Board is that of student government which recommends 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.

Clause D. The Undergraduate Student Assembly shall be the central programming 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 E. The Graduate Student Assembly shall be the central programming body of the Graduate Schools and Colleges, and shall serve to develop, maintain, and coordinate joint programs between the member schools and colleges promote firm reciprocal continuance of this relationship after graduation.

This section was amended by student referendum in Spring 2007 and Spring 2010 in accordance with the provisions of the HUSA Constitution

This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution

Section 4. Qualifications for the Election of Officers

Clause A. All elected officers to the Executive Branch of HUSA, members of the Policy Board, Senate, and UGSA and GSA shall meet the following requirements at the time of election and during their term of office:

The candidate must:

Item 1- Have been a full-time student the semester immediately prior to assuming office.

Item 2- Must be a full-time student during his/her term in office.

Item 3- Must maintain a grade point average not lower than 2.7 at the time of the election and during his or her term in office. Graduate and Professionals students must maintain the equivalent of good standing based on their school standards.

Item 4- Must not graduate prior to the completion of his/her term in office.

Item 5- Upon certification as a candidate for office, or upon selection as a member of the Policy Board, or for the Office of Attorney General, individuals will be mandated to attend a series of training sessions, to be administered under the authority of HUSA and the Office of Student Activities, before taking their office:

(a) Roberts Rules of Order- All individuals
(b) The Structure, Roles, and Responsibilities of Student Government- All candidates
(c) Programming and Protocol- GSA and UGSA Candidates
(d) Legislative Drafting- HUSA Senate Candidates
(e) Judicial Processes- HUSA Policy Board Members

Item 6- Freshmen 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.

This section was amended by student referendum in Spring 2007 and Spring 2010 in accordance with the provisions of the HUSA Constitution.

This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.

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 Senate, 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 or First-Year 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 election semester to the General Elections Commission per that body’s instructions before the candidates can be considered duly 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 a 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.

Item 4- During the General Election, any candidate for UGSA or GSA receiving a majority of the vote cast from their school or college shall be duly elected.

Clause D. Election of Presiding Officers

Item 1- The election of the Chairperson and Co-Chairperson of the Policy Board, Chairperson and Vice-Chairperson of the Senate and the Coordinator and Vice Coordinator of the UGSA and GSA shall take place during their second Transitional Meeting of each respective body. Candidates are required to receive a 2/3 majority vote of incoming members to be duly elected. In the event that a 2/3 majority is not obtained, a runoff between the two (2) 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, and again in Spring 2007 in accordance with the provisions of the HUSA Constitution

Section 6. Transitional Meetings

Clause A. After the Spring General Elections of each the Academic School Year there shall be two (2) Transitional Meetings each of the Policy Board, the Senate, UGSA and GSA, to consist of all incumbent and newly elected members. At these meetings only the incoming members 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 Senate.

Item 1- Schedule of the First Transitional Meetings:

(a) UGSA and GSA shall meet separately on the second Tuesday following General Elections.

(b) The Policy Board shall meet the second Thursday following General Elections.

(c) The Senate shall meet the second Wednesday following elections.

Item 2- During the First Transitional Meetings, the newly elected members should be briefed concerning duties of the respective offices and activities of the past year. Nominations for the officers of each body shall be entertained and closed at the adjournment of said meeting.

Item 3- Schedule of the Second Transitional Meetings:

(a) UGSA and GSA shall meet separately on the third Tuesday following General Elections.

(b) The Policy Board shall meet the third Thursday following General Elections.

(c) The Senate shall meet the third Wednesday 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.

This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution
Clause B. Upon the election of new executive officers for UGSA, GSA, Policy Board, and the Senate, the outgoing HUSA President and Graduate Student Assembly Coordinator shall call two Joint Transitional Meetings. The First Joint Transitional Meeting shall meet on the fourth Tuesday following General Elections. The Second Joint Transitional Meeting shall meet on the fourth Thursday following General Elections. The outgoing HUSA Senate Chairperson will facilitate both Joint Transitional Meetings.

Item 1- Attendees of the First Meeting must include:
   a) the incoming and outgoing executive officers of UGSA, GSA, Policy Board and the Senate
   b) the incoming and outgoing HUSA Executive President, Vice President, and Executive Staff
   c) the Liaisons and Advisors of the Office of Student Life and Activities

Item 2- Attendees of the Second Meeting must include
   a) a representative of both the incoming and outgoing executive leadership of the all local school and college Student Councils
   b) the incoming and outgoing HUSA Executive President, Vice President, and Executive Staff
   c) the incoming and outgoing executive officers of Senate
   d) the Liaisons and Advisors of the Office of Student Life and Activities

This section was amended by student referendum in Spring 2015 in accordance with the provisions of the HUSA Constitution

Section 7. Meetings
Clause A. All HUSA meetings are to be conducted in accordance with Robert’s Rules of Order (Revised)
This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution

ARTICLE II
Policy Board

Section 1 Membership
Clause A. The HUSA Policy Board shall be a seven (7)-member panel and consist solely of the appointees selected by the HUSA president from the schools and colleges and approved by the Senate.

Clause B. The current HUSA President shall choose all Policy Board nominees. During the time of transition, the outgoing HUSA President shall choose the nominees for vacancies on the Policy Board. All nominees must be confirmed by both the Constitutional Review Committee and the 2/3 of the Senate.

Clause C. All members of the HUSA Policy Board shall serve for a term of one year (Commencement day at Noon to Commencement day at Noon). At the end of their tenure, all members must be reconfirmed by the outgoing Senate by the last transitional meeting.

This section was amended by student referendum March 6, 2008, and March 2, 2010 in accordance with the provisions of the HUSA Constitution.

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 Senate.
Clause E. Shall be required to submit a monthly report to the Senate.
This section was amended by student referendum March 4, 2004 and March 6, 2008 in accordance with the provisions of the HUSA Constitution.

Section 3. Procedures
The Policy Board shall be required to meet during the first full academic week 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 Chair and the Vice-Chair of the Policy Board shall be elected from within the ranks of the Board’s members. The Chair and the Vice-Chair of the Policy Board shall retain their right to vote.

Clause B. The Chair 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 Chair, the Vice-Chair shall assume all duties and responsibilities of the Chair.

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 Chair 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.

This section was amended by student referendum in Spring 2007 and 2008 in accordance with the provisions of the HUSA Constitution.

Section 4. Attendance
Clause A. 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.

Clause B. All members of the Policy Board shall attend two (2) one-hour sessions - One covering Robert’s Rules of Order and the other covering the responsibilities and powers of Policy Board Members respectively. These sessions shall be presided over by the Chairperson of the Policy Board and any other invited experts on this subject matter and shall take place during the transitional period. One session shall be held at each of the two transitional meetings.

This section was amended by student referendum March 6, 2008, in accordance with the provisions of the HUSA Constitution.

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 Chairperson of the Policy Board on Commencement Day, before assuming the duties of his/her 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 Senate during the Spring semester.

Item 3. Shall coordinate all University-wide activities which directly affect HUSA.

Item 4. Shall present summer and annual budgets for the Executive Branch of HUSA to the Senate to
receive that body’s recommendation and approval.

Item 5: Shall call special meetings of the Policy Board if the need arises.

Item 6: Shall sign all requisitions for funds of the Executive Office of HUSA and the Senate with the Financial Advisor.

Item 7: Shall assemble an executive staff with the approval of the Senate.

Item 8: Shall be charged with the responsibility for the appointment of students to the University-wide Committees of the H.U. Administration.

Item 9: 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 Senate, and pursue courses of action in the interest of the student body.

Item 10: Shall have the power to sign those bills passed by Senate into law within five business days of their passage.

Item 11: Shall possess the power to veto bills passed by the Senate 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 12: Shall have the power to make executive orders, in those situations 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 13: The President shall appear once a semester to give the Senate information on the State of the Student Body and recommend to their consideration such measures as the President shall judge necessary.

Item 14: Shall recommend elections administrators with the advice and consent of the HUSA Senate. This section was amended by student referendum October 5, 2004, and again on March 6, 2008 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 official member of all committees of the Senate 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 Senate.

Item 1: The Financial Advisor:
(a) Shall maintain accurate financial records of the HUSA Executive Office and Senate funds.
(b) Shall assist the President in formulating the budgets for Summer and annual operations to be presented to the Senate for its recommendations and approval.
(c) Shall submit budget reports every two months to the Senate to receive that body’s recommendations and approval.

Item 2: The Executive Secretary:
(a) Shall maintain communications and correspondence for HUSA under the direction of the President
(b) Shall maintain the general upkeep of the office of the HUSA President, (coordination of files, taking messages, etc)
(c) Shall maintain a roster of all officers and elected members of HUSA.

Item 3: The Recording Secretary:
(a) Shall record, type and duplicate the minutes of Senate and Policy Board meetings, and make them available to the student body.
(b) Shall maintain a permanent record of all minutes as corrected.
(c) Shall call a meeting of the Senate to order in the absence of the President and Vice President and to preside until the election of a chairperson pro tem which should take place immediately. (d) Shall sign and certify all passed legislation.

Item 4: Chief of Staff:
(b) Shall provide leadership and effective management in all areas of staffing and personnel, project
completion, information technology and development.
(c) Shall be the liaison for department directors and the President and Vice President
(d) Shall hold meetings in relation to projects, administrative progress and personnel-related issues
(e) Shall hold power to release department directors with approval of the majority of the following group of people: the Executive President, the Executive Vice President, the Executive Staff, and the HUSA Advisor.

Clause B. Members of the Executive Staff shall not hold any elected position in HUSA

This section was amended by student referendum in Spring 2015 in accordance with the provisions of the HUSA Constitution.

Section 3. HUSA Executive President Line of Succession

Clause A. The following shall be the line of succession should the HUSA Executive President and the HUSA Executive Vice-President both be unable to discharge their duties.

Item 1. If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a President nor Vice President to discharge the powers and duties of the office of President, then the Senate Chairperson shall act as President.

Item 2. If for some reason the current Senate Chairperson is unable to fulfill the responsibilities, requirements, or qualifications of the HUSA Executive President, the Senate shall meet and select either the Undergraduate Student Assembly Coordinator or the Graduate Student Assembly Coordinator to become the new HUSA Executive President. One must attain a 2/3 majority vote in order to be selected.

This section was amended by student referendum March 6, 2008, in accordance with the provisions of the HUSA Constitution.

ARTICLE IV

Senate

Clause A. The following shall constitute the membership of the Senate:

Item 1- Undergraduate and Graduate students from every school and college of Howard University.

Item 2-Representation from the 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 or more will receive one seat for every five hundred (500) students.

Item 3-Vice President of HUSA

Item 4-All elected Vice Presidents of the University’s Local Schools and Colleges Student Councils (Vice Presidents) are to be included as Non-Voting representatives of the Howard University Student Association Senate

a. As Non-voting representatives, Vice Presidents are not allowed contribute to Quorum

b. As Non-voting representatives, Vice Presidents have the same speaking privileges as voting Senators as expressed within the HUSA Senate By Laws

Item 5: Restrictions to Senate membership are as followed:

a. Any staff member of HUSA (including but not limited to the President, Vice President, Financial adviser, Executive secretary, the recording secretary) cannot run for HUSA Senate while in office.

b. Local college council members and UGSA members are permitted to join Senate if and only if they are not executive members, directors and/or chairs.

c. Policy board members, GSA members and trustees are not permitted to run for HUSA Senate while in office.

d. Senators are not allowed to be staff members of HUSA or hold any other elected position on HUSA, UGSA, or local school and colleges E-Boards; or be directors or chairs for local schools and colleges; or be Policy Board members; or elected members of GSA; or Student Trustees while in office.

This section was amended by student referendum October 5, 2004, in accordance with the provisions of
the HUSA Constitution.

This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.

This section was amended by student referendum February 28, 2014, in accordance with the provisions of the HUSA Constitution.

Section 2. Powers and Responsibilities

The Senate 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 placed 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 Senate.

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 2/3 of the Senate membership, 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 Senate

(a.) The committee shall be composed of the following members:

i. Vice-Chairperson, Policy Board

ii. A member of the Policy Board elected from its ranks by the body.

iii. An Undergraduate member elected from the ranks of the Senate by the body.

iv. A Graduate member elected from the ranks of the Senate by the body.

v. 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/her at these hearings.

(b) The Special Investigation Committee shall select one of its members to serve as chairperson.

(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 Senate. The Committees shall not make a recommendation in regard to removal from office.

(d) All members or their designees must be present to hear testimony.

Item 3-The Senate 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 Senate shall consider and vote on the actual removal of the defendant from office. A 2/3 vote of the Senate shall be required for removal from office.
Clause H- Shall have the power to challenge a Presidential Veto

Item 1- In event of a presidential veto, the Senate 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, and again in Spring 2007 in accordance with the provisions of the HUSA Constitution.

This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.

Section 3. Meetings

Clause A. The Senate shall meet on the first and third Wednesdays of every month.

Clause B. Meetings of the Senate 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.

Clause C. All members of the Senate shall attend two (2) one-hour sessions - One covering Robert’s Rules of Order and the other covering the responsibilities and powers of the Senate. These sessions shall be presided over by the Chairperson of the Senate and any other invited experts on this subject matter and shall take place during the transitional period. One session shall be held at each of the two transitional meetings.

This section was amended by student referendum March 6, 2008, in accordance with the provisions of the HUSA Constitution.

This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.

Section 4. Attendance

All members are subject to dismissal after two unexcused absences of the Senate or their designated committee meetings. All members shall be removed after four unexcused absences of the Senate or their designated committee meetings.

This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution.

This section was amended by student referendum March 1, 2011, 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 Senate meetings unless otherwise noted in this document.

Clause B- All officers must be elected at the Second Transitional Meeting.

Clause C- All elected officers must be duly elected members of the Senate and cannot be the HUSA Vice President.

Clause D- Responsibilities of the Chair

Item 1. The chair shall run all meetings of the Senate.

Item 2. The Chair shall sign all legislation duly passed by the Senate.

Item 3. The chair shall only vote in the event of a tie.

Item 4. Shall appoint all committee members for Senate Standing Committees and Ad Hoc Committees.

Item 5. Shall present the Senate Operating budget to the Finance Committee for Review

This section was amended by student referendum October 5, 2004 and March 6, 2008 in accordance with the provisions of the HUSA Constitution.

This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.
Section 6. Committees

Clause A- The Senate 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 Senate 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 Senate 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 made recommendations.

b). Shall assure that amendments passed by the Senate 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 Senate, 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 Committee will be responsible for the passage of individual program budgets, as they deem necessary.

d). May subpoena all financial documents and officials of HUSA, including those mentioned in this document.

e). Shall have the exclusive power to review all applications for organizational funding and make recommendations for funding to the full Senate.

f). 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 Senate, the HUSA Executive Office, the Policy Board, appropriate University- Wide Committees, Administrators, and the Board of Trustees.

g). 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 Senate.

Clause C- Each Standing Committee shall consist of no more than twenty percent of the voting membership of Senate.

Clause D- Each representative of the Senate 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 Senate.

This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution.

This section was amended by student referendum March 1, 2011, 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, Elections, and Membership

Clause A. Representation from the Undergraduate Schools and Colleges shall be based on the formula of three (3) representatives for each school and college regardless of size or enrollment.

Section 2. Structure, Elections, and Membership

Clause A. Representation from the Undergraduate Schools and Colleges shall be based on the formula of three (3) representatives for each school and college regardless of size or enrollment.

Section 3. Functions

Clause A. The functions of the Undergraduate Student Assembly shall include the following:

- Item 1-To promote programs in the interest of the Undergraduate Schools.
- Item 2-To appropriate funds and review expenditures of all funds of UGSA.
- Item 3-To determine stipends for officers, committee chairperson, and Vice Presidents for their member Student Councils.
- Item 4-To require reports from all officers and committee chairpersons.
- Item 5-To expel any Representative if, during his/her term in office, he/she has three consecutive absence at monthly meetings.
- Item 6-To establish the criteria for the removal of Representatives.
- Item 7-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.) ¾ 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.

This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution.

This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.

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 an 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 budge of UGSA.
Item 7 - Shall sign with the Budget Chairperson 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/her office.
Item 2 - Shall assume all responsibilities of the Coordinator in the event of his/her 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/her financial records for review to the Budget Committee.

This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution.

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

(a) Chairperson 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

(a) Chairperson 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-Grievence-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.

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*
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 three (3) representatives for each school and college regardless of size or enrollment.

Item 1- 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 2-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 3-Student Council Vice Presidents cannot seek nor occupy the position of Coordinator, Vice-Coordinator, or chairperson of a Standing Committee.

Item 4- The Programs Director for the HUSA Executive Office shall attend the meetings of the GSA for the coherence of the programming entities of HUSA.

Item 5-All voting members shall be required to serve on a least one of the standing Committees.

Item 6-The Voting membership of GSA shall consist of the elected 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. This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution.

This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.

Section 3 Functions

Clause A. The functions of the Graduate Student Assembly shall include the following:

Item 1-To promote programs in the interest of the Graduate and Professional Schools.

Item 2-To appropriate funds and review expenditures of all funds of GSA.

Item 3-To determine stipends for officers, committee chairpersons, and Vice Presidents for their member Student Councils.

Item 4-To require reports from all officers, and committee chairpersons.

Item 5-To expel any Representative if, during his/her term in office, he/she has three consecutive absence at monthly meetings.

Item 6-To establish the criteria for the removal of Representatives.

Item 7-To remove the Coordinator and/or Vice Coordinator of GSA:

(a) 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.

(b) ¾ vote of those voting at a Special Meeting where a quorum is present is sufficient to remove the Coordinator and/or Vice Coordinator.
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 an 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 budget of GSA.
Item 7- Shall sign with the Budget Chairperson 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 the approval of the Executive Committee.

Clause B. The Vice Coordinator of GSA

Item 1- Shall assist the Coordinator in performing the function of his/her office.
Item 2- Shall assume all responsibilities of he/she Coordinator in the even of his/her 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/her 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
(a.) Chairperson 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
(b.) Chairperson shall be elected from within the ranks of GSA Representatives-Officers excluded—by a majority vote.

Clause B. There shall be (4) 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—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 4—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
The Howard University Student Association is entrusted with the coordination of an overall thrust for student interests and concerns and assisting in determining the future direction of the University. As such, the HUSA Executive and Senate hereby establish the following policies and procedures regarding HUSA finances.

This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution

Section 1. Source
The Howard University Student Association shall be funded by seventy percent (70%) of the Student Activity Fee paid annually be each full-time student and any acceptable contributions.

This section was amended by student referendum in Spring 2015 in accordance with the provisions of the HUSA Constitution

Section 2. Allocations
The Student Activity Fee shall be apportioned in the following manner:

Clause A. Each year twenty three percent (23%) of the Student Activity Fee shall be apportioned to the local school and college Student Councils in the following manner:

Item 1- Each Council shall be guaranteed 1 percent (1%) of the 23% percent SAF appropriation.

Item 2- After allocating 1 percent (1%) to each student council, the remainder of the 23% percent (9%) of SAF appropriation shall be allocated to the Councils based on the populations of their local schools and colleges:

a) The amount of remaining funds shall be divided by the total number of Graduate and Undergraduate students. That number shall be used as the Individual Student Allocation or ISA.

b) Each Student Council shall receive the remaining SAF appropriation an amount equal to the ISA multiplied by the respective number of enrolled students in their local school or college.

Item 3 All Student Councils must submit their budgets to the Senate Finance Committee in order to receive their SAF appropriations.

Item 4 Each academic year, the College of Arts and Sciences Student Council shall allocate ten percent (10%) of the sum of its SAF resources collected from Fine Arts students to the Fine Arts Trust Fund. Said resources may only be used for programming and policies affecting Fine Arts Students.

Clause B. Fifteen and one half percent (15.5%) shall be allocated for each UGSA and GSA respectively.

Clause C. Ten percent (10.5%) shall be allocated to the Senate as follows:

Item 1 Five percent (5%) shall be utilized to fund University wide programs and initiatives proposed, developed and executed by University recognized organizations.

Item 2 Four (4%) shall be utilized for the funding of Student Organizations to be distributed by the HUSA Executive Office

Item 3 – One percent (1%) shall be allocated to the Senate Finance Committee for the Operations of the Policy Board and the Senate to be divided evenly.

Item 4- One half percent (0.5%) shall be allocated for the Operation of Fall Special and Spring General Elections.

Clause D. Six and one half percent (6.5%) shall be allocated to the HUSA Executive Office.

Item 1 – These funds are to provide for the following:

(a) The President’s stipend

(b) The Vice President’s stipend

(c) Executive Staff salaries

(d) Office supplies and equipment

(e) All Programs and Initiatives of the HUSA Executive Office.
Item 2: President’s and the Vice President’s stipend shall not exceed the amount announced each year by the office of Financial Aid and Student Employment as the average cost for a student to attend that particular school or college in which he/she is enrolled.

Item 3: Item 2 of Clause D of the HUSA constitution and any clauses outlined in the individual Student Council Constitutions shall govern Presidential/Vice Presidential stipends and individual Student Council spending.

Clause E: Twelve percent (12%) shall be allocated for the Bison Yearbook for each full-time student.

Clause F: Two and one half (2.5%) percent shall be allocated for the support of Intramural and Recreational Activities.

*This section was amended by student referendum in Spring 2015 in accordance with the provisions of the HUSA Constitution*

**Section 3. Student Activities Fee Committee Source and Authority**

Clause A: Thirty percent (30%) of the Student Activities Fee shall be allocated to the office of the Vice President for Student Affairs, for support of the University Center, University-wide activities, Special Programs, Student Newspaper (Hilltop).

Clause B: The Student Activity Fee Committee (SAFC) shall be the ultimate authority regarding the collection, allocation, distribution, and impoundment of the thirty percent (30%) of the SAF allocated to the office of the Vice President of Student Affairs.

*This section was amended by student referendum in Spring 2015 in accordance with the provisions of the HUSA Constitution*

**Section 4: Student Activities Fee Committee Membership**

Clause A: The Chair of the SAFC will be the Vice President of Student Affairs.

Clause B: The Vice President of Student Affairs may appoint two university administrators to serve on the SAFC.

Clause C: All other members of the SAFC will be selected by the HUSA Executive with the advice of the Senate and the Howard University Vice President of Student Affairs. The final decision regarding an appointment will be left to the HUSA President. The remainder of the SAFC membership will consist of the following:

(i) Four Non Elected Undergraduate Students
(ii) Two Non Elected Graduate Students
(iii) The Chairman/Chairwoman of the Senate Finance Committee
(iv) Two Academic Professors
(v) Two Elected Student Government Leaders
(vi) One Elected Graduate Student
(vii) One Non Traditional Student (as defined by legislation)

Item 1: The HUSA Executive will provide three students to serve as committee staff members for the SAFC.

*This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution*

**Section 5: Requirements of the SAFC Chair**

Clause A: The Vice President of Student Affairs shall provide the SAFC with all pertinent documentation when allocating SAF resources.

Clause B: The Vice President of Student Affairs will consult the SAFC when allocating significant portions of the student activities fee granted him/her by the HUSA constitution.

Clause C: The Vice President for Student Affairs will provide the SAFC with a written explanation as to why SAF resources are being utilized.

Clause D: If two thirds of the SAFC disagrees with the allocation of funds and the Vice President of Student Affairs still insists on allocating said funds, he/she can do so; however, a written report must be submitted to the HUSA Senate explaining the necessity for the allocation.

*This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution*
Section 6: Requirements of the SAFC
Clause A. SAFC is mandated to meet at least twice a month. Effective School Year 2010-2011, the first meeting of the each session shall take place no later than the second week of the academic year.
Clause B. The SAFC may develop their own bylaws regarding the collection, allocation, and distribution of SAF resources; however, those bylaws must be approved by the Senate and Board of Trustees.
Clause C. All meetings of the SAFC shall be open to the public and cannot be closed for any reason. Therefore, meetings of the SAFC shall be publicized and should be held in a venue that can reasonably accommodate the public.

This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution

Section 7: Constitutional Mandate
All structures within HUSA must abide by this Constitution to be entitled to any allotment of the student activities fee.

Section 8: Legislative Authority
Those subjects not explicitly discussed in this section of the constitution are left to the Senate and Board of Trustees for action.

This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution

ARTICLE VIII
Amendments
Section 1. Procedures for Amending the Constitution
Clause A. Amendment to this Constitution shall be originated by 2/3 vote at two (2) consecutive meetings of the voting body or the Senate (absolute).
After this process, the Senate shall then propose amendment or amendments placed on ballot to be approved by a 2/3 majority of those students voting in a University-wide Referendum.

ARTICLE IX
Enactment of This Constitution
Section 1. Constitutional Approval
Clause A. This constitution shall be considered enacted if approved by 2/3 majority vote of those students voting in a University-wide Referendum.
Item 1-Once enacted, this Constitution shall be the governing document of HUSA and become subject to evaluation on a semester basis by the Evaluations Committee of HUSA.
# Student Information Guide

## Academic Offices

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<thead>
<tr>
<th>Program</th>
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## Administrative Offices

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<td>President</td>
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<td>Provost &amp; Chief Academic Officer</td>
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<td>Vice-President for Student Affairs</td>
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<td>Vice-Provost for Governmental Affairs</td>
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<td>Vice-Provost for Health Sciences</td>
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<td>Dean of the Chapel</td>
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## Campus Services

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<tr>
<td>Admissions</td>
<td>Administration Building, Suite 111</td>
<td>202-806-2755</td>
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<td>Career Services</td>
<td>C.B. Powell Building, Resource Center</td>
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Medical Services

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General Campus Information

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<td>Alumni Affairs</td>
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<td>Campus Information</td>
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<td>Intercollegiate Athletics</td>
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Public Transportation

Metro:
Gallery Place Station (Metro Red, Yellow & Green Lines)
600 5th Street NW • Washington, DC 20001
202-637-7000
http://wmata.com
http://wmata.com/rider_tools/mobile_services.cfm (mobile)

Smartrip Cards: $2 (without money on it)

Stations Near Howard:
- U Street/African-American Civil War Memorial/Cardozo (Metro Yellow & Green Lines)
- Shaw-Howard U (Metro Green & Yellow Lines)

Airport Express Buses: Metrorail 5A service to Dulles International Airport and Metrorail B30 service to Baltimore Washington International Thurgood Marshall Airport.

*Metro riders can take advantage of free bus-to-bus transfers within a two-hour time period and discounted transfers between rail and bus by using a SmarTrip® card.

**Note: Bus drivers do not carry money or make change. Please have your pass or exact fare ready when you board.
Other Local Public Transportation Bus Services

Ride-On (Montgomery County, MD)  (301) 217-7433
The Bus (Prince George’s County, MD)  (301) 883-5600
DASH (Virginia)  (703) 370-3274

Taxi Cabs

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<td>Dial-a-Cab</td>
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<td>Diamond Cab</td>
<td>(202) 387-6200</td>
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<td>Yellow Cab</td>
<td>(202) 544-1212</td>
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Travel

Greyhound Bus Service:
Union Station (Metro Red Line)
2 Massachusetts Ave NE
Washington Union S (e), DC 84052
1-800-231-2222
www.greyhound.com

Megabus Bus Service:
Union Station (Metro Red Line)
2 Massachusetts Ave NE
Washington Union S (e), DC 84052
1-877-462-6342
www.megabus.com

Boltbus Bus Service:
Union Station (Metro Red Line)
2 Massachusetts Ave NE
Washington Union S (e), DC 84052
1-877-265-8287
www.boltbus.com

Amtrak:
Union Station (Metro Red Line)
2 Massachusetts Ave NE
Washington Union S (e), DC 84052
1-800-USA-RAIL
Amtrak.com

America West Airlines:
1-800-235-9292

American Airlines:
1-800-433-7300

British Airways:
1-800-247-9297

Continental Airlines:
1-800-523-3273

Delta Airlines:
1-800-221-1212

Northwest Airlines:
1-800-225-2525

United Airlines:
1-800-864-8331

USAir:
1-800-428-4322

Ronald Reagan Washington National Airport:
Ronald Reagan Washington National Airport Station (Metro Blue & Yellow Lines)
1 Aviation Circle
Washington, DC 20001
703-417-8000

Washington Dulles International Airport:
The Washington Flyer bus from Falls Church Metro Station (Metro Orange Line)
1 Saarinen Circle
Dulles, VA 20166
703-572-2700

Baltimore Washington International Thurgood Marshall Airport:
BWI Express/B30 service from Greenbelt Metro Station (Metro Green Line) every 40 minutes, 7 days a week
7062 Elm Road
Baltimore, MD 21240
410-859-7111
Libraries

Howard University Library System
202-806-7250

Library of Congress
202-707-6500

Catholic University
202-319-5077

George Mason University
703-291-1468

George Washington University
202-994-6558

Trinity Washington University
202-884-9350

Martin Luther King, Jr.
202-727-1111

American University
202-885-3200

Gallaudet University
202-651-5220

Georgetown University
202-687-7607

Marymount University
703-284-1533

University of the District of Columbia
202-274-5104

Emergency

Campus Police
202-806-1100

Fire/Police/Ambulance
911

Crisis Hotlines & Support

Al-Anon/Ala-teen
202-882-1334

AIDS Information
202-332-AIDS

Cancer Hotline
1-800-4-CANCER

Drug Abuse
1-800-662-HELP

Rape Crisis Center
202-333-RAPE

Diabetes Hotline
1-800-232-3472

STD Hotline
1-800-227-8922

Diabetes Hotline
1-800-232-3472

STD Hotline
1-800-227-8922

All policies are now posted on the University’s policy website at www.howard.edu/policy.
I never had a policy; I have just tried to do my very best each and every day.

–Abraham Lincoln
Love all, trust a few, do wrong to none.  –William Shakespeare

• Student Leadership Workshops

• Student Leadership Workshops

• Student Leadership Workshops

• Residence Halls open for check-in of new residents at 8:00 am

• Residence Halls open for check-in of new residents at 8:00 am

• Residence Halls open for check-in of new residents at 8:00 am

• HUSA Inauguration & Pinning Ceremony
Wisdom is knowing what to do next; virtue is doing it.
—David Star Jordan, The Philosophy of Despair

- Freshman Orientation Chapel Service - Cramton Auditorium - 11:00 am
- Ice Cream Social & Game Night Blackburn Center

17 Monday • Welcome Week: Psychic & Hypnotist

18 Tuesday • Fall Sports Pep Rally - Bison Spiritwear Showcase

19 Wednesday • Bison Urban Treasure Hunt

20 Thursday • Residence Halls open for Continuing Students
• International Student Orientation
• Carnival & University - wide Student Org. Fair

21 Friday • Howard University Day of Service - 9:00 am-4:00 pm
• Residence Halls open for Continuing Students
• Mascot Tryouts - 2pm Blackburn Hilltop Lounge
• Taste of Howard

22 Saturday • Explore DC
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<td>• UGSA White Party - 8:00 p.m. - 12:00 a.m.</td>
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<td>Character is much easier kept than recovered. —Thomas Paine</td>
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### September

**30 Sunday**

The measure of a man’s real character is what he would do if he knew he never would be found out.

– Thomas Babington Macaulay

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**1 Monday**

**SEPTEMBER**

**2 Wednesday**

- HUSA Senate Meeting - 7:00p.m. Blackburn University Center - Multipurpose Room 148/150
- University Association of Student Organization (UASO) Meeting - 6:00p.m. - Blackburn Digital Auditorium
- CFO Meeting - 6:00p.m. - Tubman Quad
- NPHC Meeting - 7:00p.m. - Douglas Hall 116

**3 Thursday**

**4 Friday**

- Deadline for students to add, change, or cancel meal plan charges

**5 Saturday**

HOWARD UNIVERSITY
The right to do something does not mean that doing it is right.  
—William Safire

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- **Labor Day**
  - UNIVERSITY CLOSED

- **Student Activities Suite Treats**
  - 2:00 p.m. - Blackburn Suite 117

- **President’s Interfaith Community Service Campus Challenge Conference**
Try not to become a man of success but rather try to become a man of value.

–Albert Einstein

- Graduation Application available via BisonWeb for prospective December 2015 candidates
- HUSA Senate Meeting - 7:00p.m. - 9:00p.m. - Blackburn University Center - Hilltop Lounge
- CFO Meeting - 6:00p.m. - Tubman Quad Building
- NPHC Meeting - 7:00p.m. - Douglas Hall 116
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**2015 | SEPTEMBER**

**20 SUNDAY**
- Mr. & Miss Freshman Pageant - 5:00p.m. - 7:00p.m. - Blackburn Ballroom

*Character is higher than intellect.* –Ralph Waldo Emerson

**21 MONDAY**
- Mr. & Miss SOE Pageant - 6:00p.m. - 8:00p.m. - Blackburn Ballroom

**22 TUESDAY**
- **YOM KIPPUR (BEGIN AT SUNDOWN)**
- Mr. & Miss CNAHS Pageant - 7:00p.m. - 9:00p.m. - Blackburn Ballroom

**23 WEDNESDAY**
- Mr. & Miss CEACS Pageant - 7:00p.m. - 9:00p.m. - Blackburn Ballroom

**24 THURSDAY**

**25 FRIDAY**
- Student Activities Suite Treats - 2:00p.m. - Blackburn Suite 117
- Mr. & Miss SOC Pageant - 7:00p.m. - 9:00p.m. - Blackburn Ballroom

**26 SATURDAY**
- Mr. & Miss SOB Pageant - 5:00p.m. - 7:00p.m. - Blackburn Ballroom
Quality means doing it right when no one is looking.

–Henry Ford

2015 | SEPTEMBER

27 SUNDAY

• Mr. & Miss COAS Pageant - 5:00p.m. - 7:00p.m. - Blackburn Ballroom

28 MONDAY

• Deadline for students checking out of Residence Halls to receive 50% refund for housing charges

29 TUESDAY

30 WEDNESDAY

• CFO Meeting - 6:00p.m. - Tubman Quad Building
• NPHC Meeting - 7:00p.m. - Douglas Hall 116

1 THURSDAY

1867 OCTOBER

• Opening Convocation - Cramton - 11:00 am
• Deadline to receive 50% refund of tuition/fees
Laws control the lesser man.
Right conduct controls the greater one.

–Chinese proverb
A man cannot be comfortable without his own approval.
–Mark Twain, “What Is Man?”, 1906

COLUMBUS DAY
• UNIVERSITY CLOSED

• CFO Meeting - 6:00p.m. - Tubman Quad Building
• NPHC Meeting - 7:00p.m. - Douglas Hall 116

• Student Organization/Service/Resource Fair - 12:00p.m. - 4:00p.m.
If we are ever in doubt about what to do, it is a good rule to ask ourselves what we shall wish on the morrow that we had done.

–John Lubbock
You can easily judge the character of a man by how he treats those who can do nothing for him.

–James D. Miles
Never let your sense of morals prevent you from doing what’s right.

—Isaac Asimov
To thine own self be true, and it must follow, as the night the day, thou canst not then be false to any man.
—William Shakespeare, “Hamlet”
A man has to live with himself, and he should see to it that he always has good company.

–Charles Evans Hughes
### 22 Sunday

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* Dignity consists not in possessing honors, but in the consciousness that we deserve them.
  
  – Aristotle

### 23 Monday

#### November 2015

- Classes Suspended at NOON

### 24 Tuesday

### 25 Wednesday

- Classes Suspended at NOON

### 26 Thursday

- **THANKSGIVING DAY**
  - Annual Thanksgiving Dinner
  - Bethune Annex
  - UNIVERSITY CLOSED - THANKSGIVING RECESS

### 27 Friday

- UNIVERSITY CLOSED - THANKSGIVING RECESS

### 28 Saturday

- UNIVERSITY CLOSED - THANKSGIVING RECESS
Better keep yourself clean and bright; you are the window through which you must see the world.

– George Bernard Shaw

DECEMBER

2015

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

29

NOVEMBER

– UNIVERSITY CLOSED - THANKSGIVING RECESS

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DECEMBER

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Let us be grateful to the mirror for revealing to us our appearance only.

—Samuel Butler, “Erewhon”
Every time I’ve done something that doesn’t feel right, it’s ended up not being right.

–Mario Cuomo
We judge ourselves by what we feel capable of doing, while others judge us by what we have already done.

–Henry Wadsworth Longfellow, “Kavanagh,” 1849

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You don’t carry in your countenance a letter of recommendation.
—Charles Dickens, “Barnaby Rudge”
Be always sure you’re right, then go ahead.  
—Davy Crockett
The only correct actions are those that demand no explanation and no apology.

– Red Auerbach

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- Formal Classes Begin
- Late Registration/Change of Program Period
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- Deadline to receive 100% refund of tuition/fees
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18 **MONDAY**

- **MARTIN LUTHER KING, JR. DAY**
  - UNIVERSITY CLOSED

19 **TUESDAY**

20 **WEDNESDAY**

- HUSA Senate Meeting - 7:00p.m. - 9:00p.m. - Blackburn University Center
- CFO Meeting - 6:00p.m. - Tubman Quad Building
- NPHC Meeting - 7:00p.m. - Douglas Hall 116

21 **THURSDAY**

22 **FRIDAY**

- Deadline for students checking out of Residence Halls to receive 50% refund for housing charges

23 **SATURDAY**

**GOODNESS IS THE ONLY INVESTMENT THAT NEVER FAILS.**

–Henry David Thoreau
If we cannot live so as to be happy, let us at least live so as to deserve it.

– Immanuel Hermass von Fichte
Conscience is that still, small voice that is sometimes too loud for comfort.

– Bert Murray
Live in such a way that you would not be ashamed to sell your parrot to the town gossip.

–Will Rogers
In matters of principle, stand like a rock; in matters of taste, swim with the current.

– Thomas Jefferson

**PRESDENTS’ DAY**
- UNIVERSITY CLOSED

**WEDNESDAY**
- HUSA Senate Meeting - 7:00 p.m. - 9:00 p.m. - Blackburn University Center
- CFO Meeting - 6:00 p.m. - Tubman Quad Building
- NPHC Meeting - 7:00 p.m. - Douglas Hall 116

**FRIDAY**
- Deadline to receive 50% refund of tuition/fees
“It takes less time to do a thing right, than it does to explain why you did it wrong.”

—Henry Wadsworth Longfellow
Everyone complains of his memory, but no one complains of his judgment.

—Francois de La Rochefoucauld, “Maxims,” 1665
Conscience is the inner voice that warns us somebody may be looking.

--Henry Louis Mencken
The reputation of a thousand years may be determined by the conduct of one hour.

—Japanese proverb

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- Alternative Spring Break
- UNIVERSITY CLOSED - SPRING RECESS

ST. PATRICK’S DAY

- Alternative Spring Break
- UNIVERSITY CLOSED - SPRING RECESS

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20 SUNDAY

- PALM SUNDAY
  - UNIVERSITY CLOSED - SPRING RECESS

For the human mind is seldom at stay: If you do not grow better, you will most undoubtedly grow worse.
– Samuel Richardson

21 MONDAY

22 TUESDAY

23 WEDNESDAY

- PURIM (BEGINS AT SUNDOWN)

24 THURSDAY

25 FRIDAY

- GOOD FRIDAY
  - Student Activities Suite Treats - 2:00p.m. - Blackburn Suite 117

26 SATURDAY
If moral behavior were simply following rules, we could program a computer to be moral.

—Samuel P. Ginder
Goodness is beauty in the best estate.

–Christopher Marlowe
The line separating good and evil passes not through states, nor between political parties either - but right through every human heart.

– Alexander Solzhenitsyn
Persons with weight of character carry, like planets, their atmospheres along with them in their orbits.

—Thomas Hardy
Our names are labels, plainly printed on the bottled essence of our past behavior.

–Logan Pearsall Smith
Sometimes, to do the right thing, we must keep a promise we never made.

–Robert Brault
If honor be your clothing, the suit will last a lifetime; but if clothing be your honor, it will soon be worn threadbare.

—William Arnot
To speak ill of others is a dishonest way of praising ourselves.

–Will Durant
Don't bother just to be better than your contemporaries or predecessors. Try to be better than yourself.

–William Faulkner
What is right is often forgotten by what is convenient.

— Bodie Thoene
LIVE AT THE CENTER!

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