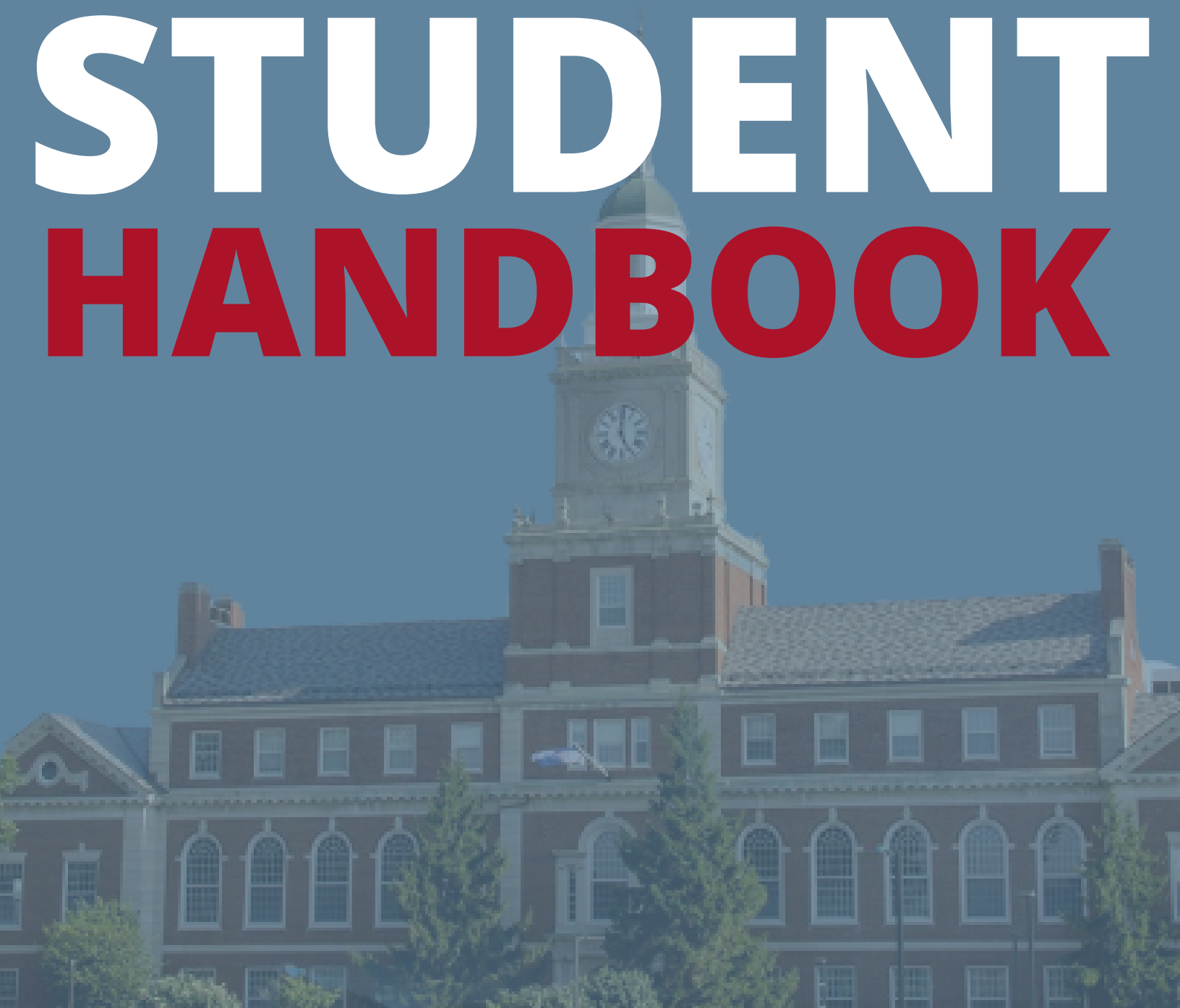




HOWARD  
UNIVERSITY

**2020-2021**

# HOWARD UNIVERSITY **STUDENT** **HANDBOOK**



# **Howard University STUDENT HANDBOOK 2020-2021**

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**The H-Book is edited & published by the Office of Student Life & Activities. It serves as a general source of information for the Howard University students. The information in the H-Book should not be regarded as a contract\* between the students and Howard University. All information is subject to change without warning.**

**\*except where indicated**

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**(202) 806-2100**

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[cfo@howard.edu](mailto:cfo@howard.edu)

**(202) 806-2403**

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**Florence Prioleau, J.D.**

[Fprioleau@howard.edu](mailto:Fprioleau@howard.edu)

**(202) 806-2650**



## LETTER FROM THE PRESIDENT

Greetings Class of 2024! Welcome to Howard University and 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 obtain skills that will allow you to achieve your career and personal aspirations.

Of course, I understand that the 2020 fall semester looks and feels much different than what you were expecting. But rest assured that, as we transition your Howard education to an online environment, we are ensuring that your experience meets these same standards of excellence. Despite these unique circumstances, now is still an ideal time to launch your educational career and begin to chart a course toward your professional future.

Howard University is a unique and irreplaceable treasure. For more than a century and a half, Howard has prepared leaders for our nation and the global community. The remarkable legacy of Howard University includes individuals who helped define and shape our country. As our country grapples with a devastating pandemic and widespread protests, now is as good a time as any for you to begin to leave your mark. In every industry you will find successful Howard alumni who have blazed trails for the next generation to follow and surpass.

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 gain from the Howard experience depends on your investment. As you get to know our distinguished faculty, staff, administration students, and alumni, 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 on 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 country and the global community. When that day arrives, 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. Excellence in Truth and Service,  
Wayne A. I. Frederick, M.D., MBA  
President

## THE BISON PLEDGE

Being a member of the Howard University community means that each of us must take extraordinary steps to stay safe and protect each other, on campus and in the community. Accountable together, I pledge to take responsibility for my own health, protect others, and help keep the University community safe from the spread of COVID-19 and other infections as identified and instructed by the University.

### I PLEDGE TO:

<b>1. PROTECT MYSELF BY:</b>	<ul style="list-style-type: none"><li>• Self-monitoring for symptoms of COVID-19 by providing truthful and complete information in completing the daily assessment questionnaire via the Bison Safe App and reporting any fever of 100.4 F (38 C) or higher, dry cough, difficulty breathing, chills, shaking with chills, muscle pain, headache, sore throat, or loss of taste or smell.</li><li>• Contacting the Student Health Center for medical evaluation if I have symptoms.</li><li>• Washing my hands often with soap and water or using hand sanitizer.</li></ul>
<b>2. PROTECT OTHERS BY:</b>	<ul style="list-style-type: none"><li>• Adhering to capacity limits in social situations to prevent high-spread scenarios.</li><li>• Maintaining appropriate physical distancing, especially in classroom settings and other public areas, or in the presence of older or other vulnerable community members.</li><li>• Staying home or in my dorm room if I feel ill or after being exposed to someone who is ill or has tested positive for COVID-19.</li><li>• Wearing an appropriate face mask and other protective gear consistent with the University's directive on face coverings.</li></ul>
<b>3. PROTECT OUR BISON COMMUNITY BY:</b>	<ul style="list-style-type: none"><li>• Submitting to all mandatory COVID-19 testing required by the University.</li><li>• Cooperating with the University and government health officials as needed to assist in contact tracing cases, exposure and infections that may occur within the HU community.</li><li>• Complying with mandatory isolation and quarantine in compliance with the University's directives for quarantine if I have been exposed to someone who tested positive for COVID-19 or presumed to have COVID-19 based on symptoms.</li><li>• Carefully observing instructional signs and directions.</li><li>• Completing all University-mandated COVID-19 training.</li></ul>

Refusing or failing to comply with these requirements and precautions, and any other measures the University advances for the safety and protection of the Howard Community, will constitute a violation of the University's Student Code of Conduct and could result in sanctions up to and including expulsion from University.



## **STATEMENT OF SHARED RESPONSIBILITY AND ACKNOWLEDGEMENT OF UNIQUE CIRCUMSTANCES**

Minimizing the risk of COVID-19 is a responsibility shared by all Howard University community members. We all must adhere to national and District public health guidelines and requirements, as well as any measures the University deems safe and appropriate for campus. To that end, we all must pledge to protect ourselves, others, and our community by, among other things, vigilantly adhering to The Bison Pledge.

### **Health and Safety**

The novel coronavirus, COVID-19, is a highly contagious and potentially life-threatening virus which has been declared by the World Health Organization to be a global pandemic. Current research suggests that the virus primarily spreads through respiratory droplets released when people talk, cough, or sneeze. However, the full extent of how the virus transmits is unknown.

COVID-19 seems to be spreading easily and rapidly in many communities (“community spread”) in affected geographic areas. No community is immune, including the District of Columbia. Community spread means people who have been infected with the virus in a community, including some who are not sure how or where they became infected, can transmit that virus to people within and outside of their community, as we are a highly mobile society. In addition, many people who contract the virus may be asymptomatic and thus are unknowingly spreading the virus. There is no vaccine currently available for the virus. There is no known treatment for all the adverse effects attributed to COVID-19.

### **Academic Coursework**

Decisions regarding particular coursework will be made consistent with prevailing health and other guidance and will be communicated prior to course registration. Additionally, evolving public health and safety considerations may necessitate the University’s decision to provide all instruction remotely.

The University will have no obligation to issue a refund or credit of tuition or fees. The tuition and fees you provide are in exchange for learning, academic credit, and certain non-academic services that will be provided whether on campus, in a hybrid environment, or entirely remotely. Regardless of whether we are on campus or remote, the health, safety, and wellbeing of our community are of paramount importance. This commitment does not come without a financial cost.

Howard will continue to provide a first-class academic experience under these challenging circumstances. Some courses, such as large lectures, may necessarily be delivered remotely to comply with public health guidelines. Other courses may, if circumstances allow, proceed on campus and in person. The University will provide faculty and staff with additional training and support regarding online instruction, will facilitate access to technology, equipment, and software, and will make preparations for a University-wide platform for additional online programs. We are confident that we will continue to provide the high quality education to which our students are accustomed.

Consistent with our school values, we all share responsibility for the wellbeing of our community, as well as for our individual safety and health. We encourage you to be positive and attentive to those around you and help anyone who may be in need of support. Howard University has always risen to the challenge. Together, we will get through this.

# Howard University Alma Mater

Words by J.H. Brooks, 16  
Music by F.D. Malone, 16

Reared against the eastern sky  
Proudly there on the 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 lights.  
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 astray,  
May we strive for thee each day.  
As we sail life's rugged sea  
O Howard we sing of thee.

## **Academic Affairs**



## Letter from the Provost

August 1, 2020

Dear Class of 2024,

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.

Excellence in Truth and Service,

A stylized, handwritten signature in black ink, appearing to read 'Anthony K. Wutoh'.

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

## **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**

Rubin Patterson, Ph.D., Dean

(202) 806-5338 Office

### **School of Business**

Anthony Wilbon, Ph.D., Dean

(202) 806-1500 Office

### **School of Communications**

Gracie Lawson-Borders, Ph.D., Dean

(202) 806-7694 Office

### **College of Dentistry**

Andrea Jackson, DDS, Dean

(202) 806-0440 Office

### **School of Divinity**

Yolanda Pierce, Ph.D., Dean

(202) 806-0500 Office

### **School of Education**

Dawn G. Williams, Ph.D., Dean

(202) 806-7340 Office

### **College of Engineering, Architecture & Computer Sciences**

John Anderson, Ph.D., Dean

(202) 806-6565 Office

### **Graduate School**

Dana Williams, Ph.D., Interim Dean

(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**

Toyin Tofade, M.S., PharmD, Dean

(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 Process**

1. A student who believes that they have 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 their 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 their 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 their 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 their 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 them of the charges, date of the meeting, as well as a statement requesting their presence.
6. During the hearing, the student presents their 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 them 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 them 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 them. 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 their 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 their 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 their “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 their 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 of or direct interactions with students. Therefore, if a faculty or staff member describes their 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 their 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 their 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 their 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 their written consent, unless required by law. Student files shall be retained for a reasonable period of time. The Office of the Provost is hereby charged with the responsibility of implementing the policy within the following guidelines.

### Guidelines

1. **Confidential Nature of Student Records.** Student educational records, except as herein set forth in this policy statement, shall be kept confidential, with respect to requests made by all persons other than appropriate school officials, as determined by the President, or other Executive level officers of the University or parents of a dependent student, as defined for Income tax deduction purposes in Section 152 of the U.S. Internal Revenue Code.
2. **Release of Information to Investigators.** When written consent has been received by the university from a student who is the subject of a governmental or employment investigation, information requested by such investigator from records or such students may be released through authorized staff personnel of the university within whose offices such records are maintained upon proper identification of the investigator. Investigators must adequately identify themselves through the display of official credentials, indicate the agency they represent and demonstrate a satisfactory basis for their request. Even as to such investigators, information in student records not priorly released will be withheld if a student timely notifies the Office of Enrollment Management in writing that they have withdrawn their 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 their behalf or at their request, which has been placed in their educational record after January 1, 1975. If a student challenges the contents of their student educational records on the grounds that they are either inaccurate, misleading or otherwise recorded in violation of their rights, they 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 ensure 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 they were 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 them 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 their review of the evidence of record, shall submit to the dean their written recommendation concerning revocation of the graduate's degree.
- C. The dean, based upon their review of the designee's recommendation, shall submit to the Provost their written recommendation concerning revocation of the graduate's degree.
- D. The Provost, based upon their review of the prior recommendations, shall forward the record and their recommendation to the Office of the General Counsel for review.
- E. The General Counsel's Office, based upon their review of the record and prior recommendations, shall submit their 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 prior to the date of Commencement.

**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.

**OFFICE OF THE REGISTRAR**

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, their names will not appear on official class lists, and they are not eligible to receive credit for any classes attended in which they are not registered. 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 students enter or reenter 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:

1. Meet with your academic advisor to select courses (including alternate courses) and have them approved.
2. Reserve your courses via Bison Web (<http://howard.edu/bisonweb>).
3. Officially enroll by making satisfactory financial arrangements with the Office of Student Financial Services. You will not be allowed to select classes if there are any of the following holds on your registration account: academic, admission, international, medical, student affairs, or treasurer. Students who have not completed the entire registration process, including payment of tuition and fees, will not be allowed to attend classes, and will not receive credit or a grade for courses. Tuition and fees must be paid by the published deadlines.

## **LATE REGISTRATION/ CHANGE OF PROGRAM PERIOD**

During this period, students may add and/or drop courses. It is vital for students to be aware of the various dates and deadlines for course registration and withdrawal, as not adding/dropping classes by the stated deadline may result in students incurring charges and their student statuses being affected.

Students who need to be registered for classes that have officially closed or classes that present time conflicts, 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 ensure that they officially drop any courses that they do not plan to complete. If students' names appear on an instructor's official class list and they never attend the class, they may receive a grade of "F" for the course.

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 for credit, the 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, to withdraw from a course, and to complete a total withdrawal from the University is stated via HU Communications, on BisonWeb, and in the University Calendar.

## INTRA-UNIVERSITY TRANSFER AND MAJOR CHANGES

If students wish 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 the Advisory center of the school/college to which they wish to transfer into. The Office of the Registrar must be in receipt of the completed form by the first day of classes for the change(s) to be effective for the corresponding semester.

## OBTAINING PROOF OF OFFICIAL ENROLLMENT

Students can 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 if 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 their academic advisor. Please visit your academic department for this form. Change of Program Forms may also 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 (although they may be taking only one course) must submit a Total Withdrawal form.

## ABSENCE FROM THE UNIVERSITY

Failure to attend classes, abandonment of a residence hall space to which one has been assigned, or 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 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

As aforementioned, students who find it necessary to withdraw from all 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 12<sup>th</sup> week of classes for the semester in which they wish to withdraw. The withdrawal form and instructions are available from the Office of 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 the 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** upon withdrawal and may require loan funds to be repaid. Adjustments to financial aid awards will be calculated per 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 the 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 the total withdrawal contact list.
- 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-hand side of the document.
- 6) Once you have confirmed 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. Please 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. Please be sure to make it clear to both offices that the withdrawal is for the upcoming semester.

## Office of the Bursar – Student Financial Services

Mordecai Wyatt Johnson Administration Building  
2400 Sixth Street, NW Suites 115 & 218  
Washington, DC 20059  
855.490.2875 Telephone  
202.806.5279 Fax

### OPERATIONS

The Office of the Bursar at the Howard University (HU) is committed to advancing the mission of the University by assisting students and families in understanding their financial obligations to the University in an effective, helpful, secure, and confidential manner. The Office of the Bursar provides a variety of services including semester billing of tuition and other charges, collection of personal and financial aid payments, and disbursements of financial aid refunds in accordance to Federal, State, and University policies. The Office of the Bursar strives to provide outstanding personal and electronic services as well as accurate, accessible information to the campus community.

### ESTIMATED TUITION COST 2020-2021 ACADEMIC YEAR

UNDERGRADUATE	
TUITION	\$26,464.00
MANDATORY FEES	\$2,276.00
BOOKS & SUPPLIES	\$1,900.00
ORIENTATION FEE	\$200.00
HOUSING & NEEDS	\$14,180.00
TRANSPORTATION & PERSONAL	\$3,160.00
GLOBALIZATION**	\$100.00
LOAN FEES FOR SUBSIDIZED/UNSUBSIDIZED	\$100.00
TOTAL	<b>\$48,380.00</b>
PART TIME CREDIT RATE PER CREDIT HOUR	\$1,108.00
EXCESS TUITION RATE PER CREDIT HOURS	\$705.00

*\*This is not an official bill. Cost of Attendance may vary a due to factors such as:*

- Number of enrolled credit hours
- Room and board choices
- Degree program and plan
- Personal and miscellaneous expenses

## University-Wide Fees

The following are mandatory fees applied to all students unless otherwise noted.

Charge Description	Unit (Charged Per)	Cost
Enrollment Fee	First Semester Only	\$150.00
Orientation Fee	First Semester Only	\$200.00
Graduation Fee	Last Semester Only	\$100.00
Student Activity Fee	Semester	\$63.00
Endowment Fee	Semester	\$15.00
Student Health Insurance Fee*	Semester	\$780.00
Student Self-Help Fund Fee	Semester	\$5.00
Technology Fee	Semester	\$125.00

### Description of University-Wide Fees

- Enrollment Fee: A fee to fund enrollment related expenses.
- Orientation Fee: A fee to fund expenses related to activities and programs during orientation.
- Graduation Fee: A fee to pay for graduation related activities, materials, and programs.
- Student Activity Fee: A fee to fund student activities. This fee will not increase unless a change is requested and ratified under the procedures established by the Howard Student Association.
- Endowment Fee: A student-voted fee to contribute to the University Endowment.
- Student Health Insurance Fee: A fee to cover the annual Student Health Insurance Premium and other student-health related expenses. Participation in the Student Health Insurance Program is mandatory for all students.
- Student Self-Help Fund Fee: A student-voted fee to establish a Student Self Help Emergency Fund. Available for all currently enrolled students.
- Technology Fee: A fee to fund use of university email, IT labs, and other IT services.

## PAYMENT & FEE DEADLINES

Payments, including third-party payment authorizations for the Fall 2020 semester, are due on **August 3, 2020**. All third-party payment authorizations should be submitted to the Office of the Bursar/Student Financial Services via email at [thirdparty@howard.edu](mailto:thirdparty@howard.edu), or you may submit these documents in person to suite 218, located inside the Administration Bldg. All payments and third-party authorizations for the Spring 2021 are due on **January 4, 2021**.

### Late Payment Fees

Students who have not either satisfied their bill or enrolled in the Installment Plan by the deadline will be assessed a **\$100.00** late payment fee each month an outstanding balance remains on the account. Students are asked to monitor their student accounts frequently.

## PAYMENT OPTIONS

### Payment in Full:

All charges must be paid in full by the due date: Fall 2020 Semester, August 3<sup>rd</sup> - Spring 2021 Semester, January 4<sup>th</sup>. Any outstanding balances will be assessed a \$100.00 late payment fee each month the balance remains.

**Installment Plan:**

Howard University offers a 4-month installment plan for the fall and spring semesters. When registration for the plan opens in June and December (respectively), students can sign up via Bison Web. There is a \$45.00 non-refundable enrollment fee, and monthly payments are made based on the installment plan enrollment date. This plan is managed by TouchNet.

1. Payment Methods - Payments may be made by VISA, Discover, MasterCard, American Express, or automatic bank payment (ACH). The University also accepts wire-transfer payments.  
[\[http://www.howard.edu/studentfinancialservices/accounts/printable%20forms/Wire\\_Transfer\\_Instructions.pdf\]](http://www.howard.edu/studentfinancialservices/accounts/printable%20forms/Wire_Transfer_Instructions.pdf)
2. Convenience - Automatic payments deducted from a checking/savings account or credit/debit card.
3. Easy Access - The installment plan can be monitored online, or you can call a dedicated customer service representative.
4. Peace of Mind – Arrangements are made to satisfy the semester charges and students who have secured validation.

**PAYMENT METHODS****Credit Cards / Electronic Check**

Students who have a pin number and Howard University ID number may pay by credit card or electronic check on the internet by logging onto [https://epay.howard.edu/C20088\\_tsa/web/login.jsp](https://epay.howard.edu/C20088_tsa/web/login.jsp). Visa, American Express, MasterCard, and Discover are accepted. Please consult with your financial institution regarding any point of sale/transaction as well as daily limits (debit cards) on your checking and/or savings account.

**Cash**

Students who wish to pay cash may do so at the Cashier's Office located on the first floor of the Administration Building. This option is available Monday – Friday from 9:00 AM – 2:30 PM. For summer hours, please contact the cashier's office at (855) 490-2875

**Money Order / Cashier's Check / Certified Check.**

Money orders, cashier's checks, and certified checks can be submitted in-person or mailed to the Office of the Bursar. Please make sure the student's name and Howard ID number are included in the memo of the payment.

**PLEASE NOTE:** A \$35.00 fee will be charged for all reversed credit card payments and returned checks. Subsequent checks will not be accepted and may delay services with University including registration. Checks and money orders should include the student's name and Howard University Identification Number.

**Mail payments to:**

Howard University  
Student Financial Services  
Office of the Bursar  
2400 6th Street NW, Suite 218  
Washington, DC 20059

**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, Student ID Number

### **Third-Party Sponsors/Special Billing**

What is third party billing? When a country or organization makes a commitment to pay your educational expenses, they are considered a third-party sponsor. The sponsor is then billed by the University after the student is validated and after the University's add/drop period.

Third party billing contract & authorizations/award letters for Fall 2020 and Spring 2021 semesters are due on **August 3, 2020 and January 4, 2021** respectively. Contracts may be submitted once for the entire academic year. Authorizations are required every term an invoice is required. Third party billing contracts are only to be submitted once to avoid duplication. E-mail notifications are issued to the student's Howard e-mail only once the invoice has been submitted.

For additional information or inquiries e-mail: [Thirdparty@howard.edu](mailto:Thirdparty@howard.edu).

### **Sibling Tuition Discount:**

Howard University is excited in offering the Sibling Discount to all qualified undergraduates with two or more students enrolled concurrently at Howard University ("the University"). If qualify, a ten percent (10%) discount may be applied towards your tuition. The discount is applied only toward undergraduate tuition, as set forth in the University's Schedule of Fees. Application is limited to a single academic year. A renewal application is required each school year.

**Deadlines to apply and submit an application are August 31, 2020 (Fall 2020) and January 31, 2020 [Transfer Students Only (Spring 2021)] respectively. Upon approval, the "Discount" will be applied shortly after the "Add-Drop Period". Discount is subject to verification and may not be applied to any courses outside of the University (i.e. consortium, study abroad programs, etc.).**

### **Summer Tuition Assistance Grant for Excellence (STAGE) - 2021**

The primary mission and goal for the Summer Tuition Assistance Grant for Excellence (STAGE) is to assist our undergraduate students in completing their academic studies sooner. STAGE is available to qualified students who were enrolled full-time during both the Fall and Spring semesters.

Beginning October 1, 2020, the Division of Enrollment Management will require that all students apply for STAGE. The due date to submit applications to the Office of the Bursar is November 26, 2020. Applications received after the deadline may not be honored.

### **For More Information:**

**Howard University** - Office of the Bursar - [bursarhelp@howard.edu](mailto:bursarhelp@howard.edu)  
[thirdparty@howard.edu](mailto:thirdparty@howard.edu)

2400 Sixth Street NW (Suite 218), Washington, DC 20059

Phone: (202) 806-2630

Fax: (202) 806-5279

**Hours of Operation: Monday-Friday: 8:30 am - 3:00 pm**

For Credit to Howard University

Account Number 1933194600

For Further Credit to:

Student Name

## Office of Undergraduate Studies (OUS)

*2<sup>nd</sup> floor, Carnegie Hall, 202-806-4029*

<http://ous.howard.edu>

The purpose of the Office of Undergraduate Studies (OUS) is to facilitate students' successful and timely degree completion. 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 is comprised of the Center for Academic Excellence), the Center for Honors and Scholar Development, Tutoring and Learning Support Services and the Office of Career Services

OUS programs & services include:

- Academic advising and retention counseling
- New student orientation
- Honors and scholar development programs
- Free tutoring in selected gateway math and general education courses
- Transfer student support service
- Study skills webinars, workshops, and courses
- Career advising and planning

## **Student Affairs**



## Letter from Interim Vice President for Student Affairs



Welcome, Class of 2024!

As your Interim Vice President for Student Affairs, it is my pleasure to extend my heartfelt CONGRATULATIONS to each of you on the occasion of your acceptance to Howard University. On behalf of the Division of Student Affairs staff, we welcome you to the Howard family and look forward to meeting and interacting with you. The Division will support you in many ways during your matriculation. We are a resource for you as you discover your path and passion. We will point you to clubs and organizations where you will find friends and allies while developing essential leadership skills for today and the future. You will become an integral member of the vibrant Howard community that has a rich history, tradition, and legacy of truth, service, and excellence. Howard has been ranked number 80 in the country because of our brilliant faculty, stellar academic programs, world-renowned performing arts programs, successful and graduation rates, and rich

diversity.

Class of 2024, you are the first Howard University cohort to begin your academic journey in a virtual format. Together, we will learn how to traverse and perfect the virtual environment. While not yet on campus, please use your technology skills to learn and grow from your faculty and peers. Deploy your social media prowess to begin building the community that will sustain you during your stay at Howard and beyond. The “Mecca” is a special place, and the student experience will stay with and encourage you throughout your lifetime. Howard is a place of opportunity; we ask that you explore that universe to hone your skills, talents, and abilities and realize your personal and professional hopes, goals, and dreams.

The Howard leadership is preparing for your return to campus, always keeping in mind your health and safety, which is paramount. Our plans will always follow public health standards, and we ask that you practice them as well. We are all looking forward to your arrival on the Yard; until then, continue to search our websites that will provide timely, relevant information that informs and guide you.

We are excited to welcome you to the campus and eager to meet you individually and collectively. We share your high expectations and pledge our support as you find and fulfill your purpose. Be well, study hard, stay connected, seek help and resources, and prepare for your future at Howard University.

With Bison Pride,

A handwritten signature in black ink that reads "Cynthia Evers". The signature is fluid and cursive.

Cynthia Evers, Ed.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 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, Veterans Services, ADA Services, Student Life and Activities, Student Conduct, Student Health Center, Blackburn University Center, University Counseling Services, Residence Life, Commuter Services, Community Engagement, Recreational, Intramural and Club Sports, Parent Programs and Intercollegiate Athletics.

### **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.

Allocation Dollar Amount:

Vice President for Student Affairs \$37.50 Budget to support University-wide Activities through the SAFC

Student councils in each school/college \*\$18.75

HUSA-Executive Account \*\$5.63

General Assembly (HUSA Senate\*\*) \*\$12.50

Undergraduate & Graduate Student Assembly \*\$12.50 (For each full-time student in the respective category.)

The Bison Yearbook \*\$10.00

Intramurals & Recreational sports\*\* \$3.12

Central Stipend fund \*\*\*\$25.00

\*Allocation revised as a result of the student referendum February 1977. \*\*Allocation revised as a result of student referendum March 2015. \*\*\*Allocation revised as a result of student referendum April 2020.

## **STUDENT AFFAIRS DIRECTORY**

### **OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS**

(202) 806-2100

Mordecai Wyatt Johnson Administration Building, Suite 201  
Dr. Cynthia Evers, Interim Vice President & Dean of Students  
Dr. Parris Carter, Associate Vice President  
Mrs. Lennon Jackson, Chief/Director of Operations  
Ms. Elena Berrocal, Executive Administrative Assistant  
Ms. Paulette Porter, Administrative Assistant  
Dr. Ashleigh Tillman, Program Coordinator

### **STUDENT SERVICES**

(202) 238-2420

Howard Center, Suite 725  
Glennis Bacchus, Director of Student Services  
Ericka Byrd, Administrative Coordinator  
Kelli Mathews, Testing Coordinator  
Christopher Rhone, Veterans Affairs Coordinator  
Samantha Lynch Johnson, ADA Coordinator  
Administrative Coordinator, Data & Assessment

### **RESIDENCE LIFE AND UNIVERSITY HOUSING**

(202) 806-6131 Residence Life & University Housing

(202) 806- 9216 Off-Campus Housing & Community Engagement

2205 4TH Street, N.W.

Director of Residence Life & University Housing  
Ms. Ellissia Hill, Assistant Director  
Ms. Mi'Chaia Lamar, Administrative Assistant  
Ms. Kerri Gay, Housing Billing & Assignments Coordinator  
Mr. Walter Servance, Housing Operations Coordinator

### **STUDENT LIFE AND ACTIVITIES**

(202) 806-5990 Blackburn Suite 122

Ms. Katherine Outlaw, Director  
Mrs. Gaëlle Ivory, Assistant Director of Intercultural Affairs  
Mr. Courtney Thrower, Assistant Director of Leadership  
Mr. Ernest Evans, Coordinator of Fraternity & Sorority Affairs  
Ms. Jessica Watson Program Assistant  
Ms. Caprice King, Administrative Coordinator

### **STUDENT HEALTH CENTER**

202-806-7540

2139 Georgia Avenue, NW, Suite 201  
Executive Director: Dr. Michelle R. Buchanan  
Clinical Chief: Maurice Graham, FNP  
Nurse Manager: Sherry Paige

### **INTERCOLLEGIATE ATHLETICS**

(202) 806-7141

John Burr Gymnasium Suite 1013  
Kery Davis, Director of Athletics  
Amy Olson, Associate Athletic Director for Administration/Senior Woman Administrator  
Paul Bowden, Associate Athletic Director for Student Services  
Nicholas Latham, Associate Athletic Director for Operations

### **OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS**

(202) 806-6131

2205 4TH Street, N.W.

Ms. Lawan Lanier-Smith, Student Conduct Coordinator  
Ms. Gina Harmon, Administrative Assistant

### **ARMOUR J. BLACKBURN UNIVERSITY CENTER**

BLACKBURN UNIVERSITY CENTER, SUITE 134

(202) 806-5979

Mr. Reginald LeGrier, Director  
Ms. Victoria O'Neal, Scheduling Coordinator  
Mr. Alfred Burks, Operations Coordinator  
Mr. Jomah Watson, Intramurals Coordinator

### **UNIVERSITY COUNSELING SERVICE**

(202) 806-6870

C.B. Powell Building, Student Resource Center  
Dr. Michael E. Barnes, Executive Director  
Ms. Rosalyn Ford, Administrative Assistant

## **STUDENT LIFE AND ACTIVITIES**

BLACKBURN UNIVERSITY CENTER, SUITE 122

Phone: (202) 806-5990 Fax: (202) 806-9194

[sla@howard.edu](mailto:sla@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.

## **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.
- Annually file an updated 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 an active 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).

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.

## **UNIVERSITY-WIDE COMMITTEES AND PROGRAMS**

### **Yearbook Policy 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 Life & 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).

### **Elect Her**

Elect Her is a national initiative, and the only program of its kind in the nation, focused on encouraging and training women to run for collegiate, local and national political positions. In collaboration with AAUW and Running Start, each year Howard University hosts a one-day 4.5-hour training to address the need to expand the pipeline of women candidates and to diminish the longstanding political leadership gender gap. The annual conference consists of hands-on campaign skills, presentations from inspiring local speakers, and discussions on research on women in government. Students interested in working with Elect Her should contact the Programs Assistant in Student Life and Activities via email at [huosa.programsassistant@gmail.com](mailto:huosa.programsassistant@gmail.com)

### **Mister and Miss Howard University and the Royal Court**

The positions of Mister and Miss Howard University and Mr. and Miss of each School/College and Mister and Miss Freshman are advised by the Office of Student Life and Activities. Mister and Miss Howard University serve as the official ambassadors for the University, speak at various campus and community engagements and are responsible for completing campus wide programs, initiatives, and collaborations with their respective school council that are geared towards, leadership, scholarship and service.

Each year contestants participate in a rigorous competition within their respective school/college with the hope of competing for the position of the Mister or Miss of their school/college, who will then qualify to compete for the title of Mister or Miss Howard University. The school/college competition includes: a platform speech, talent, evening wear, and question and answer segments. 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.

## **INTERCULTURAL AFFAIRS**

Armour J. Blackburn Center, Suite 116

Phone: (202) 806-9687

The Office of Intercultural Affairs (OIA) supports Howard's mission by encouraging a safe and inclusive environment. OIA celebrates various cultural heritages, promotes intergroup dialogue, builds community, and contributes to students' academic and social development.

Its purpose is to promote a student-centered global learning experience via a culturally conscious campus climate.

The OIA consists of working groups committed to the following:

- 1) Cultural Competency Training
- 2) International Student Task Force
- 3) LGBTQ+ Advisory Council

### **Cultural Competency Training:**

The Office of Intercultural Affairs has the primary responsibility for the coordination of support services for our Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Asexual, Ally, Intersex, Intergender, and Pansexual (LGBTQ+) students. The Office of Intercultural Affairs hosts and facilitates cultural competency trainings for students, faculty, and staff. Trainings use an intersectional approach by exploring multifaceted identities and systems of oppression. Howard's Cultural Competency trainings:

- 1) Introduce participants to the issues faced by the LGBTQ+ population and to discuss and understand terms such as sexual orientation, gender identity, gender expression, homophobia, heterosexism, and cisgender privilege
- 2) Using Ally as an Action
- 3) Engage participants in conversation about how to intentionally develop social justice initiatives and advocacy locally and globally
- 4) Examine how awareness of multiple social identities can enhance student development

The Office of Intercultural Affairs is always evaluating language to ensure that we are inclusive, recognizing that language can be limited. For this reason, Intercultural Affairs serves as a resource for Howard University members to understand language surrounding Gender, Gender Identity, Gender Expression, and Sexual Orientation. An Inclusive Language Pamphlet is available in the Office of Student Life & Activities. Below is a list of Inclusive Language and Terms (please note this list is not exhaustive):

### **A GUIDE TO INCLUSIVE LANGUAGE**

**LGBTQQIAAP+:** umbrella term that stands for lesbian, gay, bisexual, transgender, queer, questioning, intersex, intergender, asexual, ally, pansexual, and others

**Ally:** one who supports the LGBTQ+ movement with action

**Androgyny/ous:** gender expression with both masculine and feminine elements

**Asexual:** feels little to no sexual attraction to any group of people

**Biological sex:** the genitals and hormones you are born with, generally described as male, female, or intersex. Not the same as gender.

**Bisexual:** one who experiences sexual, romantic, and/or emotional attraction to men and women.

**Cisgender:** one whose internal sense of gender aligns with identified sex at birth

**Cisnormativity:** an assumption that all individuals identify as either men or women, binaries are normalized

**Feminine/Masculine Presenting:** a type of gender expression, different from feminine or masculine of center

**Gay:** a man who is attracted to men; also used by women to describe their same-sex relationships.

**Gender Binary:** assumption that there are only two genders (man/woman)

**Gender Expression:** physical manifestation of gender identity, through a combination of appearance and behavior.

**Gender Identity:** internal sense of gender

**Genderqueer:** individuals or groups who possess identities that fall outside of accepted binaries both for gender and sexual orientation

**Heteronormativity:** an assumption that everyone is heterosexual

**Heterosexism:** system in which heterosexuality is normalized and superior, marginalizing the lives of LGBTQ+ people

**Intersex:** a person born with a mix of traditionally “male” or “female” characteristics (anatomy, hormones, or chromosomes).

**Lesbian:** a woman who is attracted to women.

**MSM:** Men who engage in same sex behavior but do not identify as gay or bisexual

**Pansexual:** a person who experiences sexual, romantic, physical, and/or spiritual attraction for people of all gender identities/expressions.

**Queer:** represents all individuals who identify outside of gender and/or sexuality “norms.”

**Questioning:** exploring one’s sexual orientation, gender identity, or gender expression

**Same Gender Loving/ SGL:** Term used by some members of the Black community to express same sex relationships – without relying on terms of Anglo/European descent.

**Sexual Orientation:** the type of sexual, romantic, emotional, physical, and/or spiritual attraction that you feel for others.

**Transgender:** one whose gender identity does not align with their assigned sex at birth

**Transitioning:** refers to process of changing bodily appearance to be in harmony with self-identification

**Trans/Bi/HomoPhobia:** irrational discomfort, anger, intolerance, resentment, ignorance, or negativity toward anyone who challenges traditional gender or sexuality norms

### **What is an Ally?**

- Supports and respects members of the LGBTQ+ community
- Takes action in given situations to challenge oppression against the LGBTQ+ community
- Actively avoids hate speech and does not encourage bullying or harassment
- Shares experiences, is relatable, but does not demand to be at the forefront of LGBTQ+ advocacy work

### **International Student Task Force**

Internationalization will be the key initiative of the International Student Task Force. The task force will examine the needs of international students and promote policies and programs that address those needs.

The Learning outcomes of the International Student Task Force will provide Howard University entities with the ability to:

- 1) Explain how multiple, intersecting systems on campus may impact relationships
- 2) Describe how cultural values influence interaction with others
- 3) Discuss how social identity impacts values, behaviors, and attitudes
- 4) Articulate ideas, identify behaviors, and demonstrate practices that promote social justice and equity
- 5) Express ideas and actualize behaviors that foster teamwork, critical thought, and communication skills needed to function in a global workforce
- 6) Practice methods and develop tools to inhibit micro-aggressions and prejudice behaviors that harmfully impact under-represented communities.
- 7) Develop healthy, productive, collaborative relationships with other

### **LGBTQ+ Advisory Council**

The University Wide LGBTQ+ Advisory Council is committed to inclusion. The council celebrates gender identity, expression, and sexuality and consists of students, faculty, and various administrative departments. The council is primarily responsible for revising current university policy related to gender and sexuality and ensuring that Howard University is a safe, inclusive space for all. The council assists with university-wide cultural competency training and selection of the Lavender Fund Scholarship Recipients. For questions regarding the LGBTQ+ advisory council, please contact the Coordinator of Intercultural Cultural Affairs, Mrs. Ivory: gaelle.amazan@howard.edu in the Office of Student Life & Activities.

### **LGBTQ Fund**

The LGBT Fund committed to research and programs for LGBT students. Students can submit a proposal to conduct LGBT centered work that will benefit the Howard University community. The Fund committee consists of student government elected leaders and staff from the Office of Student Life & Activities and



the Division of Student Affairs. For questions regarding the LGBT Fund, please contact the Assistant Director of Intercultural Cultural Affairs, Mrs. Ivory: [gaelle.ivory@howard.edu](mailto:gaelle.ivory@howard.edu) in the Office of Student Life & Activities.

## **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



- College of Pharmacy Student Council
- Graduate Student Council
- College of Medicine Student Council
- Social Work Student Government Association
- Student Bar Association
- Fine Arts Student Council(TBD)

## **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 (CFOS) or 2.85 (NPHC) and (c) are matriculated with a full-time status, having earned at least 30 credit hours at Howard University. Students who have been issued disciplinary sanctions are ineligible for recruitment for a minimum of (1) one full academic year *after* their probation period expires before they can apply for membership recruitment/intake. Transfer students must have earned at least 15 credit hours at Howard University and be classified as a sophomore to participate in a membership intake/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 Howard University student association (HUSA) under the united association of student organizations (UASO). Students participating in *any* recognized student organization/club must maintain a minimum 2.7 grade point average.

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. All honor societies are members of the honor society council (HSC).

## **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 life & 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.

## **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 & 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).

## **New student organization petitions & organization re-activation policy**

Petitions to start a new organization are accepted on a two-year cycle in the spring semester only (beginning on January 15 and ending on March 31). The next cycle for submission will open spring 2021. Recognized student organizations must have open membership policies unless they are constitutionally required to be a competitive selective organization and have satisfied all university requirements to be recognized with such a designation. All petitions must be submitted to the office student life & activities to initiate the recognition process.

Re-activation of an inactive recognized student organization occurs annually each academic year: including submission of required documents, and attendance at mandatory OSLA programs.

*Do not get involved with unrecognized groups; these are often dangerous and unsafe environments for our students.* If you have any questions regarding a group's status, please contact the office of student life and activities.

**ARMOUR J. BLACKBURN UNIVERSITY CENTER**  
**2397 6TH STREET, NW, WASHINGTON, DC 20059**  
**MAIN OFFICE SUITE 134**  
**(202)-806-5979**

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 environment. The Blackburn University Center bridges the gap between the University and community, serving as the conference site for many university activities, community events, national/regional conferences, business meetings, and lectures.

The Blackburn University Center also serves as a training site by creating employment opportunities for students while they matriculate through the University. The employment opportunities are in areas such as recreation, media technology, office administration, informational services, and facilities/event management. The Center's student employment delivers a financial resource for students while providing leadership and development opportunities in addition to supporting an ongoing commitment to the University.

The Blackburn University Center reflects and strengthens the traditions and history of Howard University by creating an environment for different generations to come together and address critical social, economic, and cultural diversities in our society. The Center complements the academic learning experience with a holistic approach to leadership development, multi-cultural experiences and community outreach. We assure the realization of our mission, with the continued support and cooperative collaboration between the campus community and the local community at large.

## **MISSION**

The Blackburn University Center provides quality services, facilities, and amenities that complement and enhance the Howard experience. Through University support and revenue, Blackburn strives to attain the resources necessary to support daily operations and the continuing preservation of equipment and facilities of the Center.

## **VISION**

The Blackburn University Center will be a resource for hosting campus events that reflect the political, social, and cultural diversity of the University and the world. The Center provides conference space that is welcoming to corporations, municipalities, foundations, and Alumni to hold conferences, workshops, meetings, seminars, and lectures.

## **CORE VALUES**

Client Involvement  
Communication  
Customer Service  
Leadership  
Student Growth & Development  
Teamwork/Collaboration

## **RESERVING SPACE IN THE BLACKBURN CENTER**

The Blackburn Center also provides a choice number of event spaces, meeting rooms, and a recreation center and bowling alley that can be reserved. Students can make a reservation for the use of the Center at:

<https://huevents.emscloudservice.com/web/>

**Username:** First part of your Howard email that precedes the @bison.howard.edu

**Password:** Same Password as Howard email

For more information regarding reserving space in the Blackburn Center contact (202)-806-5979 or email [BlackburnScheduling@howard.edu](mailto:BlackburnScheduling@howard.edu).

## **INTRAMURAL SPORTS**

**John Burr gymnasium**

**6<sup>th</sup> and Girard streets**

*Sports Offered*

*Basketball*

*Flag Football*

*Indoor Soccer*

*Outdoor Soccer*

*Indoor Volleyball*

*Outdoor Volleyball*

*Dodgeball*

*Softball*

*3 on 3 Basketball*

*Kickball*

*Bowling*

*Ping Pong*

*Swimming*

## **Mission Statement**

The Howard University Department of Student life and Activities Intramural program is committed to providing outstanding educational and instructional programs, services and facilities to Howard University students, faculty, and staff. The Department will provide recreational activities and programming that strengthen the campus community by promoting personal health, safety and wellness.

## **Message from Intramural Coordinator**

The Intramural Sports Program provides a wide variety of quality recreational programs in a safe and secure environment designed to enhance the social, mental, and physical well-being of the entire university community. The IM Sports Program performs a vital role in the recruitment, retention, and education of students and personnel.

Are you looking for some friendly, on-campus competition? Then you've come to the right place. HU Intramurals provides opportunities to participate in over 20+ recreational activities either as a team or an individual. These sports provide a great mix of competition, exercise, recreation and fun in a relaxed yet structured environment. With over 20% of Howard University students participating in our programs, this is the perfect way to enhance your college experience.

## **The Spirit of Competition**

Sport activities find their origin in the basic human need for the spirit of play. Winning and losing are mere outcomes of this play spirit. What is part of the game is the pure satisfaction of participation (fun, fitness, friendship, stress release, etc.) Without your opponent, you have no game, no contest, and no fun. You are as indebted to them, as they are to you. The spirit of play, then, is based on cooperation. Upholding high standards of integrity and fair play acknowledges this idea of cooperative competition. All players are encouraged to exercise good judgment in the caring for the safety of others as well as themselves. At Howard, an intentional violation of the rules is considered cheating and an offense against the spirit of competition. Abusive language toward officials, other participants, and manipulation of the rules are not “part of the game.” A lifetime interest in sports is a goal of all players, which has more meaning than that of a win or a loss — the memory of which often fades quickly. All players are asked to participate within the context of this spirit of play and competition.

## **Use of Ineligible Participants**

Any team found to be using ineligible participants will be subject to discipline from the Intramural Sports Program.

## **Alcohol and Drug Use**

The possession and/or consumption of alcohol and other illegal drugs by Intramural participants, coaches, and spectators is strictly prohibited at all Recreational Sports facilities and facilities which the Intramural Sports Program uses. Any participant, coach, or spectator who is under the influence or suspected to be under the influence will not be allowed to participate in any Intramural Sports activity, will be required to leave the facility immediately, and further discipline action may be taken.

## **Forfeits**

Teams must have the minimum number of players required checked-in with the referees and ready to play on the playing surface at the regularly scheduled game time. If one team (Team A) fulfills this requirement and their opponent (Team B) does not, they may either receive the forfeit win or choose to wait ten (10) minutes for Team B to arrive. If they choose to wait, the game clock will start and they must wait the entire time before accepting the forfeit win. If the minimum number of eligible players are not present and ready to play at the scheduled game time, the contest is recorded as an automatic loss and a win awarded to the team fielding the minimum number of eligible players. An automatic loss does not affect a team’s chances of making the playoffs.

## **Scheduling/Rescheduling /Inclement Weather**

A scheduled contest may be postponed, rescheduled, or cancelled only by a staff member of the Intramural Sports Program and the decisions will be made in an effort to protect the safety of the participants and the quality of our playing surfaces. Decisions will be made as soon as possible and notifications will be sent out through the IM Leagues messaging system. Games that are cancelled may or may not be rescheduled and no refunds will be given.

## **Sportsmanship**

The Intramural Sports Program is dedicated to providing a safe, fair, and enjoyable environment during all intramural contests. Unsportsmanlike behavior generally causes games to become not enjoyable, unfair, and in some cases, unsafe. In order to maintain the proper playing environment, the Sportsmanship Policy will be enforced at all times.

## **Discipline**

Individuals participating in the Intramural Sports Program are expected to conduct themselves within the boundaries of sportsmanship and fair play as well as within the rules, policies, and procedures of the program. Ensuring the integrity of the program, be it rules, safety, or enjoyment, is a high priority for the Intramural Sports Program. In cases where an individual's or team's conduct violates these principles, such conduct will cause disciplinary action to be taken and they will have to meet directly with the Intramural Coordinator.

## **Health and Injuries**

Participation is on a voluntary basis. Participants assume the risks normally associated with activity characteristic of a particular sport. It is recommended that all participants undergo a physical examination prior to participating in any intramural activity and carry some form of health and injury insurance. Neither the Howard University nor the Department of Recreational Sports Intramural Sports Program accepts responsibility for ill health or injury sustained while participating in any of the events or activities. Each recreation facility is equipped with basic first aid supplies for minor injuries. Should an injury occur, that injury should be immediately reported to the game official, the intramural supervisor, or the facility supervisor. The IM Sports Staff takes precautions to make IM Sports activities as safe as possible for participants. These precautions include rule modifications, Officials' training, inspection of playing sites, etc. In order to ensure safety, the IM Sports Office reserves the right to restrict individuals from participating with improper footwear or personal property such as jewelry, glasses, hats or any other item deemed dangerous.

## **Sign ups**

Signup times for each sport and division will be posted online in the weeks leading up to the signup week. Captains are encouraged to create an online account prior to signups so as to expedite the process come signups. (Assistance with creating an account can be given at the IM Sports desk located at the Burr center cardio room. At the designated time for signups, team captains should go to the [imleagues.com](http://imleagues.com)

## **Free Agents**

An individual without a team affiliation interested in participating may sign up as a Free Agent. The Free Agent can talk to the IM Staff or the IM Coordinator about joining a team. Free agent sign-ups are done online like team signups, but Free Agents should check IMleagues Online for a list of their teammates' names and phone numbers.

## **Team Captains**

The success of the IM Sports Program depends largely on the leadership qualities and interests of each Captain. Captains organize teams and individuals for competition and recreation in IM Sports leagues prior to the beginning of each season. There is, however, more responsibility to being a Captain than simply registering your team. The Captain serves as a liaison between the IM Sports staff and his team. As a participant, the Captain is held to a higher standard. Captains should set an example for teammates by playing within the spirit of the rules and exhibiting a high level of sportsmanship. Furthermore, Captains should attempt to address player conduct situations and incidents involving their teams before game Officials must step in to deal with the situation. Together, we can help make IM Sports the most enjoyable Recreational Sports experience possible. Verification of player eligibility is also an important Captain responsibility. Captains should familiarize themselves with all eligibility rules, as ultimately they are responsible for ensuring all members of their team are eligible to participate in IM Sports.

## **Intercollegiate Athletics**

The Howard University Department of Intercollegiate Athletics sponsors 21 NCAA Division I men and women varsity sports. The programs represent five conferences: The Mid-Eastern Athletic Conference (MEAC), Coastal Collegiate Swimming Association (CCSA), Sun Belt Conference (SBC), Eastern College Athletic Conference (ECAC) and Atlantic Sun (ASUN) Conference. Participation in Howard University Intercollegiate Athletics shall be governed by the National Collegiate Athletic Association's (NCAA) academic eligibility requirements.

Visit [www.hubison.com](http://www.hubison.com) to learn more.

### **Women's Sports:**

- Basketball
- Bowling
- Cross Country
- Golf
- Lacrosse
- Soccer
- Softball
- Swimming & Diving
- Tennis
- Track and Field (Indoor & Outdoor)
- Volleyball

### **Men's Sports:**

- Basketball
- Cross Country
- Football
- Golf
- Soccer
- Swimming & Diving
- Tennis
- Track and Field (Indoor & Outdoor)

## **OFFICE OF RESIDENCE LIFE AND UNIVERSITY HOUSING**

2205 Fourth Street, N.W.

College Hall South, Lower Level

(202) 806-6131 - Office

(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 a housing application. 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 and South, Drew Hall, Cook Hall, 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 is responsible for the administrative and programming functions and serves as a resource to all students residing in the residence hall.

## **RESIDENT ASSISTANTS (RA)/GRADUATE RESIDENT ASSISTANTS (GRA)**

Resident Assistants and Graduate Resident 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 freshmen 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 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 Resident Assistants are available to assist whenever necessary.

## **KEYS**

Each resident receives a key or access card to the main entrance door and to their 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 and all residence halls, as well



as 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 and University Housing. 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.

## **GENDER INCLUSIVE HOUSING**

Howard University Department of Residence Life and University Housing are committed to providing a safe, inclusive and supportive experience for all students. We offer a variety of gender inclusive housing options to ensure that University Housing is a supportive space for residents of all gender identities and gender expressions. Gender Inclusive Housing provides multiple housing options for graduate and undergraduate students.

Graduate and Undergraduate students can be placed in a gender inclusive room in one of our many residential communities on campus and undergraduate students can also opt into our Gender Inclusive Housing Experience (GIHE). The Gender Inclusive Housing Experience (GIHE) is one of several gender-inclusive housing options offered at Howard University. GIHE is intended to be a safe, inclusive, comfortable and supportive community for people of all gender identities and expressions. This community supports students who identify as transgender or gender non-conforming in choosing (or being placed with) a roommate of any gender.

If you are interested in exploring any of our Gender Inclusive Housing options, please request an interest form and we will connect with you through email. If you have any questions you can email and visit the **Gender Inclusive Housing Experience FAQ** for more details. Interest forms are accepted on a continuing basis until the spaces are filled.

## **QUESTIONS?**

If you have questions regarding LGBTQ+ resources outside of housing, feel free to contact the Office of Student Life and Activities, Mrs. Gaelle Ivory, Coordinator of Intercultural Affairs at [gaelle.amazan@howard.edu](mailto:gaelle.amazan@howard.edu) or 202-806-5990. The Coordinator of Intercultural Affairs offers education, outreach, advocacy and support to Howard University LGBTQ+ students.

## **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.

## **VISITATION**

Visitation guidelines must be adhered to very strictly. At all times, guests must be properly signed in and out of the building and must be escorted by the resident. 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 Resident 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. At all times, residents are also required to keep their keys and/or their access cards with them, 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, ALCOHOL, AND WEAPONS**

Students found to be in possession of, or using, weapons, illegal drugs, or alcohol, will be required to vacate University housing within 48 hours, lose housing privileges for at least one 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, alcohol, 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 from University housing may submit a letter to the Dean of Residence Life and University Housing, asking to be reconsidered for housing for a future semester 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 residence hall.

## **RESIDENCE HALL MAILING ADDRESSES**

### **Bethune Annex**

2225 Fourth Street, NW  
Washington, DC 20059  
(202) 806-6001 office

### **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 office  
(202) 483-9501 fax

**Tubman Quadrangle**

(Baldwin, Crandall, Frazier, Truth  
and Wheatley Halls)  
2455 4th Street, NW  
Washington, DC 20059  
(202) 806-7388 office

**THE OFFICE OF OFF-CAMPUS HOUSING AND COMMUNITY ENGAGEMENT**

The Office of Off-Campus Housing and Community Engagement (OCHCE) seeks to enhance off campus sophomore and above classified students whom reside off campus 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.

**SERVICES**

The office of OCHCE seeks to:

- Establish, promote and enforce Howard University's expectations regarding appropriate conduct and behavior when living off-campus.
- Provide access to off-campus living resources and information for Howard University students, parents and other stakeholders.
- Establish, maintain and expand working community relationships with neighboring communities as well as the greater metropolitan area.
- Provide mediation support for residential students on matters related to community living (i.e. roommate conflicts, community challenges, etc.).

- Provide community service opportunities to enhance co-curricular experiences and community engagement.
- Provide student food pantry support to reduce short-term food insecurity challenges.

## RESOURCES

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>

Howard University or the Office of Off-Campus Housing and Community Engagement is not responsible for any problems or circumstances that may arise when renting properties located on the Off-Campus Partners website or in the housing property listings obtained from the office. **We do not screen the property or landlord; therefore, it is your responsibility to inquire 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. Check property BBL compliance at <https://scout.dhra.dc.gov>.

The Store@HU, the student food pantry, was developed to address student engagement, support and health and wellness needs. The goal of The Store@HU is to reduce short-term food insecurity among the student body, thus supporting educational success and retention. Students with food insecurity challenges are encouraged to visit the website at <http://studentaffairs.howard.edu/thestoreathu>.

### Services Provided

- Community Living Tips
- Community Living Seminars
- Renters' Rights & Responsibilities Information
- Conflict Resolution Service
- Service Volunteer Opportunities
- Student Food Pantry (The Store@HU)

## LOCAL ADDRESS INFORMATION

All students are required to keep the registration of their local address current. Failure to comply could result in holds being placed on student accounts.

## STUDENT CODE OF CONDUCT

Students living off-campus become part of the neighboring residential communities, and are expected to be respectful and responsible neighbors. The Student Code of Conduct applies whether one lives on or off campus.

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. MPD will share the information with the University.

Loud noise anytime 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 Conduct and Community Standards.

### **Address**

2205 Fourth Street, NW  
College Hall South, Lower Level  
Washington, DC 20059

202-806-9216 (Office)

Email: [offcampushousing@howard.edu](mailto:offcampushousing@howard.edu)

Twitter: @HUOCHCE

Instagram: @HUOCHCE

Facebook: HU OCHCE

Sexual assault victims in the District of Columbia have the following rights:

- “Confidential communication” which means “information exchanged between a sexual assault victim and a sexual assault victim advocate during the course of the advocate providing counseling, support, and assistance to the victim, including all records kept by the advocate and the sexual assault program concerning the victim and services provided to the victim”.
  - On-Campus ‘confidential communication’ refers to the University Counseling Services, Chapel, Student Health Center, and the Interpersonal Violence Prevention Program
  - Off-Campus ‘confidential communication’ refers to the sexual assault victim advocate at Washington Hospital Center
- Access to a DC Sexual Assault Nurse Examiner (SANE Nurse) at the “Medstar Washington Hospital Center, or its successor entity, where medical forensic exams are conducted”

### **Title IX Office**

Administration Building  
2400 6th Street, N.W., Suite G06  
Washington, D.C. 20059  
Phone: (202) 806-2550

**Walk-in Hours:** Tuesdays and Wednesdays, 10:30 am - 2:00 pm (*Temporarily Suspended*)  
Investigates and ensures Title IX Compliance and implementation of university policy and procedures.

<https://www2.howard.edu/title-ix/home>

### **The Office of Interpersonal Violence Prevention**

Louis Stokes Health Sciences Library  
501 W St. NW Room 216 & 220  
Washington, DC 20059  
Phone: (202) 836-1401

The Howard University Office of Interpersonal Violence Prevention provides educational trainings to help faculty, staff, and students identify how issues of domestic violence, dating violence, sexual assault and stalking are addressed at Howard University. We also emphasize the importance of understanding what constitutes a healthy relationship and each person’s right to be free of violence and abuse in their relationship or interaction with others. Any violation of the University’s Title IX 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, under the Title IX Policy, 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 interpersonal violence prevention on Howard University's campus, please go to our website at <https://www2.howard.edu/hustands/interpersonal-violence-prevention>. For Title IX reporting protocol and the Title IX Policy, please go to <https://www2.howard.edu/title-ix/home>

## **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)

### **Sexual Assault Victims' Rights**

In Washington, DC. Sexual assault occurs when "a person engages in or causes another person to engage in or submit to a sexual act in the following manner":

- By threatening or placing that other person in reasonable fear (e.g. John threatens to ‘out’ you if you don’t engage in a sexual act);
- You know or have reason to know that the other person is:
  - Incapable of appraising the nature of the conduct;
  - Incapable of declining participation in that sexual act; or
  - Incapable of communicating unwillingness to engage in that sexual act.

Sexual assault victims in the District of Columbia have the following rights:

- “Confidential communication” which means “information exchanged between a sexual assault victim and a sexual assault victim advocate during the course of the advocate providing counseling, support, and assistance to the victim, including all records kept by the advocate and the sexual assault program concerning the victim and services provided to the victim”.
  - On-Campus ‘confidential communication’ refers to the Interpersonal Violence Prevention Program
  - Off-Campus ‘confidential communication’ refers to the sexual assault victim advocate at Washington Hospital Center
- Access to a DC Sexual Assault Nurse Examiner (SANE Nurse) at the “Medstar Washington Hospital Center, or its successor entity, where medical forensic exams are conducted”

Interview by the Metropolitan Police Department or “other law enforcement agency with a sexual assault victim that occurs in conjunction with a sexual assault victim receiving any medical treatment or forensic evidence collection related to sexual assault at the hospital [Washington Hospital Center] and any subsequent in-person interview with law enforcement relating to the sexual assault”. (\* DC Code § 23-139)

## STUDENT HEALTH SERVICES

PHONE: 202-806-7540

LOCATION: 2139 GEORGIA AVENUE, NW, SECOND FLOOR

The Student Health Center staff would like to extend a warm welcome to all new, transfer and students returning. It is our goal to make your transition into Howard University as seamless as possible by drawing your attention to our mandatory health requirements that **must be completed prior to your arrival on campus**.

All students entering Howard University for the first time or returning after an absence of a semester or more are required to submit a complete medical history and Tuberculosis (TB) screening certificate signed by a licensed health care provider. In addition, all new and returning students for fall 2017 must submit a physical exam. In accordance with DC Law 3-20, we require all students who are under the age of 26 as of August 1<sup>st</sup> for the fall semester and January 1<sup>st</sup> of the spring semester to meet the mandatory immunization requirements. Please note that if you are a health science student entering the Colleges of Medicine, Dentistry, Pharmacy, Nursing and Allied Health or a biomedical graduate student, there are additional requirements that must be met.

Age/School	REQUIREMENTS*
Age 26 and older by August 1 <sup>st</sup> for the fall semester or January 1 <sup>st</sup> for the spring semester.	Medical history Physical exam TB (tuberculosis) screening within 6 months prior to the first day of classes. Accepted screen testing dates: Fall semester: test between March – August Spring semester: test between July – January

	Td/Tdap (tetanus, diphtheria and pertussis) within 10 years Tdap – at least one dose
Under age 26 by August 1 <sup>st</sup> for the fall semester or January 1 <sup>st</sup> for the spring semester.	Medical History Physical Exam TB screening within 6 months prior to the first day of classes. Accepted screen testing dates: Fall semester : test between March – August Spring semester: test between July – January MMR vaccine – 2 doses Hepatitis B vaccine – 3 doses Varicella vaccine – 2 doses Td/Tdap – within 10 years Tdap – at least 1 dose Meningitis vaccine, after age 16 Polio vaccine – if under age 18
<b>ALL Health Science Students:</b>  Students entering the Colleges of Medicine, Dentistry, Pharmacy, Nursing and Allied Health Sciences and Biomedical programs in the Graduate School.	All requirements for under 26 <b>AND</b> 2-step PPD or blood screening for TB Immunity titers ( <u>quantitative</u> ) to Measles, Mumps, Rubella, Varicella and Hepatitis B

*\*If you do not have vaccine records, you can ask your provider to do quantitative “titers” to document immunity to Hepatitis B, Varicella, Measles, Mumps and Rubella. You will still need Tdap, Meningitis and TB screening in addition to the titers.*

Please visit our website to download the forms under the Mandatory Health Requirements section <http://huhealthcare.com/healthcare/student>. The package includes all the forms you will need to document your medical history, physical exam, TB screening and immunizations. You should take this letter, a copy of all of your childhood immunization records and the health-related forms to your health care provider for review. Please ensure that all items are completed, signed and dated.

Upon acceptance and enrollment fee payment, you are automatically placed on *medical hold*, until all health-related items are completed. Compliance with the immunization requirements is mandatory and a **medical hold will prevent you from registering for classes. Therefore, it is your responsibility to complete all medical requirements before coming on campus.** The forms should be submitted directly to the Student Health Center as soon as possible, but no later than July 1, 2017 for fall entrants and no later than December 1, 2017 for spring entrants to avoid any unnecessary delays in your registration. You may email, fax or drop off the forms to the Student Health Center. Please retain a copy of all documents submitted to the office.

Fax: 202-806-7416

NEW DEDICATED Email: [studenthealthforms@howard.edu](mailto:studenthealthforms@howard.edu)

If for some reason you are unable to complete the health requirements, some services may be provided at the health center per our fee schedule. However, those students who are non-compliant with the immunization requirements will remain on medical hold until each item is completed.

### Services

- Primary and preventative healthcare
- Acute illness and injury care



- Care for chronic illnesses
- Screening, counseling and evaluation for STI's and contraception
- Wellness and health lifestyle counseling
- Specialty referral
- Direct link to ancillary radiology services at Howard University Hospital
- Lab services onsite through LabCorp with access to the patient portal
- Immunizations per fee schedule

#### Student Health Fee Schedule

**You must receive all vaccines prior to your arrival on campus.** However, if you are unable to obtain the required immunizations, we will have a very limited quantity of vaccines available at the following costs:

- |                |       |
|----------------|-------|
| • Hepatitis B  | \$80  |
| • MMR          | \$85  |
| • Varicella    | \$115 |
| • Tdap/Td      | \$60  |
| • MCV/Menactra | \$130 |
| • PPD          | \$20  |
| • Influenza    | \$25  |

*Please note that there is a \$10 charge for medical record copies. There is no charge for immunization records.*

#### **Health Insurance**

#### **United Healthcare Student Resources**

Insurance coverage at Howard University is mandatory for all students and will begin on August 1<sup>st</sup> for fall registration and January 1<sup>st</sup> for spring registration. The health insurance fee is included in the University matriculation fee and coverage is provided by United Healthcare Student Resources. *This fee cannot be waived.* For more information on the plan, plan deductibles and co-pays please contact UHCSR at 1-800-793-0251 or visit the HU United Healthcare Student Resources website <https://www.uhcsr.com/howard>. The United Healthcare coverage provided by Howard University is the only insurance accepted at the Student Health Center. Students who have other insurance may use it as secondary coverage for services rendered outside of Student Health.

#### **HealthiestYou**

An added benefit to the health insurance plan is HealthiestYou. This service provides all students with telemedicine access to speak to a board-certified physician 24/7, if you are too ill to come in to the health center, are out of town or have general medical questions. [www.telehealth4students.com](http://www.telehealth4students.com) or 1-888-870-8815.

#### **Emergency services, specialty care and mental health**

Emergency services and specialty care are provided by in-network providers, Howard University Hospital and Howard University Faculty Practice Plan. Student must be seen by the Student Health Center prior to receiving specialty referral services. Expenses will incur for medical treatment rendered outside of the SHC for which no prior approval or referral is obtained. Exceptions to this rule are services provided by OB/GYN and Mental Health for which no referral is needed. Referrals are also not needed when you are more than 35 miles from campus or when the Student Health Center is closed (breaks or holidays). All mental health services (including prescribing of medication for ADD/ADHD) are provided at the University Counseling Center location on campus.

## Pharmacy Services

All students currently on medication are encouraged to obtain 1-2 months of refills prior to arrival. Medical records and/or prescriptions may be submitted to the health center to avoid disruption. You should bring the prescription bottle/package for appointments to change or refill a prescription. There are multiple local pharmacies, including Walgreens in the hospital and a CVS, within walking distance.

Please visit our website to download needed forms: <http://huhealthcare.com/healthcare/students>. Medical forms can be scanned/emailed to: [studenthealthforms@howard.edu](mailto:studenthealthforms@howard.edu).

## UB AND UBMS PROGRAM SUMMARY FOR STUDENT LIFE

TRiO Programs at Howard University 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 low-income and first-generation backgrounds seeking educational excellence and support to facilitate the transition from secondary school to postsecondary education.

Over the years, the original three programs (Talent Search, Upward Bound, and Student Support Services) have been expanded to eight. Howard University has had a TRiO Program on campus since 1965 when the University was funded to administer one of the pilot Upward Bound Programs. In 1991, additional funding was acquired to administer and Upward Bound Mathematics and Science Program. Both of these federally funded programs serve students in grades 9-12. For more information, please call (202) 806-5132.

### ANDREW RANKIN MEMORIAL CHAPEL

#### Office of the Dean of the Chapel

FAITH · SERVICE · JUSTICE

2395 6TH STREET, NW

(202) 806-7280

(202) 238-8531 (FAX)

WEB: [chapel.howard.edu](http://chapel.howard.edu)

EMAIL: [chapel@howard.edu](mailto:chapel@howard.edu)

INSTAGRAM & TWITTER: @HowardUChapel

FACEBOOK: [facebook.com/howarduchapel](https://www.facebook.com/howarduchapel)

Since 1894, the 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, staff, and administration. The Office of the Dean of the Chapel (Chapel) is committed to empowering leadership development, engaging the global community, and enhancing the Howard University legacy of Truth and Service.

Time has affirmed that what happens at Howard University has implications for the nation and the global community. As you explore our history and current activities, we hope that you will share our excitement about the broad network of campus ministries and Chapel programs. Through a growing presence of diversity on our campus, we are working to promote interfaith dialogue and cooperation that develops leaders with a deepened understanding and respect for diverse faiths and cultures.

The programs of the Office of the Dean of the 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 as well as 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 celebrates 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 West Campus home of the Law School and the Divinity School); 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, grief and loss. Through this partnership, the Chapel also develops programs of support for the university community around national and international crises. The guiding principles of the Chapel are faith, service and justice which are reflected in all we do.

Bernard L. Richardson, Ph.D. is the Dean of the Chapel.

## **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 with speakers that have included global dignitaries, U.S. presidents and distinguished visionaries including Dr. Martin Luther King, Jr., Mary McLeod Bethune, Bishop Desmond Tutu, President William Clinton, Dr. Robert Schuller, Bishop Vashti McKenzie, and Dr. Gardner Taylor. 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—ecumenical and interfaith, 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. There are countless opportunities for students to become actively engaged in the life of the Andrew Rankin Memorial Chapel as a Chapel Assistant, Friend of the Chapel, choir member, or volunteer in the chapel throughout the weekday. Each Chapel service is broadcast live via the Rankin Chapel YouTube page and rebroadcast on WHUR-FM radio and on WHUR-HD channels.

### **Chaplaincies**

Howard University has traditionally welcomed the on-campus participation of chaplains and chaplaincies supported by established faith traditions, 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 Campus Ministries at Howard University (Anglican/Episcopal/Lutheran) - Active
- Howard University Muslim Community (Muslim)
- Howard University Newman Club—The Roman Catholic Chaplaincy - Active
- Navigators Christian Fellowship (Non-Denominational Christian) – Active
- Wesley Foundation United Methodist Campus Ministry (Methodist) - Active

## **SERVICE FORMATION**

### **Chapel Assistants**

The Chapel Assistants (CA) is a university-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, Angel Tree Project and the annual thanksgiving dinner. The organization is open to all students.

### **Howard University Alternative Spring Break**

Since 1994, Howard University Alternative Spring Break (HUASB) has offered service-learning opportunities in marginalized communities around the nation and the world. HUASB has been committed to serving communities in need and involving students in meaningful service projects in order to develop the next generation of servant leaders. HUASB provides week-long service-learning opportunities for over 1,000 members of the University community (students, staff, and faculty) in cities across global and domestic lines. HUASB is organized by a student steering committee and applications for HUASB are made available annually. All participants choose to exchange traditional spring break vacations for service work in vulnerable communities. 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.

## **JUSTICE FORMATION**

### **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.

### **Juvenile Justice Advocates (Just Us) Initiative**

The Office of the Dean of the Chapel coordinates a juvenile justice initiative that has partnerships with area youth detention centers to provide mentorship support services to their residents. The program provides ongoing service-learning opportunities to address the critical issue of juvenile incarceration that impacts millions of youth across the nation, including college students. Please contact the Office of the Dean of the Chapel for more information or to become involved.

## **INTERFAITH COLLABORATION**

### ***FAITH · SERVICE · JUSTICE Coalition***

The FAITH · SERVICE · JUSTICE Coalition 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 FSJ Coalition 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 student activities 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. Collaboration

## **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 Life & Activities.

Official recognition by Howard University as a student religious organization is a result of an application to the Office of the Dean of the Chapel. The application is reviewed and sent to the Dean of the Chapel for approval. 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 the Faith, Service, Justice Coalition 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**

Due to the nature of the journey from home to college, campuses often attract negative attention from groups that target 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

The Office of the Dean of the Chapel's concern with cults is not about their religious beliefs. The concern is about potentially risky and destructive behaviors they lure students to engage in. 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 at Howard University. Contact the office for spiritual support and guidance. We look forward to being part of your spiritual journey.

**Please refer to the chapel website for the full  
Guiding Policies and Procedures for Student Religious Organizations.**

**STUDENT  
GOVERNMENT &  
ORGANIZATIONS**



Class of 2024 and Incoming Transfer Students,



Welcome to The Mecca! The 60th Administration of the Howard University Student Association (HUSA) would like to congratulate you on all the hard work and dedication that has led you to this moment.

You are attending Howard at a pivotal time in our history. Social justice efforts across the country urge us to use our voices to assert that Black Lives Matter, and the COVID-19 pandemic has required Howard to adapt our learning environment in an unprecedented manner. We hope you view these challenges as a time to reflect on the importance of community, and to further your understanding of the world. Making the choice to continue your education during these times showcases your passion, resilience, and strength. Our prior expectations for 2020 may have shifted, but our commitment to upgrading the student experience remains steadfast.

Your experience at Howard is what you allow it to be. We encourage you to get to know your classmates and professors in a meaningful way, because this will build the bonds that will last a lifetime. Your bison family are some of your greatest and most accessible resources. Enter this new space with an open mind, positivity and drive. Get what you want out of your Howard experience by setting goals—even if that goal is to find your purpose. Always remember, when one door closes you are closer to your purpose.

As your 2020-2021 HUSA Executives, it is important that you know that we are your resource as well. Utilize us to ensure that what you want to see on campus has the potential to become a reality. We are carrying on a legacy of advocating for the student body, and that now includes you. One of the most important lessons that you will learn on campus is to always allow your voice to be heard.

In order to Upgrade HU, we need you.

In Truth & Service,  
Rachel Howell (she/her) & Michael Franklin (he/him)  
60th Howard University Student Association Executive President & Vice President

## **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
- COLLEGE 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 (CFOS) or 2.85 (NPHC) and (c) are matriculated with a full-time status, having earned at least 30 credit hours at Howard University. **Students who have been issued disciplinary sanctions are ineligible for recruitment for a minimum of (1) one full academic year after their probation period expires before they can apply for membership recruitment/intake.** Transfer students must have earned at least 15 credit hours at Howard University and be classified as a sophomore to participate in a membership intake/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 Howard University Student Association (HUSA) under the United Association of Student Organizations (UASO). Students participating in any recognized student organization/club must maintain a minimum 2.7 grade point average.

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. All honor societies are members of the honor society council (HSC).

## **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 life & 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.

## **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 & 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).

## **NEW STUDENT ORGANIZATION PETITIONS & ORGANIZATION RE-ACTIVATION POLICY**

Petitions to start a NEW ORGANIZATION are accepted on a two-year cycle in the Spring semester only (**beginning on January 15 and ending on March 31**). The next cycle for submission will open Spring 2019. Recognized student organizations must have open membership policies unless they are constitutionally required to be a competitive selective organization AND have satisfied all university requirements to be recognized with such a designation. All petitions must be submitted to the Office Student Life & Activities to initiate the recognition process.

Re-activation of an inactive recognized student organization occurs annually each academic year: including submission of required documents, and attendance at mandatory OSLA programs.

*DO NOT GET INVOLVED WITH UNRECOGNIZED GROUPS; THESE ARE OFTEN DANGEROUS AND UNSAFE ENVIRONMENTS FOR OUR STUDENTS. If you have any questions regarding a group's status, please contact the Office of Student Life and Activities.*



Dear Bison,

Congratulations! Welcome to The Mecca, Howard University. As a hallmark of prestige and refinement, Howard University needs trailblazers, innovators, and leaders to keep it flourishing. You are the leader that we have been waiting for to carry on the tradition of Excellence in Truth and Service. It is okay to be nervous during this time of transition. You are stepping into a world filled with unknowns-- a collegiate world that will be full of laughs, tears, ambitions, and fears that will impact you for the

rest of your life. This new experience may seem daunting, but you have peers, faculty, and alumni who are here to uplift and support you along the way. We are Bison. We are a herd. At Howard, you are more than just a college student. You are a part of a family.

One of the defining characteristics of a Howard Bison is the ability to push forward despite any adversarial circumstance. 2020 has been a turbulent year for the Black Community. From a world-numbing pandemic to the brutalization of our men, women, and children by those who are supposed to protect us, this year is a true testament to our strength and resilience. Luckily, as Bison, we are equipped with the mindset and audacity to prevail. We stand together on the shoulders of Thurgood Marshall, Toni Morrison, Elijah Cummings and so many other revolutionaries spanning across every field and we know that you will uphold and enhance this great legacy.

Howard University will mold you into exemplars of Black Excellence if you allow her to. View every experience, positive or negative, as an opportunity for growth and development. Always remember that you did not find yourself on this path by error or mistake. Only 57% of African-American students have access to the full range of math and science courses necessary for college readiness. Therefore, you have defied incredible odds and triumphed over an inequitable system in order to make it to The Mecca. Life will continue to present challenges, but you will continue to persevere and exceed all expectations using the skills that you will build at Howard University. Use your time at The Hilltop to continue to break barriers and serve as a beacon of hope and conquest for the Black Community.

Cherish your time at Howard University. Allow her to cultivate and enhance you. Learn about her rich history so that you can become grounded in a purpose that is aligned with Howard's four pillars: excellence, leadership, service, and truth. We have a responsibility as young Black leaders to create the change that we desperately need to see in the world. Although you will evolve and grow at Howard, never lose sight of who you are and the impact that you intend to leave on this campus as well as this society. Congratulations again, and welcome to the most transformative years of your life.

In Truth & Service,  
Timothy J.H. McDonald & Taylor L. Davis  
Your 44th Mister & 82nd Miss Howard University



## FRATERNITY & SORORITY AFFAIRS

Official recognition of fraternities and sororities may be conferred by the Vice President for Student Affairs upon the recommendation of the Office of Student Life & Activities, which will serve as the sponsoring university unit for all recognized fraternities or sororities. Each fraternity, sorority, honor society and/or similar organization is expected to maintain membership in one of the member organizations of the Council of Fraternal Organizations, as applicable: National Pan-Hellenic Council (NPHC) and the Council of Independent Organizations (CIO). All officially recognized fraternities, sororities, honor societies 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, honor society (if applicable), similar organization or CFO organization classified as *OPEN MEMBERSHIP* with a membership intake/induction process must annually file a current certificate of liability insurance coverage (*naming Howard University as an additional insured*) with the OFFICE OF STUDENT LIFE & ACTIVITIES.

There is a fifty (50) new member limit for member organizations of the CFO 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.

Howard University follows a **DEFERRED RECRUITMENT CYCLE** during the Spring semester of each academic year for the National Pan-Hellenic Council. Organizations associated with the Council of Independent Organizations are permitted to conduct recruitment in the Fall and Spring semesters.

### **Council of Fraternal Organizations:**

The council of fraternal organizations (CFO) shall serve as the advisory body/governing body to the office of student life & activities in the development of policies, initiatives and programs related to the community of recognized fraternities, sororities, honor societies and similar organizations at Howard university. The CFO shall provide recommendations to enhance and promote the self-governance of the fraternity and sorority community at Howard; it shall serve as the peer review board for new and petitioning fraternal organizations seeking expansion (*refer to expansion policy*); 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, honor societies and similar organizations at Howard university. The CFO serves as the governing council for all fraternities, sororities, honor societies 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.*

Member organizations of the Council of Fraternal Organizations (CFO):

- **Council of Independent Organizations (CIO)**
- **National Pan-Hellenic Council (NPHC)**

### **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, INTERMEDIATE 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.

All organizations recognized as a fraternity, sorority, honor society or similar organization must attend and participate in the activities of its respective council.

### **Fraternity & Sorority Affairs Expansion/Extension Plan**

Expansion involves inviting inter/national fraternities and sororities to establish chapters on campus and is encouraged when a need exists and is recommended by the National Pan-Hellenic Council (NPHC), the Professional Fraternal Council (PFC), Independent Fraternal Council (IFC) or the Local Based Council (LBC). This recommendation/approval must be made in combination with the Fraternity & Sorority Affairs Expansion Committee which consists of six (6) members: Coordinator of Fraternity & Sorority Affairs, Director of Student Life & Activities, Vice President of Student Affairs, HUSA President, Graduate Assistant of Fraternity & Sorority Affairs (if applicable), and the president of the Governing Council that is expanding.

*\* Please see Section V for guidelines governing expansion for the Honor Society Council (HSC).*

### **Criteria for Expansion Consideration**

- Interest as shown through the number of prospective members
- Membership status of current fraternities and sororities
- University enrollment trends

### ***Please Note:***

- *Howard University will not recognize new local based fraternities, sororities and/or similar groups as members of the Fraternity & Sorority Community*

- *Expansion for a Fraternity, Sorority or Similar Organization is not automatic. Expansion must be approved by the Fraternity & Sorority Affairs Expansion Committee. "Campus crashing," or forming a group of interested students without the approval of the office of Student Life & Activities, or by the (Inter)/National Office will not be tolerated*
- *Checklist referenced in Extension/Expansion Plan may vary based on Fraternity & Sorority Council affiliation, (Inter)National Organization, and/or University standards. Additionally, the checklist may include specifics relevant to situation, circumstance, or history*

When it is determined that a new group is needed to strengthen the Fraternity & Sorority Affairs Community at Howard University, the procedures outlined below will be followed. The purpose of these procedures is to ensure expansion of Fraternity & Sorority letter organizations (fraternities and sororities), honor societies and/or similar organizations occurs in a manner which includes a carefully developed plan conducive to the educational mission of Howard University and to provide specific guidance and support for new fraternities, sororities, honor societies and/or similar organizations. This provides maximum opportunity for successful chartering and a meaningful and rewarding experience for the students within the Fraternity & Sorority community.

All fraternities, sororities, honor societies and/or similar organizations seeking to charter a chapter or reorganize a latent charter on the Howard University campus after June 1, 2016 shall be required to follow the procedures set forth by this policy. All fraternities and sororities, honor societies and/or similar organizations must be recognized by a governing council (NPHC, PFC, IFC, HSC, LBC).

## **I. Procedures for Expansion**

The Fraternity/Sorority/Similar Organization expansion can be initiated in one of three ways:

- Through receiving a formal new student organization petition for recognition by a group of interested students
- Through a formal expansion plan approved by a Fraternity & Sorority Affairs Governing Council (NPHC, PFC, IFC, LBC, HSC) and the Fraternity & Sorority Affairs Expansion Committee, or
- Through reviewing a formal petition for recognition by a group coming off a disciplinary loss of University recognition

### **Procedures for Recognition by a group of interested students**

*(Defined as a group of students expressing an interest in becoming a Fraternity & Sorority-Lettered Organization or Honor Society)*

1. Prior to initiating contact with potential new student members, the group must submit a formal request for expansion in writing to the Office of Student Life & Activities.
2. Fraternity & Sorority Affairs Expansion Committee would meet to determine if expanding the particular Council is appropriate.
3. Schedule a meeting with the Coordinator of Fraternity & Sorority Affairs to discuss expectations, policies and procedures, etc.
4. Upon approval from the Fraternity & Sorority Affairs Expansion Committee, the group of interested students will submit the information requested in Section II to the Director of Student Life & Activities for review/approval.
5. The (Inter) National Fraternity/Sorority, will be invited to make an on-campus presentation to the Fraternity & Sorority Affairs Expansion Committee, Governing Council and Fraternity & Sorority Community.



6. Following the various presentations, evaluations will be collected for review by the Fraternity & Sorority Affairs Expansion Committee.
7. A decision will be made within 72 business hours to invite or not invite the (Inter) National fraternity/sorority to charter a chapter of interested students at Howard University. The Governing Council will provide a checklist of expectations to the chosen organization.
8. Howard University will recognize no more than one fraternity and sorority per Governing Council as a group of interested students/chartering group at any one time. Therefore, the council will not be allowed to expand further until the group of interested students has become a chartered chapter, has disbanded, or has fulfilled their national standards to reorganize a latent charter.

### **Procedures for formal expansion requested by a Fraternity & Sorority Governing Council**

1. Determine need for expansion
2. Council executive board must first gain approval from the individual active Chapters within its Council and the Fraternity & Sorority Affairs Expansion Committee to begin expansion
  - a. Discussion will begin in the Governing Council meeting.
  - b. Each organization in the Council will discuss the expansion in their next business meeting and report back to the council executive board.
3. If expansion is approved, the Coordinator of Fraternity & Sorority Affairs will send letters of inquiry to applicable organizations that have expressed interest in establishing a chapter at Howard University. Consideration should be given to fraternities or sororities who previously had a chapter at Howard University.
4. Interested organizations must submit a formal request for expansion to the Office of Student Life & Activities.
5. Interested organizations must submit information requested in Section II to the Director of Student Life & Activities for review by the Fraternity & Sorority Affairs Expansion Committee.
6. The Fraternity & Sorority Affairs Expansion Committee must then review information and select 2-3 groups from the groups that applied to be invited to make an on-campus presentation to the Fraternity & Sorority Affairs Expansion Committee, Governing Council and Fraternity & Sorority Community.
7. The fraternities or sororities making an on-campus presentation will meet prior to the various presentations with the Coordinator of Fraternity & Sorority Affairs to discuss expectations, policies and procedures, etc.
8. Following the various presentations, evaluations will be collected for review for the Fraternity & Sorority Affairs Expansion Committee and a decision will be made on whether or not to invite an organization to Howard University.
9. If a (Inter) National fraternity/sorority is invited to charter a chapter or a group of interested students at Howard University, the Coordinator of Fraternity & Sorority Affairs will provide a checklist\* of expectations to the selected organization.
10. Howard University will recognize no more than one fraternity and sorority per Governing Council as a group of interested students/chartering group at any one time. Therefore, the council will not be allowed to expand further until the group of interested students has become a chartered chapter, has disbanded, or has fulfilled their national standards to reorganize a latent charter.

## **Procedures for an organization reorganizing or coming off disciplinary loss of University recognition**

1. Meet with the Coordinator of Fraternity & Sorority Affairs to discuss possible reorganization and receive a list of criteria to be met in consideration of returning to Howard University as an active chapter

*The criteria must include, but are not limited to:*

- a. Reasons why the chapter became inactive on campus, and when
  - b. How the issue(s) have been addressed
  - c. How the group has cleared any debts or circumstances still incomplete from when previously on campus (if applicable)
  - d. A new chapter advisor, which shall not have been affiliated with the chapter in any way at the time of loss of recognition.
  - e. No involvement from the members who were involved in the incident.
2. Submit information requested in Section II to the Assistant Director of Student Life & Activities for review by the Fraternity & Sorority Affairs Expansion Committee.
  3. If approved, the (Inter) National Fraternity/Sorority will be invited to make an on-campus presentation to the Fraternity & Sorority Affairs Expansion Committee, Governing Council and Fraternity & Sorority Community.
  4. A decision will be made on whether or not to invite the (Inter) National fraternity/sorority to reorganize a chapter at Howard University. If invited to reorganize a chapter, the Governing Council will provide a checklist\* of expectations to the chosen organization.
  5. Howard University will recognize no more than one fraternity and sorority per Governing Council at any one time. Therefore, the council will not be allowed to expand further until the group of interested students has reorganized a chapter, has disbanded, or has fulfilled their national standards to reorganize a latent charter.
  6. If invited to return, the organization will be placed on probation for a minimum of one (1) semester.
    - a. The fraternity or sorority must meet all (Inter) National requirements, participate in all Fraternity & Sorority Affairs sponsored events, and receive no disciplinary sanctions.
    - b. If a chapter has previously been suspended by the University, and then is found responsible for further disciplinary actions, the organization may be expelled.

## **II. Materials to be included in the petition for a group of interested students/reorganizing group**

1. Letter of interest/support from (Inter) National Fraternity & Sorority headquarters
2. Logistical Information
  - a. Name of fraternity or sorority
  - b. Founding date
  - c. Current number of undergraduate chapters
  - d. Current number of undergraduate members
  - e. Average chapter size
  - f. Number of chapters closed in the last five years and reasons for closing
  - g. Membership costs: new member, initiation fees, regular dues, etc.
  - h. Nearest alumni/graduate chapter
  - i. If a group is returning to campus, describe the following:
    - i. History at Howard University
    - ii. Reasons why the chapter became inactive on campus, and when
    - iii. How the issue(s) involved have been addressed
    - iv. How the group has cleared any debts or circumstances still incomplete from when previously on campus (if applicable)
3. Inter/National Headquarters Values, Policies and Publications

- a. A description of the organizational values and founding principles
  - b. A description or diagram of the governance structure at the chapter and the inter/national levels
  - c. Constitution (Inter/National and local if applicable)
  - d. Risk Management
4. Chapter Development
5. Membership Development
  - a. Hazing policy
  - b. Membership discrimination policy
  - c. Membership education policy and program (New Member Education Program)
  - d. Recruitment/Membership intake policy and program
6. Additional Information
  - a. A copy of the organization's Certificate of Insurance
  - b. Letter of intent from the Inter/National Headquarters Expansion Chairperson
  - c. Petition Form
  - d. Letter of intent from the On-Campus Advisor
  - e. A student organization Advisor Agreement Form

All items above, plus any additional information should be put into a packet which follows the format specified and be sent to:

**Howard University  
Blackburn University Center, Suite 122  
2397 Sixth St. N.W.  
Washington, DC 20059**

**Suggested Expansion Time Frame (*approximate time frame; subject to change*)**

**Recruitment Cycle Prior Semester-** The Fraternity & Sorority Affairs Expansion Committee meets to determine which councils will accept expansion packets and which will not; after the vote is complete, the Director of Student Life & Activities will begin taking packets during the Fall semester.

***\*Packets will not be reviewed until the spring cycle of New Student Organization Petitions.***

**September**

- All packets by petitioning organizations must be submitted and completed in the format previously outlined. Incomplete packets will not be considered.
- The Fraternity & Sorority Affairs Expansion Committee will meet to review submitted packets and select organizations for presentations.

**October**

- Selected groups will present to the Fraternity & Sorority Affairs Expansion Committee and to the current chapter members of the Fraternity & Sorority community.
- The Fraternity & Sorority Affairs Committee will have a final meeting and decide which organization(s) to bring to campus. The committee reserves the right to decline consideration of a group for any reason, and the decision is final.

Once expansion is approved, the New Student Organization Petition will be submitted to HUSA, Director of Student Life & Activities and the Office of the Vice President for Student Affairs for final approval.

**Statement on Informational/Rush Meetings:**

If an international organization is eligible for expansion (*no previous restrictions from policy breaches and governing council open for expansion*) it may hold two general informational/rush meetings in order to build interest on campus, as well as see which students may want to be a part of their organization if they expand to our University. Any meetings of this kind MUST be coordinated by a designated national officer

and NOT the group of interested students on campus. *Also, it must be clearly stated at the meeting that there is no guarantee that because there is an interest that the organization will be approved to expand on campus.* University Officials must be invited to, and allowed to attend, all informational meetings. This designated group of interested students is prohibited to act as an organization affiliated with the national fraternity or sorority and will not be recognized as a student organization at Howard University nor engage in any activities restricted to recognized fraternities/sororities. There are to be no officers of the group, nor events held in the group's name. Any initiation or new member education of members of the group of interested students violates the expansion policy and subjects the (inter)national organization to a minimum of two years of ineligibility to expand at Howard University.

### **III. Recruitment/Intake**

According to Student Life & Activities policy, the following recruitment/intake procedures must be followed:

1. There will be NO summer or winter break recruitment or intake meetings.
2. There will be NO summer, winter or spring break initiations of interested students whose information was gathered at the end of the academic semester.
3. All interested students must have GPA information verified through Student Life & Activities to ensure that they meet university academic standards and their (inter)national and/or local chapter organization's academic standards for membership recruitment/intake.
4. Students must complete university-wide membership education and anti-hazing workshops and a designated number of community service hours required by Student Life & Activities prior to membership intake. Once students attend the university-wide membership education and anti-hazing workshops they will have four (4) semesters of eligibility to join a competitive/selective organization, including fraternities and sororities. If a student attends the Fall 2020 workshops, they will be eligible for membership intake for Fall 2020, Spring 2021, Fall 2021, and Spring 2022. After the four (4) semesters have expired and the student has not joined a competitive/selective organization they will have to attend the workshops again as the laws and policies around the issue of hazing and the practices for hazing prevention and education change frequently and want to insure that our students are provided relevant and up-to-date information.
5. All interested students will undergo a Student Code of Conduct review by the Director of Student Life & Activities to determine eligibility.
  - a. Students who have not undergone an academic and judicial review by the Office of Student Life & Activities, will be subject to further judicial sanctions by the Dean of Student Life & Activities. If it has been determined that a Chapter has knowingly initiated a member without prior review, that Chapter will then be subject to sanctions from the Coordinator of Fraternity & Sorority Affairs, inclusive of possible suspension.
6.
  - a. Students who have been issued disciplinary sanctions are ineligible for a minimum of (1) one full academic year AFTER their probation period expires before they can apply for membership recruitment/intake.
  - b. Students who have an open judicial sanction are ineligible for membership recruitment/intake.
  - c. Students who are found in violation of the Student Code of Conduct and have been accepted for membership recruitment/intake AND/OR are participating in the process may be declared ineligible depending on violation, circumstance, and severity.
  - d. Students who have been suspended for disciplinary reasons are ineligible.
  - e. The Chapter On-Campus and Graduate Advisor will be notified of all students with any disciplinary history.
7. All students must be in good standing (academic, discipline and financial) with the university to be eligible.

### **IV. Chartering Procedure**

1. Organizations selected to expand or reorganize must meet the following criteria:

1. Recruit and maintain at least 5 full-time, Howard University undergraduate and/or graduate students.
  2. Representatives must attend all Governing Council meetings and all members are strongly encouraged to participate in every facet of the Fraternity & Sorority Affairs community.
  3. Secure the support of a faculty/staff advisor.
  4. The chapter advisor should attend all meetings of the group and scheduled meetings for advisors by Student Life & Activities.
  5. The group must abide by the Council of Fraternal Organizations (CFO), governing council, Inter/National and University policies, regulations, and guidelines.
  6. The group must remain a group of interested students for at least one fall or spring academic semester, and have achieved five (5) members to receive recognition, within 1 academic year.
  7. Organizations not fulfilling obligations can petition the Fraternity & Sorority Affairs Expansion Committee for an extension. If an extension is not granted, the organization can petition for another opportunity after two (2) years.
2. All fraternities/sororities, honor societies and similar organizations will be expected to maintain Minimum Standards for student organizations at Howard University.

### **Chapter Recognition**

1. Membership in a Governing Council (NPHC, PFC, IFC, HSC and LBC) of the Council of Fraternal Organizations (CFO) is required of any fraternity/sorority, honor society and similar organization to be considered part of the Howard University Fraternity & Sorority Community.

### **V. Honor Society Council (HSC) Expansion Policy:**

1. Interested University Departments and/or (Inter) National Organizations must submit a formal request for expansion to the Office of Student Life & Activities.
2. Interested University Departments and/or (Inter) National Organizations must submit information requested in Section II to the Assistant Director of Student Life & Activities for review by the Fraternity & Sorority Affairs Expansion Committee.
3. If a (Inter) National Organization is invited to charter a chapter or a group of interested students at Howard University, the Coordinator of Fraternity & Sorority Affairs will provide a checklist\* of expectations to the selected organization.
4. Howard University will recognize no more than one Honor Society as a group of interested students/chartering group at any one time. Therefore, the Honors council will not be allowed to expand further until the group of interested students has become a chartered chapter, has disbanded, or has fulfilled their (inter) national standards to reorganize a latent charter.

Howard University is committed to supporting a vibrant and strong fraternity/sorority/similar organization community through a collection of outstanding chapters that support and live their respective values. We believe that this can best be achieved through partnerships with (Inter)National organizations, alumni advisors, individual chapters and the University. Greek Affairs can play a positive role in the development of students throughout their college years through values-based organizations, with the support and assistance of the University.

### **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 Office of Student activities seeks to limit fact-finding into any complaint to thirty days but reserves the right to 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 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.

**6. REFERRAL TO OTHER OFFICES:** If, based on the outcome of the Adjudication Process the Office of Student Life determines it is possible that individual members of the organization may have engaged in conduct that violates the Student Code of Conduct, Title IX Policy, or any other policy of the University, the Office of Student Life may refer the matter to the appropriate office for adjudication.

**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 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.
  - b) **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.
  - c) **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.
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 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**

Howard University has a zero-tolerance policy against hazing, as hazing violates campus regulations, the Student Code of Conduct, chapter rules and sometimes city and state laws. The information provided below is intended to be educational and should not be viewed as all-Inclusive in its content and definitions.

Specific questions and reports of hazing 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. Any departure from these standards as defined in the Student Code of Conduct, national fraternity/sorority documents, or the laws and regulations of local, state or federal jurisdictions may subject any individual(s) or group(s) to disciplinary action.

### **HOWARD UNIVERSITY'S DEFINITION OF HAZING**

Hazing is defined as any forced action that could possibly endanger the mental, physical, or emotional health or safety of a student. Hazing may include, but is not limited to, line formations; the prevention of wearing or the requirement to wear certain colors; the destruction or removal of public or private property; any activity conducted on or off-campus that causes or intends to cause an unreasonable expenditure of funds, or embarrassing, intimidating or demeaning behavior; exposure to unreasonable situations that could result in physical, mental, or emotional harm; or as an abuse of power by a member of an organization and/or group used against an individual as a condition for seeking to join, hold membership, or affiliate in any sanctioned or unsanctioned group or organization at the University.

An abuse of power may be exercised through direct action against another or through indirect action by encouraging and/or influencing another individual to commit an act of hazing. A failure to address and/or report an act of hazing committed against another individual may also be considered an abuse of power and a violation of this policy. Neither the intent of the initiator(s), nor consent/ willingness of the participant(s) will serve as factors in determining responsibility but will be considered in the application of sanctions. Under this policy, many of the activities which traditionally have been part of pledging to a fraternity or sorority are banned as hazing.

### **LEGAL CONSEQUENCES OF HAZING**

Any person or organization that takes part in hazing, on or off University property, may face sanctions. Sanctions may include, but are not limited to, fines; suspension or expulsion from the University; criminal charges ranging from misdemeanors to felonies, depending on the nature of the hazing activity (such as reckless endangerment, assault, sexual misconduct or false imprisonment); revocation of the chapter's charter; and possible civil action (such as a lawsuit for damages). As hazing incidents are often reported in the media, a student may also face public scorn and a damaged reputation that may impact a student's future employment or educational opportunities.

**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.*

**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 ingesting 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;
- 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 publically 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 members they 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 infliction physical abuse/harm to an individual, for example, paddling or throwing things at new members.

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

## **CAMPUS SERVICES**

## **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, services and much more! Your One Card is the only card you need on campus.

Every student, faculty, staff and contractor must obtain a One Card and is required to carry it at all times while on university property. To obtain your 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 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. Your Bison Bucks account can be accessed by logging into “My Bison One Card” via the Bison One Card Website [www.howard.edu/BisonOneCard](http://www.howard.edu/BisonOneCard)*

Your 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 re-activate their 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 immediately, and there are no transaction fees or minimum balances to maintain.

Bison Bucks are also safe! Only you can use your 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](http://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 One Card. The 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 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 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 One Card is property of Howard University and must be presented, upon request, to any authorized university personnel while on university property.
- The One Card is non-transferable. All funds, access and other services provided as a function of the One Card are to be used solely by the cardholder to whom the One Card was issued.
- Unauthorized use of the 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](http://www.howard.edu/BisonOneCard)). Registration may be required.
- There is a \$10.00 replacement fee for damaged, lost or stolen One Cards, payable using Bison Bucks or at the Cashiers Office
- A 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 One Cards will be replaced at no charge for active students, faculty, staff and contractors.

## **DINING SERVICES**

### **BLACKBURN CENTER, ROOM 133**

### **BISON ONE CARD OFFICE (MEAL PLANS) – 1<sup>ST</sup> FLOOR iLAB**

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 \$250 Dining Dollars.
- Traditional 14 – Designed for the resident student who will leave the campus occasionally; this plan provides 14 meals during the week along with \$300 Dining Dollars.
- Block 140 – Designed for the resident or off campus student and provides 140 meals for the semester along with \$400 Dining Dollars.
- Block 170 – Designed for the resident or off campus student and provides 170 meals per semester or approximately 12 per week along with \$375 Dining Dollars.
- 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 \$225 Dining Dollars.

- Dining Dollar only plan (\$950) - This plan is designed for the students who want the most flexibility from their plan. The \$\$\$ Dining Dollars can be used at any dining location on campus, including the Blackburn Café, Bethune Annex, and the West Campus 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, 1<sup>st</sup> 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 can be used at any dining location on the Main Campus or West Campus. 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 One Card (Howard University ID) or pay the posted casual meal rate / retail price, including applicable taxes. If you lose or misplace your One Card, you will need to obtain a replacement card from the One Card Office, located on the 1<sup>st</sup> floor of the ILab Monday through Friday between the hours of 9:00 am and 5:00 pm. There is a \$10 replacement fee that can be paid by using Bison Bucks or cash at the Cashier's Office located in the Admin. Building.
- 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. Log-in to Bison Web or 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: 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**

Smoother 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 2<sup>nd</sup> floor of the Howard University Service Center at 2244 10<sup>th</sup> 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 MARKET**

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.

### **WEST CAMPUS CAFÉ**

The West Campus Café is located at 2900 Van Ness Street NW. Menu offerings include Seattle's Best Coffee, fresh fruit, hot entrée selections, bottled sodas and juices, soup, deli, salad bar and desserts. The West Campus 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>.

## **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 weekdays 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.

## **TRADEMARK LICENSING & SHORT-TERM VENDING**

OFFICE OF AUXILIARY ENTERPRISES

2244 10<sup>TH</sup> STREET NW, SUITE 219

WASHINGTON, DC 20059

(202) 806-1160

[auxiliary@howard.edu](mailto:auxiliary@howard.edu) / [vending@howard.edu](mailto:vending@howard.edu)

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.

## **Gift Acceptance and Administration Policy**

The purpose of the Gift Acceptance and Administration Policy is to provide a set of standards by which gifts are solicited, reviewed, accepted, and administered by Howard University. This policy applies to any person or entity involved in soliciting, negotiating, accepting, or processing a gift to the University



including, but not limited to, any officer or employee of the University or the Howard University Hospital (HUH), student organizations (including fraternities and sororities), alumni organizations, alumni, students, and parents. All fundraising events and activities benefitting the University must be coordinated through the Division of Development and Alumni Relations (DAR). For more information on the Gift Acceptance and Administration Policy, please go to the University Policy website: <https://www.howard.edu/secretary/policy/directory.htm>

## **Student Organization Vending/Fundraising Policies & Procedures**

### **A. Fundraising Policies**

1. Authorized student organizations must obtain a vending permit to conduct fund-raising activities or to distribute products or consumables.
2. Vending/Fundraising applications and brochures can be obtained at the Office of Student Activities and the Scheduling Office.
3. All fundraising requests must be processed ten (10) business days prior to the planned event.
4. Student organizations may only vend/fundraise in the Blackburn University Center. Vending/Fundraising is NOT allowed in any other building or location on campus.
5. The privilege to reserve table space for fundraising in the Blackburn University Center is offered to all authorized student organizations in good standing for up to 10 days per semester.
6. A table can be reserved between the hours of 11 a.m. – 4 p.m. on Tuesdays, Thursdays, and First Fridays only.
7. There is a fee associated with reserving a table for fundraising. Please contact Central Scheduling for the current student rate.
8. Any representative at the table will treat fellow students, staff, faculty, and visitors with respect.
9. All activity must be conducted at the reserved table.
10. A representative from the organization must be present at all times.
11. Howard University has an exclusive beverage agreement with the Pepsi-Cola Company. All beverages promoted or distributed on campus must be Pepsi-Cola brand products.
12. Only commercially produced, pre-packaged, individually wrapped, single serving size food and/or drinks may be sold or distributed by student organizations. No home baked goods.
13. The sale or distribution of hot food by student organizations for vending/fundraising is strictly prohibited.
14. The sale of ANY items that contain the words Howard University, the University's logo or any signature Howard University name, picture, theme, saying, logo, or other trademarked item must be purchased from a licensed vendor and pre-approved by the Office of Auxiliary Enterprises. Visit <http://auxiliary.howard.edu/university--student-organizations.html> for more information and to view a list of licensed vendors.

### **B. Fundraising Request Procedures**

#### **STEP 1: Faculty Advisor Approval**

All student organizations must obtain their faculty advisor's approval for the planned activity.

#### **STEP 2: Office of Student Life & Activities**

All student organizations must receive approval from the Office of Student Activities for the planned activity. To receive approval, an Event/Program Request must be submitted via Bison Link at least **10 to 15 business days** prior to the event date.

Bison Link: <https://howard.collegiatelink.net>.

#### **STEP 3: Central Scheduling & Information Office**

Submit a table request via the EMS website at least 7 **business days** prior to the event. To access the link to the EMS website, click on the "Campus Links" tab at the top of the Bison Link homepage.

**STEP 4:**                    **Office of Auxiliary Enterprises**

Download and complete the Student Short-Term Vending/Fundraising form in Bison Link or visit <http://auxiliary.howard.edu/>. Return form to:

**Email:** [vending@howard.edu](mailto:vending@howard.edu)

**Office of Auxiliary Enterprises:** 2244 10<sup>th</sup> St. NW Suite 219

Your approved/not approved vending status will be forwarded to the Central Scheduling & Information Office and you will receive a Short-term Vending Permit.

**STEP 5:**                    **Central Scheduling & Information Office**

Central Scheduling will confirm your vending dates and location. In the event the dates and locations are not confirmed the Short-term Vending Permit will be revoked.

**HOWARD UNIVERSITY RADIO NETWORK**  
**529 Bryant Street NW**  
**Washington D.C. 20059**  
**(202) 806 - 350**



Celebrating nearly 50 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](http://www.hurvoices.com) and [www.hbcu.com](http://www.hbcu.com). **WHUR-WORLD** and **WHBC** can be heard with an HD radio or on the web at [www.whurworld.com](http://www.whurworld.com) and [www.whbc963hd3.com](http://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.

#### **OFFICE OF CAREER SERVICES (OCS)**

Web: [careerservices.howard.edu](http://careerservices.howard.edu) Email: [careerservices@howard.edu](mailto:careerservices@howard.edu) Phone: (202) 806-7513  
C. B. Powell Building, 2<sup>nd</sup> Floor, 525 Bryant Street, Washington DC, 20059

#### **Career Success Made Simple!**

The Office of Career Services is Howard University’s official career center charged with delivering career programs and services that augment classroom instruction to produce career-ready graduates who are equipped to transition, with ease, from school to work.

#### **Key programs and services include:**

**JOBS AND INTERNSHIPS:** We have hundreds of companies who recruit directly from Howard University to fill thousands of full-time positions, internships and other experiential learning opportunities. These positions are available for students of ALL majors from ALL Schools and Colleges. Employers are required to post all opportunities on Handshake, our job and internship portal **Howard.joinhandshake.com**



today!

1. Go to [Howard.joinhandshake.com](http://Howard.joinhandshake.com)
2. Complete your profile and upload your resume
3. Download the app and begin your job or internship search

## CAREER FAIRS (Fall & Spring) and EVENTS:



Career Fairs afford students the opportunity to network with industry specific employers to obtain jobs and internships. Our highly competitive fair attracts over 200 employers nationally from the private sector, non-profit organizations and government agencies eager to highlight employment opportunities that are available to ALL undergraduate and graduate students. Sign in to Handshake to RSVP and see who's coming to all fairs and other employer events across campus

**DISCOVER**  
YOUR CAREER PATH AND MAJOR.

## MAJOR AND CAREER EXPLORATION:

One-on-one appointments with OCS staff are available to discuss major and career options. These appointments help students make well-informed decisions about their education and careers. Additionally, the SuperStrong Assessment helps to determine your career path based on your interests.

- Go to [tinyurl.com/HUdiscover](https://tinyurl.com/HUdiscover) to take the assessment and discover your career path and major today!

**RESUME REVIEWS AND WRITING:** Students are afforded the opportunity to have their resumes reviewed and to receive valuable feedback prior to beginning their job search.

- **Resume Clinic: Tuesdays and Wednesdays from 11:00am to 3:00pm at the Office of Career Services, C.B. Powell Building, Suite 212, 2<sup>nd</sup> Floor.**

PLEASE VISIT OUR WEBSITE AND FOLLOW US FOR MORE GREAT PROGRAMS AND SERVICES!



@HowardU\_OCS



@HowardU\_OCS



Howard University Office of

## **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 10<sup>th</sup> 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.

**OFFICE OF PARKING AND TRANSPORTATION SERVICES**  
**ADMINISTRATION BUILDING**  
**2400 Sixth Street NW, Suite B-11 Washington, DC 20059 202-806-2000**  
**Hours of Operation: Monday - Friday from 8:30 a.m. - 5 p.m.**

The Office of Parking and Transportation Services maintains and operates Howard University's 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 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.

Students can choose their parking assignments using an online permitting system. Parking registration is held twice a year. The first registration is held in April, for the upcoming fall semester. The second registration is held in August, during the first week of classes. Student parking assignments that are not claimed within the first week of classes will be returned and resold on a first come, first served basis. Registration and permit distribution dates are announced through HU Communications and the parking website (<http://auxiliary.howard.edu/parking>).

The cost of student parking is \$680 per year. The cost of the permit includes both the fall and spring semesters. Students are not required to pay for the permit at the time of registration. Permit fees will be charged to the students' account. During the summer months, students can purchase a parking permit from the parking office. The cost for a summer permit is \$75 per summer session. Payment for a summer permit must be paid at the time of receipt.

Commuter students are encouraged to use the Metro transit system (Metro bus and Metro rail services). The Metro bus runs along Georgia Avenue and has five stops along the main campus. The university provides shuttle services from the Howard-Shaw Metro station and the U Street Metro station to the main campus.

### **1. Student Parking Lots**

The Howard University Office of Parking and Transportation Services (PTS) manages the following parking lots:

- Howard Center – 2235 8th St. NW
- East Towers – 2200 8th St. NW (surface lot)
- 9th & V St. – 2125 9th St. NW (commuter lot)
- 9th St. – 2200 9th St. NW
- Drew – 511 Harvard St. NW
- Banneker South – 2345 Sherman Ave. NW

### **2. Special Parking Accommodations**

Students with a valid Howard University parking permit can request special parking accommodations from Special Student Services at 202-238-2420.

### **3. Permit Distribution**

Permit distribution is administered by PTS. Prior to receiving a permit, students are required to show a valid vehicle registration card and a student ID. Students are not required to be the owner of the vehicle in order to receive a parking permit. Permit holders are responsible for updating their vehicle registration information using the online parking portal. The vehicle must be registered, and a valid parking permit must be displayed to park a vehicle on a Howard University parking lot. Failure to comply may result in

your vehicle being ticketed, towed and/or immobilized.

**Students with a valid Howard University parking permit can request special parking accommodations from Special Student Services at 202-238-2420.**

#### **4. Display of Parking Permit**

Anyone parking a motor vehicle on a Howard University parking lot or in a garage must display the appropriate permit for that lot or parking area. Any vehicle parked without displaying a valid permit is subject to ticketing, towing and/or immobilization. Permit holders who do not find space available in their designated parking area should notify PTS. PTS will arrange to temporarily park the vehicle in an alternate location.

#### **5. Campus Traffic Rules and Regulations**

Howard University's parking regulations are enforced by PTS personnel. These individuals have the authority to cite, tow, and/or immobilize vehicles that are in violation of traffic or parking regulations on university property. It is the driver's responsibility to find a legal, marked parking space and to park the entire vehicle within the space's boundary lines.

#### **6. Shuttle Service Schedules**

The university offers shuttle service around the main campus, as well as a limited number of off-campus locations. You can view these schedules online at <http://auxiliary.howard.edu/parking>. For more information, please call 202-806-2000.

### **HOWARD UNIVERSITY BOOKSTORE - MAIN CAMPUS**

**2225 Georgia Ave, NW**

**Washington, DC 20059**

**(202) 238-2640 phone**

**(202) 986-1981 fax**

**[auxiliary.howard.edu/campus-stores.html](http://auxiliary.howard.edu/campus-stores.html)**

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**

Monday - Friday, 9:00 am - 8:00 pm

Saturday, 9:00 am – 6:00 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.



## **HOWARD UNIVERSITY BOOKSTORE - WEST CAMPUS**

**2900 Van Ness Street, NW**

**Washington, DC 20008**

**(202) 806-8108 phone**

**(202) 806-8461 fax**

**[auxiliary.howard.edu/campus-stores.html](http://auxiliary.howard.edu/campus-stores.html)**

### **Hours of Operation**

Regular Hours:

Monday - Friday, 9:00 am - 5:00 pm

Saturday - Sunday, CLOSED

Summers Hours:

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.

## **TRiO Programs at Howard University**

TRiO Programs at Howard University 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 low-income and first-generation backgrounds seeking educational excellence and facilitation the transition from secondary school to postsecondary education. Over the years, the original three programs (Talent Search, Upward Bound, and Student Support services) have been expanded to eight. Howard University has had a TRiO Program on campus since 1965 when the University was funded to administer one of the pilot Upward Bound Programs. In 1991, there was subsequent funding for an Upward Bound Mathematics and Science Program. For more information, please call (202) 806-5132.

### **Upward Bound Program Description**

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

### **Upward Bound Mathematics and Science Program Description**

The Upward Bound Math and Science program is designed to strengthen the math and science skills of participating high school students. The goal of the program is to help students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession.



## **INTERNATIONAL EXCHANGE AND STUDY ABROAD**

The Ralph J. Bunche International Affairs Center administers most of 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-Luau 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), Council on International Educational Exchange (CIEE), Denmark's International Study Program (DIS), the Institute for the International Education of Students (IES), CET Academic Programs, School for International Training (SIT) and Oxford Study Abroad Program (OSAP). A minimum grade point average (GPA) of 3.0 is required for consideration on these mid-long term programs and all prospective applicants are carefully evaluated at Howard before permission is granted. You must have completed one year on campus before participating in a mid/long term study abroad program.

For additional information, please visit the Ralph J. Bunche International Affairs Center at 2218 Sixth Street, visit [www.global.howard.edu/Ralph-J-Bunche/](http://www.global.howard.edu/Ralph-J-Bunche/) or call (202) 806-4363.

## **POLICIES & REGULATIONS**

## **STUDENT CODE OF CONDUCT**

### **STATEMENT ON STUDENT RESPONSIBILITIES AND COMMUNITY STANDARDS**

#### **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 Student Conduct & Community Standards (OSC) 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 Code, and the Academic Code of Conduct. Students are also expected to know and abide by the policies and procedures contained in the H-Book. 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 Associate Vice President and Dean of Students (AVP & DOS). 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 Director of Student Conduct & Community Standards in the OSC. After review of the form or receipt of the student referral, the Director of Student Conduct & Community Standards. After review of the form or receipt of the student referral, the Director of Student Conduct & Community Standards 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 responsible 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 Associate Vice President for Student Affairs & Dean of Students (AVP & DOS) of the arrest. Failure to do so may result in disciplinary action up, to and including suspension or expulsion.

The Title IX Office is responsible for the implementation of the University's Policy Prohibiting Sex and Gender-Based Discrimination, Sexual Misconduct and Retaliation and the EEO Office implements the University's Policy and Procedure on Equal Opportunity in Employment and Education Programs and Activities. Any allegations of misconduct received by OSC that fall within the areas addressed by those policies will be promptly referred accordingly.

## **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, and the University Code of Ethics and Conduct, 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 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.
- E. To have a fair and impartial hearing before an appropriately appointed hearing board, appeal board, or Administrative Hearing Officer.

### **3. Responsibility to Others, Community, and Personal Responsibility**

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 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 process for enforcement of this Code upon a complaint received through submission of an Allegation of a Violation of the Howard University Student Code of Conduct Complainant 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 respondent form, or a written Incident Report taken by the Department of Public Safety or the Office of Residence Life & Housing.

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 Director of Student Conduct & Community Standards or AVP & DOS either an Allegation Violation of the Howard University Student Code of Conduct complainant form. The Accused student must submit an Alleged Violation of the Student Code of Conduct respondent form. More than one provision of the Code may be cited in the complaint form. The forms are available in the OSC.

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 AVP & DOS or the Director of Student Conduct & Community Standards 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 AVP & DOS or Director of Student Conduct & Community Standards, the Accused Student will receive written notice from the Director of Student Conduct & Community Standards. The notice will be sent to the student, in writing, via certified mail or email. The Director of Student Conduct & Community Standards 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 contact or report to the Director of Student Conduct & Community Standards within forty-eight (48) hours of receipt of the notice for an initial in-take interview or an OSC Hold will be placed on the Accused student's account.

## **2. Administrative Action on Allegations of Violations of the Code: The Investigation and Hearing Processes**

Following the initial in-take interview, the Director of Student Conduct & Community Standards 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 Student Conduct & Community Standards 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 Student Conduct & Community Standards. However, if the Accused Student(s) fails to respond within five (5) business days of the date of the communication, the Director of Student Conduct & Community Standards will proceed with scheduling and convening a hearing to resolve the matter.

After each individual is contacted by the Director of Student Conduct & Community Standards, 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 Student Conduct & Community Standards. This written account of the incident must be submitted to the Director of Student Conduct & Community Standards no later than five (5) business days of speaking and/or meeting with the Director of Student Conduct & Community Standards. Upon written request to the Director of Student Conduct & Community Standards, 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", "Not Responsible."

If the Accused Student(s) indicates that they are "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 they are "Responsible" for violating the Code, the case will be sent to the Director of Student Conduct & Community Standards for a determination regarding appropriate sanction(s) to be imposed. If the case may result in possible suspension, withdrawal, or expulsion, an administrative hearing will be convened. Once the Director of Student Conduct & Community Standards 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 Student Conduct & Community Standards by submitting a written notice of appeal to the AVP & DOS. 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 Director of Student Conduct & Community Standards 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 AVP & DOS 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 Student Conduct & Community Standards 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 AVP & DOS or Director of Student Conduct & Community Standards. . 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 Student Conduct & Community Standards 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 Student Conduct & Community Standards 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 Student Conduct & Community Standards 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 Student Conduct & Community Standards and granted only when it is determined that there is a compelling reason for the delay. If the postponement is granted, the Director of Student Conduct & Community Standards 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 Student Conduct & Community Standards that this request has been made.

## **5. Document Access**

Both the Accused Student(s) and the Complaint (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 Student Conduct & Community Standards, 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 Student Conduct & Community Standards 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 Student Conduct & Community Standards, 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 Student Conduct & Community Standards, 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 them 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 Student Conduct & Community Standards in the Office of Student Conduct.

### **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 Student Conduct & Community Standards no later than five (5) business days after the date of the hearing.
- C. Any sensitive information considered by the Director of Student Conduct & Community Standards 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 Student Conduct & Community Standards 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 Student Conduct & Community Standards receives the written report. If it is determined that a student is Responsible for violating the Code, the Director of Student Conduct & Community Standards 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 AVP & DOS 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 Student Conduct & Community Standards 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 AVP & DOS 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**

Upon receipt of the Appeal of Disciplinary Action form and all supporting documentation, the Director of Student Conduct & Community Standards 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 Director of Student Conduct & Community Standards of the results of the appeal review within thirty (30) working days of the decision. If necessary, the Director of Student Conduct & Community Standards may extend this timeline, when an extension is requested by the Administrative Appeals Officer. Within five (5) working days, the Director of Student Conduct & Community will inform the Appellant and the Complainant of the appeal decision. If the case is remanded for a new hearing, the Director of Student Conduct & Community Standards 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 AVP & DOS.

## **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 Vice President for Student Affairs or designee. .

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 Vice President for Student Affairs or designee 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 affect 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 AVP & DOS may determine to be appropriate. In making this determination, AVP & DOS 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 AVP & DOS 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 AVP & DOS 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 AVP & DOS, 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 they would like to present, the witnesses may provide their statements after the complainant has presented their case. Please note, a complainant must provide the AVP & DOS with a written list of witnesses within five (5) days of receiving the notice of hearing. Following witness statements, the hearing will conclude.

The AVP & DOS 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 themselves 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 their 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 AVP & DOS and the Bison Intervention Team (BIT) 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 their 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 AVP & DOS may require the student, at their 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 AVP & DOS 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 AVP & DOS.

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 AVP & DOS. 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 their criminal matter. At a minimum, students are required to provide a written update to the AVP & DOS 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 AVP & DOS. This decision may be appealed to the Vice President for Student Affairs. A student wishing to appeal the decision of the AVP & DOS 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 AVP & DOS 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. Alcohol Policy**

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. 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.

## **7. 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, sale, 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, methamphetamines, 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>

## **8. 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.

## **9. 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.

## **10. 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.

## **11. 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.

## **12. Harassment (Other than Harassment covered by Policies Implemented by the Title IX and/or EEO Offices)**

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. Bullying can be one single act or can be repeated behavior that occurs over the course of time. 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.

**13. 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.

**14. 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.

**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.

## 15. 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.

## **16. 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.

## **17. Presenting False Testimony**

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

## **18. 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.

## **19. 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.

## **20. 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>

## **21. 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.

## **22. 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.

## **23. 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>

## **24. 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.

## **25. 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 Conduct & Community Standards 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.

The imposition of sanctions will be a matter of record maintained in the OSC . 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 Student Conduct & Community Standards 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 AVP & DOS or designee.

**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 Student Conduct & Community Standards.

**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. 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. 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 for a violation of this Code will be considered for readmission only after the student submits a readmission meeting takes place with the AVP & Dean of Students or Designee. The student must also have completed all required sanctions, and submit a Request for Readmission After Disciplinary Suspension form to the OSC. A Request for Readmission form to the Office of the Registrar must also be completed. The student will receive a readmission decision within ten (10) business days. The readmission decision is final, and no appeal will be granted.

OSC 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 Conduct 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 AVP & DOS 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 AVP & DOS 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 AVP & DOS 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 AVP & DOS during periods between formal full reviews and revisions will be prepared by the AVP & DOS 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*

## **HOWARD UNIVERSITY POLICY**

**Policy Number:**

**Policy Title:** STUDENT PRIVACY RIGHTS

**Responsible Officer:** Provost

**Responsible Office:** Office of the Provost and Chief Academic Officer

**Effective Date:** July 1, 2013

### **I. POLICY STATEMENT**

Howard University (the “University”) reaffirms its commitment to ensuring 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 (hereinafter referred to as “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 primarily 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 records/documents 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 (3) years.

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**

FERPA 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 have been adopted in accordance with FERPA.

### **III. ENTITIES AFFECTED 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. More specifically, each time an individual or entity not affiliated with the University Community requests information contained within a

student's education records, this policy will be applied. Additionally, this policy is extended to third parties, including those serving as contractors and vendors doing business at and/or with the University if they create and/or maintain possession of or access to any student's education records. If such an individual commits an act in violation of this policy, the University will take appropriate remedial measures, under the circumstances, to sanction the offender, 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 they had the authority to do so.

#### IV. DEFINITIONS

**Directory Information:** information contained in a student's education records 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.

**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:

- 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;
- 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);
- 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 their 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.

**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, those records of the Howard University Department of Public Safety).

**Legitimate Educational Interest:** exists when there is a need to know the information at issue in order for a University official to perform their professional responsibilities for the University.

#### V. POLICY PROCEDURES

##### (1) Information the University May Disclose

In accordance with the provisions of both FERPA and this policy, the University may disclose information contained within a student's education records in instances where:

- a. A student has provided written consent permitting the disclosure of such information;
- b. 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 their written consent

##### (2) 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:

- a. **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.
- b. **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.
- c. **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.
- d. **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.
- e. **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.
- f. **Requests by Authorized Representatives:** the University is permitted to release information contained within a student's education records 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 may also be released to state and local officials or authorities to whom such information is specifically allowed to be disclosed pursuant to state policies and laws.
- g. **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.
- h. **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.

- i. 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 their 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.

### (3) 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 freely be discussed, disclosed or shared, subject to other applicable University, District of Columbia and/or Federal laws and provisions:

- a. 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 their personal observations of a student to appropriate persons seeking such information. However, if a member of the faculty, staff or University administration describes their observations of a student in a written document, the document is subject to the provisions contained within this policy.
- b. 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.
- c. 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 their 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.

### (4) Additional Policy Procedures

- a. 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 their 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 their transcript if there is an outstanding University balance. In the event a student with an outstanding balance wishes to inspect and review their 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 their transcript.

Additionally, the University does place limitations on the types of information a student has the right to inspect and review in their 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 their right to access these confidential recommendations. Waiver applies to recommendations only if:
  1. Upon request, the student is notified of the names of all persons making confidential recommendations and
  2. The recommendations are used only for the purpose they were specifically intended
  3. **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 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.
- b. Right to Seek an Amendment to Education Records: a student may request that the University amend and/or change information contained within their education records, if they believe 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. Students will be required to present written documentation in support of their position prior to any possible correction.
- c. 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 Avenue, SW  
Washington, D.C. 20202-5920

## VI. SANCTIONS

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)

## **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 their 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 their 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 their 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 their 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 expanse of ideas and teaching methods. Unwarranted interruption of classes or other academic activities is an abridgment of the right of the faculty to teach and an abridgment of the rights of the affected students to learn.
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 their 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 attendant 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**

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.

### **Howard University Alcohol and Drug Prevention Notice**

#### **Alcohol and Drug Abuse (Substance Abuse) Policy**

In accordance with federal law, Howard University (HU) has adopted policies consistent with the *Drug-Free Schools and Communities Act Amendments of 1989*. Our 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.

The University, as a part of the larger community, is similarly bound by law and out of necessity must act in similar fashion with offenders of its regulations operative in this area. Members of the University community suffering from substance abuse-related problems are encouraged to seek professional help from University and local community resources where such assistance is handled with the utmost confidentiality. However, violations of Howard University's 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, in University-supplied vehicles, or related to any University activity.

2. Use, possession, or any manufacture, distribution, or sale of a controlled substance on University premises, in University-supplied vehicles, or related to any University activity.
3. Storage of any illicit drug, drug paraphernalia, or controlled substance whose use is unauthorized in a locker, desk, or another 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, in University-supplied vehicles, or at any University activity.
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 to all or in part to being under the influence of a controlled substance; and 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, 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.

### **Policy Violations Sanctions**

Students, faculty, and staff who violate the University's alcohol and drug policies will be subject to disciplinary action, up to and including the possibility of expulsion (for students), termination of employment (for faculty and staff), and termination of contract (for contractors and affiliates). The University may also refer a matter to the appropriate police or other governmental authorities for prosecution. The types of sanctions that may be imposed by the University also may include, but are not limited to:

#### **Students**

- Participation in special workshops, classes or seminars
- Warning or Reprimand
- Requirement to seek counseling
- Mandatory University or community service
- Restitution
- Parental/Guardian notification
- Suspension or Probation
- Expulsion from Howard University
- Immediately vacate on-campus housing and lose housing privileges

#### **Employees**

- Verbal warning or written warning
- Requirement to seek counseling
- Suspension
- Demotion
- Termination of employment

### **Controlled Substances Policies**

- \* 400-013: Alcohol and Drug Prevention Policy
- \* Howard University Policy Statement Concerning the Use of, the Possession for Sale, Transfer, or Exchange of, and the Manufacture, Transfer, Sale or Exchange of, Controlled Substances (Approved by the Board of Trustees on September 23, 1989)
- \* HU-Student Handbook, Student Code of Conduct and Residence Hall Handbook
- \* HU Faculty Handbook and HU-Employees Handbook and Personnel Guidelines and Statement of Current Benefits



Howard University reserves the right, on a case-by-case basis, to advise individuals who exhibit behaviors indicative of the problematic use of alcohol or other drugs to seek professional assistance. It may include a referral to the Employee Assistance Program (EAP) for a professional assessment to determine the presence of alcohol or drug dependence, or a referral to the University Counseling Center, the Student Health Center or the Dean for Student Services for counseling, advisement, and treatment, as appropriate. Completion of referral recommendations may be included as part of the sanctions for violating University alcohol and drug policy.

## I. Alcohol and Drug Prevention Services Network

The Alcohol and Drug Prevention Services Network is comprised of the Office of the Dean of Student Services, University Counseling Service, the Student Health Center, the Office of Human Resources, and the Howard University Department of Public Safety. These University offices and departments are responsible for handling matters involving drugs and alcohol and have adopted policies and procedures designed to educate members of the University community and address problems of alcohol and drug abuse that students, faculty, staff and other members of the University community may be experiencing.

Members of Service Network	Student	Faculty/Staff/Other Member of HU
Office of the Dean for Special Student Services Contact (202) 238-2420 <a href="http://www.howard.edu/specialstudentservices/">www.howard.edu/specialstudentservices/</a>	<input type="checkbox"/>	
University Counseling Service Contact (202) 806-6870 <a href="https://www.howard.edu/services/counseling/nav%20links/staff.html">https://www.howard.edu/services/counseling/nav%20links/staff.html</a>	<input type="checkbox"/>	
Student Health Center Contact (202) 806-7540 <a href="http://www.howard.edu/studenthealth/">www.howard.edu/studenthealth/</a>	<input type="checkbox"/>	
Office of Human Resources (EAP) Contact (202)-806-1280 MetLife at 1-844-763-8543 - <a href="http://www.metlife.com">www.metlife.com</a>		<input type="checkbox"/>
Howard University Hospital Benefits Office Contact (202) 865-2760 MetLife at 1-844-763-8543 - <a href="http://www.metlifeeap.com">www.metlifeeap.com</a>		<input type="checkbox"/>
HU Department of Public Safety Contact (202) 806-1100 <a href="http://www.howard.edu/publicsafety/contact.html">www.howard.edu/publicsafety/contact.html</a>	<input type="checkbox"/>	<input type="checkbox"/>

For more information see Howard University Alcohol and Drug Policy.

## II. Health Risk Information

For more information visit the National Institutes of Health (NIH), National Institute on Drug Abuse (NIDA), The Science of Drug Abuse and Addiction websites, also visit <http://rethinkingdrinking.niaaa.nih.gov/>.

### Insights

If you encounter a person who is passed out, unconscious or cannot be easily aroused, or appears to have trouble breathing, the safest action is to call for help. Call 911 medical services then HU-DPS on (202) 806-1100.

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 an opened container and watch your drink as it is being mixed.
3. **Do not** share or exchange drinks with others nor leave your drink unattended.

## **Alcohol**

It is a central nervous system depressant that is rapidly absorbed from the stomach and small intestine into the bloodstream.

### **Possible Health Risks and Effects**

Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work. Alcohol affects the brain, heart, liver and pancreas and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase the risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and continued use despite harm or personal injury.

## **Prescription Drugs and Cold Medicines**

Some medications have psychoactive (mind-altering) properties and, because of that, are sometimes abused—that is, taken for reasons or in ways or amounts not intended by a doctor, or taken by someone other than the person for whom they are prescribed. Some of the opioids include: Fentanyl (Duragesic), Hydrocodone (Vicodin), Oxycodone (OxyContin), Hydromorphone (Dilaudid), Meperidine (Demerol)

### **Possible Health Risks and Effects**

Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS) depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy).

1. **Opioids** can produce drowsiness, cause constipation, and—depending upon the amount taken—depress breathing. The latter effect makes opioids particularly dangerous, especially when they are snorted or injected or combined with other drugs or alcohol.
2. **Depressed respiration** can affect the amount of oxygen that reaches the brain, a condition called hypoxia. Hypoxia can have short- and long- term psychological and neurological effects, including coma and permanent brain damage.
3. **More people die** from overdoses of prescription opioids than from all other drugs combined, including heroin and cocaine (see "The Prescription Opioid Abuse Epidemic" below).

## **Amphetamines**

Stimulant medications including amphetamines (e.g., Adderall) and methylphenidate (e.g., Ritalin and Concerta) are often prescribed to treat children, adolescents, or adults diagnosed with attention-deficit hyperactivity disorder (ADHD).

### **Possible Health Risks and Effects**

Prescription Stimulants are sometimes abused however—that is, taken in higher quantities or in a different manner than prescribed, or taken by those without a prescription. Repeated abuse of stimulants can lead to feelings of hostility and paranoia. At high doses, they can lead to serious cardiovascular complications, including stroke. Stimulants can increase blood pressure, heart rate, and body temperature and decrease sleep and appetite. When they are abused, they can lead to malnutrition and its consequences.

## **Methamphetamines**

It is a central nervous system stimulant drug that is similar in structure to amphetamine.

### **Possible Health Risks and Effects**

1. It can increase wakefulness and physical activity, decreased appetite, increased breathing, heart rate, blood pressure, temperature and irregular heartbeat.
2. Although methamphetamine can be prescribed by a doctor, its medical uses are limited, and the doses prescribed are much lower than those typically abused.

### **Club Drugs - Rohypnol, GHB, and Ecstasy (“Molly”)**

#### **Possible Health Risks and Effects**

Lowered inhibition; enhanced sensory perception; confusion; depression; sleep problems; anxiety; increased heart rate and blood pressure; muscle tension; teeth clenching; nausea; blurred vision; faintness; chills or sweating; sharp rise in body temperature leading to liver, kidney, or heart failure and death.

1. **Rohypnol** a benzodiazepine chemically similar to prescription sedatives such as Valium® and Xanax®. Teens and young adults tend to abuse this drug at bars, nightclubs, concerts, and parties.

**Possible Effects:** Can cause Drowsiness, sedation, sleep; amnesia, blackout; decreased anxiety; muscle relaxation, impaired reaction time and motor coordination; impaired mental functioning and judgment; confusion; aggression; excitability; slurred speech; a headache; slowed breathing and heart rate.

2. **GHB** a depressant approved for use in the treatment of narcolepsy, a disorder that causes daytime "sleep attacks."

**Possible Effects:** Euphoria, drowsiness, decreased anxiety, confusion, memory loss, hallucinations, excited and aggressive behavior, nausea, vomiting, unconsciousness, seizures, slowed heart rate and breathing, lower body temperature, coma, or death.

3. **Ecstasy (“Molly”)** a synthetic, psychoactive drug that has similarities to both the stimulant amphetamine and the hallucinogen mescaline. (**MDMA methylenedioxy-methamphetamine**)

**Possible Effects:** Lowered inhibition; enhanced sensory perception; confusion; depression; sleep problems; anxiety; increased heart rate and blood pressure; muscle tension; teeth clenching; nausea; blurred vision; faintness; chills or sweating; sharp rise in body temperature leading to liver, kidney, or heart failure and death.

### **Marijuana**

Refers to the dried leaves, flowers, stems, and seeds from the hemp plant, *Cannabis sativa*. The plant contains the mind-altering chemical *delta-9-tetrahydrocannabinol* (THC) and other related compounds.

#### **Possible Health Risks and Effects**

Marijuana over activates parts of the brain that contain the highest number of these receptors that causes the "high" that users feel. Effects may include altered senses, altered sense of time, changes in mood, impaired body movement and memory causing difficulty with thinking and problem-solving.

1. When a person smokes marijuana, THC quickly passes from the lungs into the bloodstream. The blood carries the chemical to the brain and other organs throughout the body.
2. THC acts on specific brain cell receptors that ordinarily react to natural THC-like chemicals in the brain. These natural chemicals play a role in normal brain development and function.

### **Cocaine**

Cocaine is a powerfully addictive stimulant drug made from the leaves of the coca plant native to South America

#### **Possible Health Risks and Effects**

Cocaine affects the body in a variety of ways. It constricts blood vessels, dilates pupils, and increases body temperature, heart rate, and blood pressure. It can also cause headaches and gastrointestinal complications such as abdominal pain and nausea. It produces short-term euphoria, energy, and talkativeness in addition to potentially dangerous physical effects like raising heart rate and blood pressure.

## **Heroin**

Heroin is an opioid drug that is synthesized from morphine, a naturally occurring substance extracted from the seedpod of the Asian opium poppy plant.

### **Possible Health Risks and Effects**

Chronic users may develop collapsed veins, infection of the heart lining and valves, abscesses, constipation and gastrointestinal cramping, and liver or kidney disease. Heroin abuse is associated with a number of serious health conditions, including fatal overdose, spontaneous abortion, and infectious diseases like hepatitis and HIV.

## **K2 or Spice**

### **Possible Health Risk and Effects**

Spice abusers who have been taken to Poison Control Centers report symptoms that include rapid heart rate, vomiting, agitation, confusion, and hallucinations. Spice can also raise blood pressure and cause reduced blood supply to the heart (myocardial ischemia), and in a few cases, it has been associated with heart attacks. Regular users may experience withdrawal and addiction symptoms.

### **K2/"Spice"(Synthetic cannabinoids/marijuana)**

Refers to a wide variety of herbal mixtures that produce experiences similar to marijuana (cannabis) and that are marketed as "safe," legal alternatives to that drug. Sold under many names, including K2, fake weed, Yucatan Fire, Skunk, Moon Rocks, and others — and labeled "not for human consumption" — these products contain dried, shredded plant material and chemical additives that are responsible for their psychoactive (mind-altering) effects.

## **Bath Salts**

### **Possible Health Risk and Effects**

Common reactions reported for people who have needed medical attention after using bath salts include cardiac symptoms (such as racing heart, high blood pressure and chest pains) and psychiatric symptoms including paranoia, hallucinations, and panic attacks.

### **Bath Salts (Synthetic cathinone)**

refers to an emerging family of drugs containing one or more synthetic chemicals related to cathinone, an amphetamine-like stimulant found naturally in the Khat plant.

**For more information see the following websites: Addiction Prevention and Recovery Administration (APRA), Centers for Disease Control and Prevention (CDC) and Drug Enforcement Administration (DEA).**

## **III. State, Local, and Federal Legal Sanctions**

Below are brief summaries citing some of the sanctions under federal, state and local drug and alcohol offense statutes. Concerned individuals may consult local, state or federal laws, codes, or an attorney for more detailed information. The following information is provided for informational purposes only and is not intended to fully describe all of the pertinent laws regarding drug or alcohol violations.

### **District of Columbia**

District of Columbia Drug Law states 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 on the particular type of controlled substance(s) involved. Subsequent convictions and violations involving distribution to minors may carry increased penalties. For more information see D.C. Code 48-904.01 through 48-904.05 for violations and penalties.

**Initiative 71**—Legalization of Possession of Minimal Amounts of Marijuana for Personal Use Initiative became effective on February 26, 2015, in the District of Columbia. As a result, Marijuana possession by persons under 21 years of age is not allowed. Initiative 71 did not change existing law on marijuana possession for anyone under 21 years of age, it is still illegal. **For more information see the Metropolitan Police Department Website [mpdc.dc.gov/](http://mpdc.dc.gov/).**

**Note: The use of Marijuana is prohibited throughout Howard University properties at all times, consistent with University policies with regard to maintaining a smoke-free campus environment. Policy violators will be subject to disciplinary action, up to and including the possibility of expulsion (for students), termination of employment (for faculty and staff), and of contracts (for contractors and affiliates).**

**It is legal for a person who is at least 21 years old to:**

- Possess two ounces or less of marijuana;
- Transfer one ounce or less of marijuana to another person who is at least 21 years old, so long as there is no payment made or any other type of exchange of goods or services;
- Cultivate within their residence up to six marijuana plants, no more than three of which are mature;
- Possess marijuana-related drug paraphernalia – such as bongs, cigarette rolling papers, and cigar wrappers that is associated with one ounce or less of marijuana; or
- Use marijuana on private property.

**Note: Violation of Howard University Policy**

**A person can still be arrested for:**

- Selling any amount of marijuana to another person;
- Possessing more than two ounces of marijuana;
- Operating a vehicle or boat under the influence of marijuana; or
- Smoking, eating, or drinking marijuana – or holding or carrying a lighted roll of paper or other lighted smoking equipment filled with marijuana – in any public space, such as:
  - ✓ On any street, sidewalk, alley, park, or parking area;
  - ✓ In a vehicle on any street, alley, park, or parking area; or
  - ✓ Any place to which the public is invited.

**District of Columbia Alcohol Law** states, 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. **For more information see D.C. Code 25-1001, 25-1002, 50– 2206.11, 50-2206 for violations and penalties.**

### **Maryland**

**Maryland Drug Law** states, 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 the amount Maryland statute provides for increasingly stiff penalties for each drug offense conviction. **For more information see Maryland Code, Criminal Law Sections 5-603, 605-609, 612 for the type of violations and Sections 5-401 through 406 and 5-601,602, 620 for penalties and fines.**

**Maryland Alcohol Law** states 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. **For more information see Maryland Code, Criminal Law Sections 10-114 for violations and Sections 10-113 through 10-120 for penalties and fines.**

**Driving Under the Influence of Alcohol or Drugs** In the State of Maryland, a person may not drive or attempt to drive any vehicle while intoxicated or under the influence of alcohol. A blood alcohol

concentration (BAC) of more than .05 but less than .07 may be considered for **Driving Under the Influence or Driving while Impaired by Alcohol**. Charges include, a BAC of .07 but less than .08 shall be evidence for **Driving Under the Influence or Driving while Impaired by Alcohol**, for a BAC level of .08 or more is considered intoxicated and under the influence of alcohol. **For more information see Maryland Code and Courts and Judicial Proceedings §10-307 and for a summary of penalties, see Maryland Transportation Code § 16-205.1, § 16-402 and § 27-101.**

A person under the age of 21 with a BAC of .02 (approximately one drink) may be charged with a violation of restricted license, which may result in a suspension of the driver's license. Such an individual can still be charged with a violation despite possession of an out-of-state driver's license. **For more information see Maryland Transportation Code at 16-113 and 27-101).**

### **Federal**

**Federal Law** generally prohibits 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. A conviction for one of these "distribution offenses" may be punishable by penalties, a fine, or both. **For more information see the Drug Enforcement Administration Federal Trafficking Penalties for Schedules website [www.dea.gov/druginfo/ftp3.shtml](http://www.dea.gov/druginfo/ftp3.shtml)**

**Note:** Federal law with regards to Initiative 71—Legalization of Possession of Minimal Amounts of Marijuana for Personal Use Initiative, the changes in the District of Columbia marijuana law. Federal law still prohibits the possession or use of any amount of marijuana. As a result, federal law enforcement officers may arrest anyone in the District of Columbia for possession or use of any amount of marijuana as a violation of federal law. For example, the U.S. Park Police can arrest a person for possessing or using any marijuana on the National Mall, Rock Creek Park, or any other National Park Service land.

### **Referral List for Alcohol and Substance Abuse Programs**

Howard University Counseling Services (UCS) provides assistance to the student and will consult with faculty and staff, if needed, during crisis intervention and support in making the appropriate referrals. A community resource in the District of Columbia is Department of Behavioral Health. It has established a network of community base agencies that provides substance use disorder services including detoxification, residential and outpatient services based on the level of need and is accessible through its Assessment and Referral Center (ARC).

<p><b><u>University Counseling Center</u></b>          6th and Bryant Streets NW, Washington, DC 20059  <b>Main phone number:</b> (202) 806-6870  <b>Hours of Operation:</b> 8:00 am to 6:00 pm  <b>Walk-in intake hours:</b> M-W-F 10:00 am to 4:00 pm  <b>Crisis Hotline:</b> calls after 6 p.m. (202) 345-6709  <b><u>Employee Assistance Program (EAP) - Employees</u></b>  <b>Howard University</b>  <b>Main Phone Number:</b> (202) 806-1280 <b>Benefit Contact:</b> MetLife at 1-844-763-8543 <b>Online:</b> <a href="http://www.metlife.com">www.metlife.com</a>  <b>Howard University Hospital Main Number:</b> (202) 865-2760  <b>Benefit Contacts:</b> MetLife at 1-844-763-8543  <b>Online:</b> <a href="http://www.metlifecap.com">www.metlifecap.com</a></p>	<p><b><u>Department of Behavioral Health (DBH)</u></b>  <b><u>Assessment and Referral Center (ARC)</u></b>          64 New York Avenue, NE, 3rd Floor Washington, DC 20002  <b>Hours of Operation:</b> M - F 8:00am – 4:00pm  <b>Phone:</b> (202) 727-8473 - <b>Fax:</b> (202) 727-8411  <b><u>Family and Medical Counseling Services, Inc.</u></b>  <a href="http://www.fmcsinc.org">http://www.fmcsinc.org</a>          2041 Martin Luther King Jr. Ave, SE, Washington, DC 20020  <b>Hours of Operation:</b> M-F 8:30am – 5:30pm / Sat 9:00am – 2:00pm  <b>Phone:</b> (202)-889-7900 <b>Fax:</b> (202) 610-3095</p>
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	5936 Martin Luther King, Jr., Hwy, Seat Pleasant, MD 20743 <b>Hours of Operation:</b> T – TH 9:00 am – 4:00pm  <b>Bring Photo Identification, TB Test, and  Insurance information</b>
<b><u>Providence Hospital/Seton House</u></b> 1053 Buchanan St. NE, Washington, DC 20001 <b>Main Hospital:</b> (202) 854-7000 <b>Contact:</b> (202)-854-7222 <b>Hours of Operation:</b> M-F 8:30am – 5:00pm <b>Intake</b> <b>Hours:</b> Before 3pm <b>Provide detox treatment for alcohol and opioids  addiction</b>	<b><u>Kolmac Clinic</u></b> 1411 K Street, N.W., Suite 703, Washington, DC 20005 <b>Contact:</b> (301) 589-0255 <b>Hours of Operation:</b> M-F 8:30am – 6:00pm <b>For Appointments</b>

### 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. 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.
3. 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.
4. 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.
5. The employee code of conduct requires the cooperation of all employees in assisting to provide an alcohol-free work environment.
6. 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.
7. 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.
8. 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.
9. The only University facility that is licensed for the purchase and sale of alcoholic beverages is the Blackburn Center.
10. Alcoholic beverages purchased in licensed facilities must be consumed within the area designated for that purpose.
11. It will be the responsibility of the Director of Student Activities to ensure that University policies and procedures are observed and enforced.
12. Modification of policy regarding the possession and consumption of alcoholic beverages will be under continuous review and desirable changes made on the basis of demonstration by members of the University community of their ability and willingness to assume responsibility for their own conduct and decorum.

## **SPECIFIC GUIDELINES**

On-Campus Approved Events: The possession and consumption of alcoholic beverages at approved on-campus events will be subject to the following regulations and guidelines:

1. All activities and events where alcoholic beverages are to be served and consumed, and sponsored by a student organization, must be approved by the Director of Student Activities, in writing.
  2. In addition, written approval of the dean of the respective school or college must be secured by student organizations, staff groups and faculty groups before any alcoholic beverages will be permitted in a facility under the jurisdiction of a school or college.
  3. All alcoholic beverages must be served by the sponsoring organization and only by an individual of legal drinking age. Except for the Blackburn University Center, absolutely no sale of alcoholic beverages will be permitted in university facilities.
  4. Adequate amounts of food and nonalcoholic beverages, for those who choose not to consume alcohol, must be made available at all activities and events where alcoholic beverages are served.
  5. The sponsoring organization must assume the responsibility of assuring compliance with the District of Columbia Regulations which prohibit the serving of alcoholic beverages to persons under 21 years of age.
  6. Howard University reserves the right to deny any organization, student, faculty, staff and non-university entities, the approval to serve alcoholic beverages when it is deemed to be in the best interest of the University and others concerned. The same right exists with respect to the denial of service.
  7. Advertisement of any University event at which alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcohol. Alcohol should not be used as an inducement to participate in a campus event. Nor should alcohol be the central theme of an event. All advertisements mentioning or implying the availability of alcohol should also include the phrase "Proof of age required" or "Age ID required."
  8. Promotional materials including advertising for any University event shall not make reference to the amount of alcoholic beverages (such as number of beer kegs) available.
  9. Appropriate residence hall staff, campus life staff or security personnel service reserve the right to remove advertisement that violate these guidelines.
- Off-Campus Events: Persons sponsoring events off University premises where alcohol will be served are subject to all the laws regulating possession, purchase and consumption of alcoholic beverages by the District of Columbia or other jurisdictions. Students or student groups/organizations sponsoring events off University premises must comply with the provisions of this policy; however, these events shall not be considered University sponsored or sanctioned events. The University recommends that at off-campus events, the consumption of alcoholic beverages should under no circumstances be the primary focus of the event. In addition, adequate food and nonalcoholic beverages should be made available where alcoholic beverages may be served.

Code of the District of Columbia Regarding Alcoholic Beverages §25-121 1. Licenses issued 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 their age for the purpose of procuring any alcoholic beverage shall be deemed guilty of a misdemeanor. No person



shall, in the District of Columbia, drink any alcoholic beverage or possess in an open container any alcoholic beverage in any street, alley, park or parking area; or in any vehicle in or upon the same. No person in the District of Columbia, whether in or on public or private property, shall be intoxicated and endanger the safety of himself or any other person or property.

## **VIOLATIONS**

1. Penalties for violation of these policies by a University employee are set forth in the Employee Handbook for staff and the Faculty Handbook.
2. Violations of these policies by students are punishable under the provisions set forth in the statutes governing the Code of Conduct for Students at Howard University.

## **DEFINITIONS**

1. Alcoholic Beverages—Any beverage containing at least one-half percent (0.5%) of alcohol by volume, including beer, wine, liquor and mixed drinks.
2. Event or Activity—A party, reception or other group social gathering held on the University campus.
3. Legal Age To Drink—21 years or older.
4. Approved Event or Activity—Any event or activity that has received written approval to be held on the university campus. Event or activities must be approved and must be held in accordance with provisions of this policy.
5. Sale—any transfer, trade, exchange or barter, in any manner or by any means, is considered sale under this policy.
6. Use of Alcoholic Beverages—possession, consumption, sale, distribution, purchase or transfer of alcoholic beverages.

*Approved by the Board of Trustees on January 23, 1993*

## **NARCOTICS REGULATIONS AND GUIDELINES**

### **POLICY STATEMENT OF HOWARD UNIVERSITY CONCERNING THE USE OF, THE POSSESSION FOR SALE, TRANSFER, OR EXCHANGE OF, AND THE MANUFACTURE, TRANSFER, SALE, OR EXCHANGE OF, CONTROLLED SUBSTANCES**

Among the most serious menacing phenomena facing urban communities in general and Black communities in particular is that of the ever-spreading use of controlled substances or illegal drugs. Attending this phenomenon are not only the debilitating effects on the human system, but the many unsettled events which are inescapably its by-products. Howard University, as an urban institution and a part of the larger District of Columbia community, is not insulated against this problem and its accompanying or precipitating ills and recognizes that an effective response to this menace must be on a 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 their 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 ensure CUSTOMER SATISFACTION. Customer complaints may prompt immediate termination of Limited Vending authority or preclude consideration of any future requests by the student organization concerned.
- **Termination:** Limited Vending authority terminates at the time indicated on the Authorization form. The authority may be terminated by interested university offices any time that continuation is deemed not to be in the interest of the University. Failure to display the Limited Vending form at the vending location may result in interruption or termination of the operations.

## **GUIDELINES FOR POSTING AND DISTRIBUTION OF POSTERS/FLYERS/MATERIALS AT HOWARD UNIVERSITY**

**Revised: January 1997**

- I. The buildings and grounds at Howard University are private property and, in general, materials may not be posted or distributed without the permission of the University.
- II. Before displaying any advertisement, including signs, posters or placards, on bulletin boards or other display spaces at Howard University, the university employee, organization, department or recognized student organization must obtain authorization from the Scheduling Office. The

- name(s) of the sponsoring organization(s)/ entity must appear on all advertisements. Requests for permission to distribute handbills, flyers or publications must be made directly to the Scheduling Office for authorization for posting and/or distribution of the materials.
- III. The posting of flyers and other printed materials are limited to university employees, currently enrolled students, and representatives of recognized student organizations.
  - IV. Upon approval, permission to post or distribute materials shall be granted for a specific period of time.
  - V. The following regulations apply to all posting. Posting materials other than in compliance with these regulations will result in sanctions.
    - 1. The University prohibits the posting of advertisements, announcements that it considers lewd, indecent, or vulgar, or that reflect the commission or attempted commission of any crime. Failure to conform to this requirement may result in withdrawal of approval to use the University facility.
    - 2. In each authorized area, only one advertisement per event may be posted. Advertisements posted, in violation of this policy, will be removed. The sponsoring organizations, along with the facility coordinator, are required to monitor areas authorized for posting events and are responsible for removing outdated advertisements.
    - 3. All advertisements and announcements, whether posted on or off the campus of Howard University, must bear the following statement: "The view(s) expressed during this activity do not necessarily reflect the view(s) of Howard University or any of its schools or colleges." Failure to conform to this requirement may result in withdrawal of approval to use the University facility.
    - 4. All posters/flyers must be authorized and registered with the Scheduling Office, prior to mass production and posting. Registering Includes providing name of sponsoring entity or organization, contact name, phone numbers and address.
    - 5. Process time for the authorization to post materials is a minimum of 24 hours.
    - 6. All persons MUST supply the office with a minimum of two posters/flyers. One copy of all posters/flyers will be retained for the office files prior to stamping.
    - 7. A maximum of 10 flyers may be authorized to be stamped for posting at any one time.
    - 8. All posters/flyers involving University facility usage requires confirmation of approval for use of the facility prior to poster/flyer stamping. Documentation of the confirmation may be required, in writing, upon request. Flyers must state, in English, the time, place, date and University sponsor. Failure to provide confirmation of the event scheduled in a University facility will result in denial of stamping posters/flyers, as well as withdrawal of approval of the event.
    - 9. All posters must meet criteria outlined in the University's Alcohol Policy. Posted materials may not advertise alcohol, drugs, gambling, weapons, or anything else that would be a violation of university policy, either through language or artwork.
    - 10. No posters, flyers or announcements may be attached to unapproved areas such as: trees, doors, sidewalks, benches, walkways, stairs, trash cans, newspaper boxes, recycling bins, Howard University signs or statues, walls, plastic, metal or glass surfaces, or bulletin boards administered by a university department sponsor without permission from the department.
    - 11. Only requests from recognized student organizations and Howard University departments/officials will be considered for posting on campus for on-campus events. Flyers and announcements by non-university groups and organizations are prohibited unless cosponsored by a student organization or University department. The name of the student organization or university department must be clearly displayed on the poster or distributed

- materials. Departments and/or facility coordinators/managers may have additional restrictions for their bulletin boards and showcases. Please see the building manager in each building for information.
12. Posters, flyers or announcements may be attached with masking tape, push pins or staples on bulletin boards, only.
  13. Materials may not be posted more than ten days prior to the event.
  14. All posters, flyers or announcements must be removed by the event sponsor within 24 hours following the completion of the event.
  15. University and non-university affiliated organizations violating these guidelines are subject to fines and service charges. Student organizations, individuals, as well as 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 ensure 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 their 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.

## **HOWARD UNIVERSITY POLICY**

**Policy Number:** 400-005 Governance, Risk and Compliance

**Policy Title:** (INTERIM) TITLE IX POLICY ON PROHIBITED SEXUAL AND GENDER-BASED HARASSMENT AND VIOLENCE AND OTHER FORMS OF INTERPERSONAL VIOLENCE

**Responsible Officers:** Provost and Chief Academic Officer

Title IX Officers

**Responsible Offices:** Office of the Provost and Chief Academic Officer

Title IX Office

**Effective Date:** November 13, 2017 (Revised Policy – Issued as Interim)

January 18, 2017 (Revised Policy)

April 29, 2016 (Updated)

March 9, 2016 (Revised Policy)

May 31, 2015 (Revised Policy)

March 12, 2015 (Interim Policy)

August 11, 2011 (Updated Title IX Contacts) June 5, 1999 (Original)

## **I. POLICY STATEMENT**

Howard University (the “University”) is committed to ensuring compliance with Title IX of the *Education Amendments of 1972*, as amended, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, as amended by the *Violence Against Women Reauthorization Act of 2013 (VAWA)*, Title VII of the *Civil Rights Act of 1964* and related authority.

To that end, the University reaffirms its commitment to providing educational and employment opportunities free from harassment and discrimination based upon sex, gender, gender expression, gender identity, sexual orientation, or marital status; sexual violence; dating violence, domestic violence; stalking; and retaliation. 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 and employment pursuits that are free from sexual and gender-based harassment and violence, other forms of interpersonal violence, stalking, and retaliation.

Sexual and gender-based harassment, discrimination and violence, dating violence, domestic violence and stalking (collectively referred to in this Policy as “Prohibited Conduct”) are violations of federal law and District of Columbia, Maryland, and Virginia law. Such conduct can result in physical and psychological harm to individuals, while corrupting the positive work and academic environment the University strives to maintain. Therefore, Prohibited Conduct committed by any member of the Howard University community, including students, staff, faculty, administrators, contractors, and third parties, shall not be tolerated under any circumstance. Such conduct is strictly prohibited under both Title IX and Title VII, and by this University policy.

The University considers the forms of Prohibited Conduct defined in this policy to be extremely serious matters. In accordance with federal law, the University has a legal obligation to investigate or otherwise respond to all reports of Prohibited Conduct. This obligation arises when designated University employees (known as Responsible Employees) receive direct or indirect notice that Prohibited Conduct may have taken place.

Additionally, making a good faith report of Prohibited Conduct is a protected civil rights activity. As such, retaliation against a Complainant, Title IX Officer, administrator, faculty member, employee, student, witness, or any individual involved in any aspect of the complaint or investigative process under this policy is strictly prohibited and will be sanctioned accordingly.

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 and the use of such methods in a manner that is reasonably related to the subject matter of instruction, and provided that they are expressed or used in a manner that is consistent with this policy and the rights of students, faculty members, staff, and University community members.

The Title IX Coordinator is primarily responsible for implementing this policy and ensuring that all students and employees are adequately trained or otherwise made aware of their rights and responsibilities under 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. 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.

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.

This policy is issued as an interim policy which, consistent with the University's Policy on Policies, will remain in effect for up to six months, by which time it is expected that a final policy will be adopted.

## **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 sex or gender. In compliance with this federal law, it is the policy of the University not to discriminate on the basis of sex or 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, faculty members, employees and third parties from illegal and improper forms of harassment and discrimination. It provides students, faculty members, employees, and third parties with an opportunity to seek redress for conduct that may violate this policy and allows the University to reaffirm its commitment to providing educational and employment opportunities free from the negative effects of Prohibited Conduct. The University will respond to reports about Prohibited Conduct with measures designed to eliminate the conduct, prevent its recurrence, and remedy any adverse effects of the conduct on individuals, members of the campus community, or University-related programs or activities. In addition, the University may impose interim remedial or protective measures during an investigation to provide a Complainant with continued access to University programs and activities and protect individual and campus safety.

## **II. SCOPE (ENTITIES AFFECTED BY THIS POLICY)**

This policy applies to all Howard University students, faculty members, and employees. It also applies to third parties (contractors and vendors doing business at and/or with the University, visitors, alumni and other non-members of the University community who are present on the University's campus, or participating in events or programs that are sponsored by or related to the University).

This policy applies to conduct that occurs both on and off of the University's campus, as described below. More specifically, this policy will apply in any instance where:

- The conduct occurs on-campus or on University property;
- The conduct occurs in the context of a University-related or sponsored educational program or activity, regardless of location (including travel, research, and internship programs);
- The conduct occurs through the use of University-owned or provided technology resources; or
- The conduct has a sufficient nexus to the University, such as continuing adverse effects or the creation or continuation of a hostile environment on campus.

The University uses the following terms in this policy to refer to the participants involved in the investigation or resolution of reported misconduct:

**Complainant** - An individual who is reported to have experienced Prohibited Conduct, regardless of whether the individual makes a report or seeks disciplinary action.

**Respondent** - An individual who has been accused of Prohibited Conduct.

**Witness** - An individual who may have information relevant to a report of Prohibited Conduct. A witness may be a student, an employee, or a third party.



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

If a member, or members, of the University Community commits an act in violation of this policy, the University will take appropriate measures under the circumstances to sanction those individuals, 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 they had the authority to do so.

If a third-party who is not within the control of the University, such as a student from another institution in a non-Howard study abroad program or a supervisor at an external clinical or training site, is alleged to have committed an act in violation of this policy, the University may be unable to investigate or impose discipline against that individual. However, the University will provide the Complainant with reasonable and appropriate remedial measures.

### **III. COORDINATION WITH OTHER POLICIES**

This policy addresses discrimination on the basis of sex or gender as it relates to sexual and gender-based harassment and sexual assault, and other forms of interpersonal violence defined in more detail below. Other forms of sex discrimination (not based on harassment or violence), and discrimination and harassment based on race, color, nationality or ethnic origin, sex, age, or disability are governed by the Howard University Policy and Procedure on Equal Opportunity in Employment and Education Program and Activities.

In addition, the conduct of students, employees, and faculty are governed or impacted by the following:

600-01    *Student Code of Conduct*

600-02    *Students Privacy Rights Policy (FERPA)*

*Clery Act Disclosure Policy (200-004)*

*Employee Handbook*

*Howard University Faculty Handbook (August 1993)*

Where conduct involves the potential violation of both this policy and another University policy, the University may choose to investigate other potential misconduct under the procedures set forth in this policy provided that it does not unduly delay a prompt or equitable resolution of the report, or may elect to investigate and resolve other potential misconduct pursuant to the procedures in other applicable University policies.

### **IV. TITLE IX COORDINATOR**

The Title IX Coordinator coordinates the University's compliance with Title IX and related provisions of the Clery Act (as amended by VAWA). The Title IX Coordinator oversees the University's centralized response to all reports of Prohibited Conduct to assure consistent implementation of this policy and ensure

compliance with federal and District of Columbia law. The Title IX Coordinator and designated staff will, among other steps:

- Communicate with all members of the University community regarding applicable law and policy and provide information about how individuals may access reporting and support options.
- Review applicable University policies to ensure institutional compliance with applicable federal and District of Columbia law.
- Monitor the University's administration of its own applicable policies, including record keeping, adherence to timeframes, and other procedural requirements.
- Conduct training regarding Title IX, related provisions of the Clery Act (as amended by VAWA), and Prohibited Conduct defined in this policy.
- Respond to any report regarding conduct that may violate this policy.

In this capacity, the Title IX Coordinator shall oversee the investigation and resolution of reported misconduct, direct the provision of any remedial and protective measures (including oversight of the failure to abide by an interim protective measure), and monitor the administration of any request for review of the finding.

The Title IX Coordinator may delegate responsibilities under this policy to designated administrators or external professionals who will have appropriate training and/or experience. When used in this policy, the term Title IX Coordinator may include a Deputy Title IX Coordinator or appropriate designee. The Title IX Coordinator is:

**Candi N. Smiley**

Administration Building  
2400 6th Street, N.W., Suite 306  
Washington, D.C. 20059  
Phone: (202) 806-2561  
Email: [candi.smiley@howard.edu](mailto:candi.smiley@howard.edu)

The University also has two designated Title IX Investigators:

**Marcus A. Winder**

Administration Building  
2400 6th Street, N.W., Suite 306  
Washington, D.C. 20059  
Phone: (202) 806-2573  
Email: [marcus.winder@howard.edu](mailto:marcus.winder@howard.edu)

**Vanessa C. Love**

Administration Building  
2400 6th Street, N.W., Suite 306  
Washington, D.C. 20059  
Phone: (202) 806-2524

Email: [vanessa.love@howard.edu](mailto:vanessa.love@howard.edu)

The Title IX Coordinator and Title IX Investigators are all Title IX Officers for the purposes of this policy.

## V. PROHIBITED CONDUCT

In determining whether alleged conduct constitutes Prohibited Conduct 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 conduct and the context in which the alleged incidents occurred. All determinations regarding whether a Respondent has engaged in Prohibited Conduct will be based upon a thorough and comprehensive review of the facts, and made on a case-by-case basis utilizing the preponderance of the evidence standard.

The following forms of conduct, including attempting to engage in such conduct, are expressly prohibited by this policy ("Prohibited Conduct"):

- A. Sexual Assault** – Any act of vaginal or anal intercourse or penetration, however slight, by a person's penis, finger, other body part or object; oral-genital contact; or intentional touching of a person's breasts, buttocks, groin, genitals, or other intimate parts without **Consent**. Touching may be over or under clothing and may include the Respondent touching the Complainant, the Respondent making the Complainant touch the Respondent or another person, or the Respondent making the Complainant touch the Complainant's own body.
- B. Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:
- (1) submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's instruction, academic standing, employment or participation in any University program, activity, or benefit; or
  - (2) submission to, or rejection of, such conduct is used as a basis for evaluation in making academic or personnel decisions; or
  - (3) such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive, both subjectively and objectively, that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University's educational, employment, residential, and/or campus experience.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of sexual assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

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

- (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, gender, gender identity, gender expression, non-conformance with gender stereotypes, or sexual orientation;
- (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) 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.

**C. Gender-Based Discrimination or Harassment** - Any intentional or unintentional act that results in an individual being excluded from participation in, denied the benefits of, or subjected to discrimination or harassment under any academic, extracurricular, research, occupational training, or other education program or activity, based upon the individual's gender, gender identity, gender expression, non-conformance with gender stereotypes, or sexual orientation. Gender-Based Discrimination or Harassment may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve contact of a sexual nature.

Gender-Based Harassment also includes harassment based upon the individual's gender, gender identity, gender expression, non-conformance with gender stereotypes, or sexual orientation when:

- (1) submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's instruction, academic standing, employment or participation in any University program, activity or benefit; or
- (2) submission to, or rejection of, such conduct is used as a basis for evaluation in making academic or personnel decisions; or
- (3) such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive, both subjectively and objectively, that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University's educational, employment, residential and/or campus experience.

As used in this policy, gender, gender expression, gender identity, and sexual orientation are defined as follows:

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

**Gender Identity** - A person's self-conception of being a man or woman, boy or girl, transgender, or gender fluid.

**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.

**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).

**Examples of Gender-Based Discrimination or Harassment** - Specifically, under this policy, in providing any aid, benefit, or service to a student, no person shall, on the basis of gender, gender identity, gender expression, non-conformance with gender stereotypes, or sexual orientation:

- (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, gender identity, gender expression, non-conformance with gender stereotypes, or sexual orientation; or
- (7) otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

**D. Sexual Exploitation** - Any act where one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another without their consent. Sexual exploitation may include, but is not limited to:

- surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- recording, photographing, transmitting, showing, viewing, streaming, or distributing intimate or sexual images, audio recordings, or sexual information without the knowledge and consent of all parties involved; or
- exposing one's genitals or inducing another to expose their own genitals in non- consensual circumstances.

**E. 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, or 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, their family, friends, colleagues, or 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, or not allowing a person, or disrupting a person's ability, to work or go to school.

**F. Stalking** - A course of conduct that is unwanted, unwelcome and unreciprocated that is directed at a specific person that would cause a reasonable person to feel fear, to experience substantial emotional distress, or to fear for their safety or the safety of a third party such as a family member, friend, colleague, or pet. Acts that together constitute stalking may be direct actions or may be communicated by a third party, and can include, but are not limited to, threats of or actual harm to self, others, or property; pursuing or following; non-consensual (unwanted) communication by any means; unwanted gifts; trespassing; and surveillance or other related types of observation. Stalking also includes cyber-stalking through electronic media, such as social networks, blogs, cell phones, or text messages.

Additional 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) Sending information to others about the person; or
- (4) Tracking the person's computer and internet use.

**G. Retaliation** - This policy prohibits acts or words taken against an individual or group of individuals involved in a protected activity. Protected activity includes making a good faith report under this policy; filing an external complaint; or opposing in a reasonable manner and consistent with University policy an action reasonably believed to constitute a violation of this policy. Retaliation may also include acts or words taken against an individual or group of individuals because they have participated in proceedings under this policy.

Retaliation can take many forms including, but not limited to, adverse action or violence, threats, and intimidation that would discourage a reasonable person (under similar circumstances and with similar identities to the Complainant) from engaging in protected activity. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic, or living environment of an individual, or if they hinder or prevent the individual from effectively carrying out their University responsibilities. All individuals and groups of individuals are prohibited from engaging in retaliation and will be held accountable under this policy.

Concerns or questions about retaliation should be immediately reported to a Title IX investigator or the Title IX Coordinator.

**H. Complicity** – Any act that knowingly aids, facilitates, promotes, or encourages the commission of Prohibited Conduct by another person.

#### **I. Additional Guidance Regarding Consent and Incapacitation**

The following definitions clarify key terminology as it is used throughout the policy:

**Consent:** Consent is the voluntary, informed, and freely given agreement, through words and/or actions, to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate in a particular sexual act.

In evaluating whether consent has been freely sought and given, the University will consider the presence of any force, threat of force, or coercion; whether the Complainant had the capacity to give consent; and whether the communication (through words and/or actions) between the parties would be interpreted by a reasonable person (under similar circumstances and with similar identities) as a willingness to engage in a particular sexual act.

Consent cannot be obtained through physical force or where there is a reasonable belief of the threat of physical force, when one person takes advantage of the physical or psychological limitations of another person, or by taking advantage of another person's incapacitation.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act;
- Consent on a prior occasion does not constitute consent on a subsequent occasion;
- Consent to an act with one person does not constitute consent to an act with any other person;
- The existence of a prior or current relationship does not, in itself, constitute consent; even in the context of a relationship, there must be mutual consent for particular sexual acts;
- Consent can be withdrawn or modified at any time, and sexual contact must cease immediately once consent is withdrawn;
- Consent cannot be inferred from silence, passivity, or lack of resistance, and relying on nonverbal communication alone may result in a violation of this policy; and
- Consent cannot be given by an individual under the legal age of consent.

**Incapacitation:** Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if they demonstrate that they are unaware at the time of the incident of where they are, how they got there, or why or how they became engaged in a sexual interaction.

Alcohol and other drugs impact each individual differently and determining whether an individual is incapacitated requires an individualized determination based on the available information.

The University does not expect community members to be medical experts in assessing incapacitation. Individuals should look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. A person's level of intoxication is not always demonstrated by objective signs. However, some signs of intoxication may include clumsiness, difficulty walking, poor judgment, difficulty concentrating, slurred speech, vomiting, combativeness, or emotional volatility.

In evaluating consent in cases of reported incapacitation, the University asks two questions: (1) Did the Respondent know that the Complainant was incapacitated? and, if not, (2) Should a sober, reasonable person in a similar set of circumstances as the Respondent have known that the Complainant was incapacitated? If the answer to either of these questions is "yes," there was no consent, and the conduct is likely a violation of this policy.

A Respondent's voluntary intoxication is never an excuse for, or a defense to, Prohibited Conduct, and it does not diminish the responsibility to determine that the other person has given consent.

## **VI. UNIVERSITY PROHIBITION ON CONSENSUAL RELATIONSHIPS**

Sexual or romantic 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. This section does not prohibit consensual relationships between full-time students at the University who are employed as student-employees or working in another position that is available only to University students, and other University students, provided that the student employee/worker does not have any form of supervisory responsibilities for the student, the student does not reside in the building or other housing unit which the student- employee/worker supervises or manages, and the student is not enrolled in a class that the student- employee/worker is teaching.

## **VII. CONFIDENTIALITY, PRIVACY AND REPORTING BY EMPLOYEES**

Issues of privacy and confidentiality play important roles in this policy and may affect individuals differently. While they are closely related, the concepts of privacy and confidentiality are distinct terms that are defined below.

- A. Confidentiality** - Confidentiality refers to the protections provided to information disclosed in legally protected or privileged relationships under District law, including licensed professional mental health counselors, licensed medical professionals, and ordained clergy. These confidential resources can engage in confidential communications under the law when the information is disclosed within the scope of the provision of professional services. When an individual shares information with a confidential resource (on campus or in the community) as a confidential communication in the course of a protected relationship, the confidential resource cannot disclose the information (including information about whether an

individual has received services) to any third party without the individual's written permission, or unless required by ethical or legal obligations which compel the professional to reveal such information. For example, information may be disclosed when the individual gives written consent for its disclosure, there is an imminent concern that the individual will likely cause serious physical harm to self or others or poses a threat to the campus community as a whole, or the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

Confidential resources submit non-personally identifying information about Clery-reportable crimes to the Howard University Department of Public Safety for purposes of the anonymous statistical reporting under the Clery Act.

**B. Privacy** -- Privacy refers to the discretion that will be exercised by the University in the course of any investigation or disciplinary processes under this policy. Information related to a report of Prohibited Conduct may be shared with a limited circle of University employees who need to know in order to assist in the assessment, investigation, and resolution of the report and related issues. University employees receive training in how to safeguard private information.

The University will make reasonable efforts to investigate and address reports of Prohibited Conduct under this policy, and information may be disclosed to participants in an investigation as necessary to facilitate the thoroughness and integrity of the investigation. In all such proceedings, the University will take into consideration the privacy of the parties to the extent reasonably possible.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA). The privacy of an individual's medical and related records generally is protected by the Health Insurance Portability and Accountability Act (HIPAA), excepting health records protected by FERPA. Access to an employee's personnel records is governed by the policy stated in the Employee Handbook.

It is important to understand the different responsibilities of University employees. Every employee is designated as either a Confidential Employee or a Responsible Employee:

**C. Confidential Employee** - Confidential Employees include any employee who is a licensed medical, clinical, or mental-health professional (e.g., physicians, nurses, physician's assistants, psychologists, psychiatrists, professional counselors, and social workers, and those performing services under their supervision), when acting in that professional role in the provision of services to a patient; and any employee providing administrative, operational, and/or related support for such health care providers in their performance of such services. Confidential employees also include clergy and other religious or spiritual advisors when serving in their religious or spiritual capacity and any employee providing administrative, operational, and/or related support to such clergy or other religious or spiritual providers. Confidential Employees will not disclose information about Prohibited Conduct without the individual's permission or as set forth in the Confidentiality section above. When individuals who otherwise may be Confidential Employees receive information outside of the provision of confidential services, the Confidential Employee is required to share that information with the Title IX Office.

**D. Responsible Employee** – With the exception of University employees designated as Confidential Employees, every individual employed by Howard University and Howard University Hospital, and anyone employed or retained under contract in a security or safety position or in a University residence hall is considered to be a Responsible Employee. **ALL Responsible Employees are required to report** any information regarding a known or suspected violation of this policy to a Title IX Officer as soon as the Responsible Employee learns of it, no matter how they learn of this information.



Student workers who have supervisory responsibility or responsibility for the welfare of other students are also considered Responsible Employees when they learn of potential violations of this policy in the scope of their employment. Student workers who are Responsible Employees include but are not limited to resident assistants, teaching assistants, graduate assistants, and tutors provided through any University programs or offices.

Responsible Employees must report all information that they have obtained, including the identities of the parties, the date, time and location, and any details about the reported incident to the Title IX Office. Responsible Employees cannot promise confidentiality or withhold information about Prohibited Conduct. Failure by a Responsible Employee to report information regarding possible Prohibited Conduct in a timely manner may subject them to appropriate discipline, up to and including removal from a position or termination of employment.

Responsible Employees are not required to report information disclosed: (1) at public awareness events (e.g., “Take Back the Night,” candlelight vigils, protests, “survivor speak-outs,” or other public forums in which students may disclose Prohibited Conduct; or (2) during an individual’s participation as a subject in an Institutional Review Board-approved human subjects research protocol (IRB Research). The University may provide information about Title IX rights and available University and community resources and support at public awareness events, however, and Institutional Review Boards may, in appropriate cases, require researchers to provide such information to all subjects of IRB Research.

**E. Clery Act Reporting** - Pursuant to the Clery Act, the University includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally-identifying information about individuals involved in an incident. The Clery Act also requires the University to issue timely warnings to the University community about certain crimes that have been reported and which may continue to pose a serious or continuing threat to campus safety. Consistent with the Clery Act, the University withholds the names and other personally identifying information of Complainants when issuing timely warnings to the University community.

## **VIII. RESOURCES AND REPORTING OPTIONS**

All University community members are urged to promptly report information regarding Prohibited Conduct to the University and/or law enforcement. A Complainant or witness will not be reprimanded, retaliated against, or discriminated against in any way for initiating an inquiry or making a good faith report.

A Complainant or witness has many options, including seeking counseling or assistance from a Confidential Employee, making a report under this policy, and/or making a report to law enforcement. The University recognizes that deciding among these options can be difficult and is an intensely personal decision. Complainants and witnesses are encouraged to seek assistance from a Confidential Employee and to explore all potential reporting and support options.

### **A. Emergency Resources and Law Enforcement**

Emergency medical assistance and campus safety/law enforcement assistance are available both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that may pose a threat to safety or physical well-being or following a potential criminal offense.

#### **1. Law Enforcement Assistance**

University community members are encouraged to immediately contact the Howard University Department of Public Safety (DPS) and/or the Metropolitan Police Department in order to report potential criminal conduct 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 Detectives Office Phone: (202) 673-6918

Note that any law enforcement investigation is separate from, and independent of, the University's Title IX administrative investigation. The University's Title IX administrative investigation will proceed simultaneously with any law enforcement investigation, whether by the University's Department of Public Safety or the Metropolitan Police Department.

## **2. Medical Services**

Confidential medical treatment and services are available at:

**Howard University Hospital** 2041 Georgia Avenue, N.W. Washington, D.C. 20060

Phone: (202) 865-1131

Sexual Assault Nurses Examinations (SANE Exams) (commonly referred to as rape kits), are only available at:

**Washington Hospital Center** 110 Irving St. N.W. Washington, D.C. 20010

Phone: (202) 877-7000

Students can also receive confidential medical services at:

**Howard University Student Health Center**

2139 Georgia Avenue, N.W. Washington, D.C. 20059

Phone: (202) 806-7540

## **3. Crisis Counseling and other Support Services**

Students can access confidential crisis counseling and mental health services at:

**University Counseling Services**

CB Powell/School of Communications Building 6th and Bryant Streets, N.W.

Washington, D.C. Phone: (202) 806-6870

Confidential support services on campus are also available through:

**The Howard University Interpersonal Violence Prevention Program**

2225 Georgia Avenue N.W., Suite 508

Washington, D.C. 20059

Phone: (202) 238-2382

**Office of Student Services** 1851 9th Street NW, 2nd floor Washington, D.C. 20059

Phone: (202) 238-2420

Note that these counseling and support resources are available regardless of whether or not an individual makes a report to a Title IX Officer or law enforcement, or otherwise participates in an

investigation. These resources are available to Complainants, Respondents, and any other individual to provide ongoing support.

## **B. Campus Confidential Resources**

As described above, University community members may speak with a Confidential Employee for support and assistance. This does not constitute a report to the University but will enable a student or employee to access support services on campus.

Campus Confidential Resources include:

- Howard University Student Health Center
- University Counseling Services
- Howard University Interpersonal Violence Prevention Program
- Chapel
- Employee Assistance Program

## **C. Other Campus Support Services**

The following University departments are available to offer support and resources. These departments can provide information and resources, but consistent with their designation as Responsible Employees, will share any reports of Prohibited Conduct with the Title IX Office:

- Office of Human Resources
- Office of Student Services
- Office of Residence Life
- Office of Intercultural Affairs

## **D. Reporting Options**

The University encourages all individuals to report Prohibited Conduct or a potential violation of this policy to the Title IX Office, the Howard University Department of Public Safety, and/or to local law enforcement. A Complainant has the right to report, or decline to report, potential criminal conduct to law enforcement. Upon request, the University will assist a Complainant in contacting law enforcement at any time. Under limited circumstances posing a threat to health or safety of any University community member, the University may independently notify law enforcement.

An individual may make a report to the University, to law enforcement, to neither, or to both. Campus Title IX processes and law enforcement investigations operate independently of one another, although the University will coordinate information with the Howard University Department of Public Safety and/or local law enforcement when both an administrative proceeding and criminal investigation are on-going.

Anyone may make a report as follows:

- Make a report to a Title IX Officer in person, by telephone, or by email;
- If on campus, contact the Howard University Department of Public Safety or Metropolitan Police Department for assistance in filing a criminal complaint and preserving physical evidence; or
- If off campus, contact local law enforcement to file a criminal complaint.

An individual may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue a Title IX report and a criminal complaint). When initiating any of the above options, an individual does not need to know whether they wish to request any particular course of action nor how to label what happened. As part of a report to the Title IX Office, an individual can also request interim remedial measures and support. University community members are encouraged to consult with the Title IX Coordinator if they have any questions regarding this policy or reporting Prohibited Conduct.

### **1. Reports to Responsible Employees**

As explained above, all University employees, with the exception of those designated as Confidential Employees, are considered to be Responsible Employees. All reports that are brought to the attention of a Responsible Employee are not confidential and must be promptly submitted to the Title IX Coordinator by the Responsible Employee.

### **2. Requests for Anonymity**

Once a report has been shared with the Title IX Office, a Complainant may also directly request that their identity remain private (request for anonymity); that no investigation occur; or that no disciplinary action be taken. The Title IX Coordinator will carefully balance such requests with the University's commitment to provide a non-discriminatory environment, and the Respondent's right to have specific notice of the allegation(s) if there is a possibility of disciplinary action against Respondent. In such circumstances, the Title IX Coordinator may arrange for preliminary fact-finding by an investigator to gain a better understanding of the context of the report or take other appropriate steps, including consulting with the University's threat assessment team.

In cases where a Complainant's anonymity is maintained, the University may be unable to pursue disciplinary action against a Respondent consistent with the Respondent's right to specific notice of the allegations against them. In these cases, the Complainant is eligible to receive remedial measures, however disciplinary action against Respondent may not be possible.

### **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 make a report because drinking and drug use may be a violation of the Student Code of Conduct and/or local law. In order to encourage reporting and remove barriers to doing so, any individual who reports Prohibited Conduct under this policy, either as a Complainant or as a third party witness, will not be subject to disciplinary action by the University for 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.

### **4. Timeframe for Reporting**

There is no time limit for reporting Prohibited Conduct. University community members are urged to make a report as soon as possible after the conduct has occurred to maximize the University's ability to respond promptly and effectively. Reports under this policy may be made at any time without regard to how much time has elapsed since the incident(s) in question.

If the Respondent is no longer a student or employee at the time of the report, the University may be limited in its ability to take disciplinary action against the Respondent. The University will still seek to meet its Title IX obligations by providing support for the Complainant and taking steps to end the prohibited behavior, prevent its recurrence, and address its effects. The University may assist the Complainant in identifying and contacting law enforcement and other external enforcement agencies.

## **IX. UNIVERSITY ACTION UPON RECEIPT OF A REPORT**

The University is committed to providing a prompt, thorough, equitable, and impartial resolution of all reported violations of this policy. The University uses two processes to resolve reports of Prohibited Conduct under this policy: Disciplinary Resolution, which involves an investigation, adjudication, and, if appropriate, the imposition of sanctions, and Alternative Resolution, which includes informal or restorative options for resolving reports that does not involve the possibility of disciplinary action against a Respondent. The Title IX Coordinator will determine the appropriate resolution process after making an initial assessment of the reported information, considering the stated preference of the Complainant regarding process, campus safety, and the University's obligation to maintain an environment free from harassment and discrimination.

The initial response by the Title IX Office will include an initial assessment of the context and circumstances of the report, and identification of reasonably available and appropriate interim measures for a Complainant and a Respondent.

### **A. Interim Measures**

Upon receipt of a report of Prohibited Conduct, the University will consult with the Complainant to identify and provide reasonable and appropriate interim measures designed to preserve the Complainant's educational experience, protect the Complainant during an investigation, address safety concerns for the broader University community, maintain the integrity of the investigative and/or resolution process, and deter retaliation. These measures may be remedial (measures designed to maintain continued access to educational opportunities) or protective (involving a restrictive action against a Respondent).

Interim remedial measures may include:

- Access to counseling and medical services
- Assistance in obtaining a sexual assault forensic examination
- Assistance in arranging rescheduling of exams and assignments and extensions of deadlines
- Academic support
- Assistance in requesting long-term academic accommodations through the Office of Student Services, if the Complainant qualifies as an individual with a disability
- Change in the Complainant's class schedule, including the ability to transfer course sections or withdraw from a course without penalty
- Change in the Complainant's University work schedule or job assignment
- Change in the Complainant's campus housing
- Assistance navigating off campus housing concerns
- Safety planning
- Imposition of a "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals
- Voluntary leave of absence
- Referral to resources which can assist in obtaining a protective order, or other legal remedy, under District of Columbia, Maryland, Virginia, or other applicable state or local law
- Referral to resources which can assist with any financial aid, visa, immigration or other administrative concerns
- Any other remedial measure that can be used to achieve the goals of this policy.

**Interim remedial measures are available to the Complainant regardless of whether the Complainant pursues an investigation or seeks formal disciplinary action.**

Interim protective measures may include:

- Change in the Respondent's class schedule
- Change in the Respondent's University work schedule or job assignment
- Change in the Respondent's campus housing
- Exclusion of Respondent from all or part of University housing
- Exclusion of Respondent from specified activities or areas of campus
- Prohibition of Respondent from participating in student activities or representing the University in any capacity such as playing on an official team, serving in student government, performing in an official band, ensemble, or production, or participating in a recognized student organization
- Interim suspension of Respondent
- Administrative leave of Respondent
- Any other protective measure that can be used to achieve the goals of this policy.

The availability of remedial and protective measures will be determined by the specific circumstances of each report. The University will consider a number of factors in determining which measures to take, including the needs of the student or employee seeking remedial and/or protective measures; the severity or pervasiveness of the alleged conduct; any continuing effects on the Complainant; whether the Complainant and the Respondent share the same residence hall, academic course(s), or job location(s); and whether judicial measures have been taken to protect the Complainant (e.g., protective orders).

The determination of whether to impose the interim protective measure of interim suspension or administrative leave will be made by the Title IX Coordinator in consultation with the Provost and/or an appropriate Cabinet-level administrator. A Respondent may be suspended on an interim basis when the University has received information that indicates that the continued presence on campus of the Respondent will likely have a serious effect on the physical, mental, or emotional health, safety, or well-being of another person; when physical safety is seriously threatened; or when the ability of the University to carry out its operation is threatened or impaired. The decision to impose an interim suspension may be made at any point in the process.

The University will provide reasonable remedial and protective measures to third parties as appropriate and available.

Any interim measures will not disproportionately impact the Complainant. Requests for interim measures may be made by the Complainant to the Title IX Office. The Title IX Office is responsible for ensuring the implementation of interim measures and coordinating the University's response with the appropriate offices on campus. The Title IX Office has the discretion to impose and/or modify any interim measure based on all available information and is available to meet with a Complainant or Respondent to address any concerns about the provision of interim measures. The University will maintain the privacy of any remedial and protective measures provided under this policy to the extent practicable and will promptly address any violation of interim remedial or protective measures.

All individuals are encouraged to report to the Title IX Office any concerns about the failure of another to abide by any restrictions imposed through an interim protective measure. In the event of an immediate health or safety concern, individuals should contact 911 or the Howard University Department of Public Safety immediately. The University will take prompt action to enforce a previously implemented measure, which may include additional interim restrictions and/or disciplinary sanctions for failing to abide by a University-imposed interim protective measure. In evaluating whether the conditions of an interim

protective measure have been violated, the Title IX Office has the authority to conduct expedited fact-gathering (with appropriate notice and the opportunity to be heard), to impose separate disciplinary action for the violation based on the facts as gathered irrespective of the outcome of the investigation of the original complaint, or to incorporate the failure to comply with the interim protective measure into the underlying investigation and charges of Prohibited Conduct. Even if not charged separately, information regarding a failure to abide by an interim protective measure may also be considered in determining an appropriate sanction.

## **B. Initial Assessment**

After receiving a report of Prohibited Conduct, the Title IX Office will gather information about the reported conduct and respond to any immediate health or safety concerns raised by the report. The Title IX Office will assess the Complainant's safety and well-being, offer the University's immediate support and assistance, and assess the nature and circumstances of the report to determine whether the reported conduct raises a potential policy violation, whether the reported conduct is within the scope of this policy, and the appropriate method of resolution under this policy. The Title IX Coordinator may consult with the University's threat assessment team or other University administrators as part of the initial assessment.

As part of the initial assessment, the Title IX Office will:

- assess the nature and circumstances of the report, including whether it provides the names and/or any other information that identifies the Complainant, the Respondent, any witness, and/or any other individual with knowledge of the reported incident;
- address immediate physical safety and emotional well-being;
- notify the Complainant of their right to contact (or decline to contact) law enforcement or seek a civil protection order;
- notify the Complainant of the right to seek medical treatment;
- notify the Complainant of the importance of preservation of evidence;
- with the Howard University Department of Public Safety, assess the reported conduct and discern the need for a timely warning under the Clery Act;
- provide the Complainant with written information about on and off campus resources;
- provide the Complainant with an explanation of the procedural options, including Disciplinary Resolution and Alternative Resolution;
- notify the Complainant of the range of interim measures available, including the right to reasonable interim remedial measures regardless of whether they choose to participate in a University or law enforcement investigation;
- notify the Complainant of the range of interim protective measures available if the University pursues an investigation;
- discuss the Complainant's expressed preference for manner of resolution and any barriers to proceeding (e.g., confidentiality concerns);
- notify the Complainant of the right to be accompanied at any meeting by an advisor of their choice;
- assess for any pattern of conduct that may give rise to a public safety concern;
- explain the University's policy prohibiting retaliation, how to report retaliation, and that the University will take prompt action when retaliation is reported; and
- determine age of the Complainant, and if the Complainant is a minor, make the appropriate notifications under applicable law.

At the conclusion of the initial assessment the University will provide the Complainant with a written summary of the topics discussed during the initial assessment and will outline the manner in which the matter will proceed.

The University will proceed with one of the following options:

- Proceed with an investigation under the Disciplinary Resolution process. This will occur when a Complainant requests an investigation; where the Title IX Coordinator determines that an investigation must be pursued even when a Complainant requests that no investigation be pursued; or where Alternative Resolution is not appropriate or available.
- Proceed with Alternative Resolution. This will always require the consent of the Complainant. The consent of the Respondent is also required when the form of resolution involves the Respondent.
- If outside the scope of this policy, refer the matter to another appropriate office or department for resolution under the relevant policy.

When the Title IX Coordinator decides to initiate an investigation, impose interim protective measures, or take any other action that impacts a Respondent, the Title IX Coordinator will also ensure that Respondent is notified and receives written information on available resources and options, consistent with the list outlined above.

### **C. Balancing Complainant Autonomy with University Responsibility to Respond**

In order to protect the safety of the campus community, the Title IX Coordinator may determine that it is necessary to proceed with an investigation even if a Complainant specifically requests that the matter not be investigated. The Title IX Office may also initiate an investigation of potential violations of this policy even absent a formal report or identified Complainant or Respondent, and even if a report has been withdrawn. In such a circumstance, the Title IX Coordinator will take into account the Complainant's articulated concerns, the safety of the campus community, fairness to all individuals involved, and the University's obligations under Title IX.

A Complainant may request that their name or other personally identifiable information not be shared with a Respondent, that no investigation be pursued, or that no disciplinary action be taken. In these instances, before taking any further investigative steps, a member of the Title IX Office will discuss any concerns with the Complainant and seek to address and remedy barriers to reporting based upon concerns about retaliation or other lack of clarity in understanding procedural options and potential outcomes.

The Title IX Coordinator will balance the Complainant's request against the following factors in reaching a determination as to whether the University's need to proceed with an investigation outweighs the considerations expressed by the Complainant:

- the totality of the known circumstances;
- the nature and scope of the alleged conduct, including whether the reported behavior involves the use of a weapon or drugs;
- the respective ages and roles of the Complainant and Respondent;
- the risk posed to any individual or to the campus community by not proceeding, including the risk of additional violence;
- whether there have been other reports of Prohibited Conduct or other misconduct by the Respondent;
- whether the report reveals a pattern of misconduct related to Prohibited Conduct (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group;
- the Complainant's interest in the University's not pursuing an investigation or disciplinary action and the impact of such actions on the Complainant;
- whether the University possesses other means to obtain relevant evidence;
- fairness considerations for both the Complainant and the Respondent;
- the University's obligation to provide a safe and non-discriminatory environment; and



- any other available and relevant information.

The Title IX Coordinator will consider what steps may be possible or appropriate when a Respondent is unknown or the Complainant requests anonymity, and what other measures or remedies might be considered to address any effects of the reported behavior on the campus community. The Title IX Coordinator will make a determination regarding the appropriate method of resolution under the policy. The University will seek resolution consistent with the Complainant's request, if it is possible to do so, based upon the facts and circumstances, while also protecting the health and safety of the Complainant and the University community.

Where the Title IX Coordinator determines that a Complainant's request(s) can be honored, the University may still take other appropriate steps to eliminate the reported conduct, prevent its recurrence, and remedy its effects on the Complainant and the University community. Those steps may include offering appropriate remedial measures to the Complainant, providing targeted training and prevention programs, providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred, and/or providing or imposing other remedies. The Title IX Coordinator may also request that a report be re-opened and pursued under this policy if any new or additional information becomes available, and/or if the Complainant later decides that they would like for the University to pursue an investigation.

In those instances when the Title IX Coordinator determines that the University must proceed with an investigation despite the Complainant's request that it not occur, the Title IX Coordinator will provide written notification to the Complainant that the University intends to initiate an investigation. The Complainant is not required to participate in the investigation or in any of the actions taken by the University.

The University's ability to investigate and respond fully to a report may be limited if the Complainant requests anonymity or declines to participate in an investigation. The University will, however, pursue other steps to limit the effects of the potential Prohibited Conduct and prevent its recurrence. In all cases, the final decision on whether, how, and to what extent the University will conduct an investigation and whether other interim remedial or protective measures will be taken in connection with a report of Prohibited Conduct will be made in a manner consistent with this policy.

## **X. ALTERNATIVE RESOLUTION**

Alternative Resolution is a voluntary and remedies-based resolution that does not involve taking disciplinary action against a Respondent. Where an initial assessment concludes that Alternative Resolution may be appropriate, the University will take immediate and corrective action through the imposition of individual and community remedies designed to maintain or restore the Complainant's access to the educational, extracurricular, and employment activities at the University and to eliminate a potential hostile environment.

Other potential remedies include targeted or broad-based educational programming or training, supported direct conversation or interaction between the Complainant and Respondent, and/or indirect conversation or interaction through a Title IX Officer, facilitated by the Title IX Office. Depending on the form of Alternative Resolution used, it may be possible for a Complainant to maintain anonymity. The University will not compel a Complainant to engage in mediation, to confront the Respondent directly, or to participate in any particular form of Alternative Resolution. Face-to-face mediation, even if voluntary, may not be used in cases involving alleged sexual assault. The decision to pursue Alternative Resolution will be made only when the University has sufficient information about the nature and scope of the conduct.

Participation in Alternative Resolution is voluntary, and either party can request to end Alternative Resolution at any time prior to final resolution. If Alternative Resolution is terminated prior to a resolution being reached, and the Complainant thereafter elects to pursue Disciplinary Resolution, no information disclosed during the Alternative Resolution process will be considered during the Disciplinary Resolution phase. This policy is intended to encourage the parties to engage in candid and collaborative discussion during Alternative Resolution.

Upon successful resolution of a matter through Alternative Resolution, all parties who have participated in the Alternative Resolution process will be provided with a Notice of Completion of Alternative Resolution, which will state the terms of the resolution and all parties' agreement to those terms.

The Title IX Office will maintain records of all reports and conduct referred for Alternative Resolution, which will typically be complete within 60 calendar days of the initial report.

## **XI. GENERAL INFORMATION REGARDING DISCIPLINARY RESOLUTION**

### **A. Timeframe for Investigation and Resolution**

The Title IX Office endeavors to complete the investigation and resolution process within a reasonable timeframe - approximately 60 calendar days following the notice of the investigation. This policy outlines reasonable timeframes for the major stages of the investigation and resolution process. The University may extend or modify these timeframes within the 60 day period provided that the investigation is completed within a reasonable time. The Title IX Coordinator, in consultation with the investigator, has the authority to determine whether an extension is required or warranted by the circumstances. If an investigation or resolution will not be completed within 60 days from the notice of investigation, the University will provide written notice to the parties which will include a statement of the reason(s) necessitating the extension.

An extension may be required to ensure the integrity and thoroughness of the investigation; to comply with a request by law enforcement; in response to the unavailability of the parties or witnesses; or for other legitimate reasons, such as intervening breaks in the University calendar, University finals periods, the complexity of the investigation, the volume of information or length of the written record, and/or the severity and extent of the alleged misconduct. While requests for delays for good cause by the parties may be considered, the University cannot unduly or unreasonably delay the prompt resolution of a report under this policy. Reasonable requests for delays by the parties, if granted, will serve to extend the 60 calendar day time period for resolution of the report.

Although cooperation with law enforcement may require the University to suspend the fact-finding portion of a Title IX investigation temporarily, the University will promptly resume its Title IX investigation upon notification from the law enforcement agency that proceeding with the Title IX investigation will not jeopardize the law enforcement investigation. The University will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation, and will promptly initiate the process of assessing and providing appropriate interim remedial measures for the Complainant.

Investigations will proceed according to the timeframes in this policy to the extent possible during the summer and at other times when classes at the University are not in session, or during holidays, or other scheduled days when the University is closed. The Title IX Office will work with the parties to balance the need for promptness and the preference for in-person meetings regarding the investigation. Timeframes for all phases of the disciplinary process including the investigation, any related disciplinary proceedings, and any related review of the finding, apply equally to both Complainant and Respondent.

### **B. Expectations of the Parties**

The University affords both the Complainant and the Respondent an equal opportunity to participate fully in the investigation and adjudication process, including the opportunity to receive a written notice of

investigation; to participate in the investigation; to review and present information and evidence; to be accompanied by an advisor of their choice to any meeting; to timely and equal access to information that will be used in disciplinary proceedings; to timely notice of meetings at which their presence will be requested or required; to simultaneous written notice of the outcome, sanction, and rationale; and to seek review of the finding as stated in this policy.

All University community members are expected to provide truthful information in any report or proceeding under this policy. Submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an incident of Prohibited Conduct is prohibited and subject to disciplinary sanctions. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated or no policy violation is found to have occurred.

Howard University expects all members of the University community to cooperate fully with the investigation and disciplinary procedures. It is understood that there may be circumstances in which a Complainant or Respondent wish to limit their participation, and the University will respect the choice of the Complainant or Respondent as to how to engage in proceedings under this policy. The University may, however, move forward with an investigation and disciplinary action without the participation of one or more parties. Should the Respondent opt not to participate, that refusal will not preclude the continuation of the investigation process and a resolution of the investigation, including possible sanctions against the Respondent if a violation of this policy is found by a preponderance of the evidence.

The University also recognizes that witnesses may be reluctant to participate in the process. University students retain the right to decline to participate as a witness in any process under this policy. However, any faculty member, staff member, or other employee who refuses to cooperate in an investigation may be subject to sanction. Refusal to cooperate includes, but is not limited to, delaying or failing to acknowledge requests from University officials for information, delaying or failing to make oneself available for meetings with University officials, and refusing to provide relevant information to University officials.

If a Complainant or Respondent chooses not to answer any or all questions in an investigation for any reason, the University will continue its process; and the University will issue any discipline or sanctions, as appropriate. The University will not draw any adverse inference from a Complainant's or Respondent's decision not to participate in the investigation or any form of resolution under this policy. However, the Complainant and Respondent should be aware that declining to participate in the investigation may impact the timing and outcome of the investigation.

At any time, the University may place an administrative hold on the Respondent's University transcript, or defer or withhold the award of the Respondent's degree. Although a Respondent may withdraw from the University while the investigation is pending, the Title IX Coordinator may decide to proceed with the investigation and resolution process, and may impose appropriate sanctions, up to and including expulsion from the University. The University may note on the Respondent's transcript that the withdrawal is pending investigation.

### **C. Advisor of Choice**

Throughout the investigation and resolution, all parties have the right to consult with an advisor of their choosing. The advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. The parties may be accompanied by their chosen advisor at any meeting or proceeding related to the investigation and resolution of a report under this policy. While the advisor may provide support and advice to the parties at any meeting and/or proceeding, they may not speak on behalf of any party; ask or answer any questions on behalf of any party; or otherwise participate in, or in any manner delay, disrupt, or interfere with meetings and/or proceedings.

Generally, the Title IX Office and investigator will communicate directly with the Complainant or Respondent, and any communications with an advisor may only occur after a FERPA waiver has been executed. An advisor should plan to make themselves reasonably available, and the University will not unduly delay the scheduling of meetings or proceedings based on the advisor's unavailability. An advisor may be asked to meet with a University administrator in advance of any proceedings to understand the expectations of the role, privacy considerations, and appropriate decorum.

#### **D. Safeguarding Privacy**

Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, Complainants and Respondents are not restricted from discussing and sharing information with others who may support or assist them during the process. However, doing so with the intent to harass another individual, retaliate against another individual who is involved in the investigation, or to influence the outcome of the investigation, will subject an individual to sanctions under this policy.

All participants in any investigation or other proceeding under this policy, including all parties, are encouraged to maintain the privacy of information gathered or learned through their participation in the process.

## **XII. DISCIPLINARY RESOLUTION**

### **A. Investigation**

#### **1. Investigator**

When the University receives a report alleging a violation of this policy, the Title IX Coordinator will appoint one or more investigators to conduct a prompt, thorough, fair, and impartial investigation. The investigator may be a University employee and/or an experienced external investigator. Any investigator used by the University will receive annual training on this policy and on the issues related to sexual and gender-based harassment, sexual assault, dating violence, domestic violence, and stalking, and on how to conduct an investigation that is fair and impartial, provides parties with notice and a meaningful opportunity to be heard, and protects the safety of Complainants while promoting accountability. The investigator will be impartial and free from conflict of interest or bias.

#### **2. Notice of Investigation**

A Title IX Officer will provide the Complainant and the Respondent with a written Notice of Investigation within ten (10) days of receiving a complaint, which includes the following information: (1) the names of the Complainant and the Respondent; (2) the date, time (if known), location, and nature of the reported conduct; (3) the reported policy violation(s); (4) the name of the investigator; (5) information about the parties' respective rights and responsibilities; (6) any interim remedial or protective measures; (7) the prohibition against retaliation; (8) the importance of preserving any potentially relevant evidence in any format; (9) how to challenge participation by the investigator on the basis of a conflict of interest or bias; and (10) a copy of this policy.

Information regarding interim remedial and protective measures will be forwarded to the appropriate offices of the University for implementation (i.e. ETS if email access is to be suspended; Human Resources if employment is impacted; the appropriate Dean if class attendance/assignment is affected). If the investigation reveals the existence of additional or different potential policy violations, the Title IX

Office will issue a supplemental notice of investigation, or, if appropriate, refer that portion of the matter to the appropriate University office for resolution.

### **3. Overview**

During an investigation, the investigator will seek to meet separately with the Complainant, Respondent, and relevant witnesses. Witnesses are individuals who may have information relevant to the incident, including individuals who may have observed the acts in question, may be able to provide contextual information, or may have other information related to the alleged conduct or related matters. Witnesses may not participate solely to speak about an individual's character. Where witnesses are interviewed as part of the investigation, the name of the witness and the relevant information gathered in the interviews will be shared with the parties in the preliminary and final Report of Investigation. The investigator will also gather other relevant information or evidence, including documents, photographs, communications between the parties, and other records as appropriate.

The investigator, not the parties, is responsible for gathering relevant evidence to the extent reasonably possible. Both the Complainant and Respondent are encouraged, however, to submit any information they believe may be relevant, and both the Complainant and Respondent will be asked to identify witnesses and provide other relevant information, such as documents, communications, photographs, and other evidence. Both parties are encouraged to provide all relevant information as promptly as possible to facilitate prompt resolution. All available information and supporting documents and evidence must be identified and/or submitted prior to issuance of the Preliminary Report of Investigation. In the event that a party declines to provide material information, the University's ability to conduct a prompt, thorough, and equitable investigation may be impacted.

The investigator may also consider information publicly available from social media or other online sources that comes to the attention of the investigator. The Title IX Office does not actively monitor social media or online sources, however, and as with all potentially relevant information, the Complainant, Respondent, or witness should bring relevant online information to the attention of the investigator.

Similarly, the parties should bring any new or evolving evidence, such as harassing or retaliatory conduct, to the attention of the investigator. The investigator may consider such information in the investigation, and will also share any information about retaliation or violation of the terms of an interim protective measure with the Title IX Coordinator for further action.

When appropriate, the investigator may visit relevant sites or locations and record observations through written, photographic, or other means. In some cases, the investigator may consult medical, forensic, technological, or other experts when expertise on a topic is needed in order to achieve a fuller understanding of the issues under investigation. The University will not consider polygraph results. In general, a person's medical and counseling records are confidential and not accessible to the investigator unless the person voluntarily chooses to share those records with the investigator. Before disclosing such information, the party should keep in mind that the relevant information from the records must be shared with the other party for that information to be considered in the investigation.

The investigator will review all information identified or provided by the parties and will determine the appropriateness, relevance, and probative value of the information developed or received during the investigation. In general, the investigator will not consider statements of personal opinion or statements as to any party's general reputation for any character trait. All information considered relevant by the investigator will be provided to the parties for their review and comment, as described in this policy. Information received by the investigator that is not determined to be relevant will be excluded from such disclosure.

The Title IX Office has the sole discretion to consolidate multiple reports into a single investigation if evidence relevant to one incident might be relevant to the others. Consolidation might involve multiple Complainants and a single Respondent, multiple Respondents, or conduct that is temporally or logically connected.

The investigator will provide periodic updates to the parties about the status of the investigation, with a goal to complete the fact-gathering portion of the investigation and issue a Preliminary Report of Investigation within approximately 30 calendar days of the notice of investigation.

#### **4. Presumption of Non-Responsibility**

It shall be presumed that there has been no violation of any University policy by a Respondent unless and until a thorough and comprehensive investigation has been conducted and there is a final administrative finding, by a preponderance of the evidence, or an admission of responsibility for a policy violation.

#### **5. Prior or Subsequent Conduct of the Respondent**

Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of Prohibited Conduct by the Respondent, either before or after the incident in question, regardless of whether there has been a prior finding of a policy violation, may be deemed relevant to the determination of responsibility for the Prohibited Conduct under investigation. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar Prohibited Conduct. The investigator will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.

#### **6. Prior Sexual History**

The sexual history of the Complainant or Respondent will never be used to prove character or reputation. Evidence related to the prior sexual history of the parties is generally not used in determining whether a violation of this policy has occurred and will only be considered under limited circumstances when relevant and appropriate. For example, if consent is at issue, the sexual history between the parties may be relevant to determine the nature and manner of communications between the parties, which may inform the determination whether consent was sought and reasonably appeared to have been given during the incident in question. As set forth in the consent definition, even in the context of a relationship, consent to one sexual act does not constitute consent to another sexual act, and consent on one occasion does not constitute consent on a subsequent occasion. In addition, prior sexual history may be relevant to explain injury, to provide proof of a pattern, or to address another specific issue raised in the investigation. The investigator will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.

#### **7. Cooperation with Law Enforcement**

If there is a criminal investigation or other legal proceeding, the University may be obligated to provide investigative records to law enforcement or a court in response to a subpoena, search warrant, or court order.

#### **8. Review of Preliminary Report of Investigation**

At the conclusion of the fact-gathering portion of the investigation, the investigator will prepare a Preliminary Report of Investigation that provides the Complainant and the Respondent equal and timely access to information that will be used in determining whether there was a policy violation. The Preliminary Report of Investigation will provide only a summary of the relevant facts and applicable policy. The Preliminary Report of Investigation will not state a preliminary finding as to whether or not a violation has occurred or any information with regard to potential sanctions.

The Preliminary Report of Investigation and accompanying documents will be made available to the Complainant and the Respondent to review. Upon notice of the availability of the Preliminary Report of Investigation, each party will have seven days to (1) review the Preliminary Report of Investigation; (2) meet again with the investigator, if desired; (3) provide written comment or feedback on the facts as stated in the Preliminary Report of Investigation, if desired; (4) submit additional information not reasonably available earlier through the exercise of due diligence, if desired; and/or (5) identify additional witnesses or request the collection of other information by the investigator, if desired.

If either party provides a written response or makes a request for additional information, the content will be shared with the other party and incorporated as appropriate in the final Report of Investigation. Any relevant information gathered through additional investigative steps will be shared with both parties, and, as appropriate, the parties may have the opportunity for further response if sufficient new information has been gathered. If additional review is granted, each party will have five days to review any additional information and any further comment by the parties will be limited to responding to the new information only. As necessary, the investigator will designate reasonably prompt timeframes to ensure a timely completion of the process while also providing an adequate opportunity for both sides to respond thoroughly to the information gathered during the investigation. In the absence of good cause, information that was discoverable through the exercise of due diligence that was not provided to the investigator prior to review of the Preliminary Report of Investigation will not be considered in the determination of responsibility for a violation of the policy.

#### **9. Standard of Proof: Preponderance of the Evidence**

The investigator will make a finding by a preponderance of the evidence, whether there is sufficient evidence to support a finding of policy violation. A finding of responsibility based on a preponderance of evidence means that based on all relevant evidence and reasonable inferences from the evidence, the greater weight of information indicates that it was more likely than not the policy violation occurred.

#### **10. Final Report of Investigation**

Unless there are significant additional investigative steps requested by the parties or identified by the investigator, within seven days after receipt and consideration of additional comments, questions, and/or information from the parties, the investigator will prepare a final Report of Investigation. The Final Report of Investigation will include a summary of the relevant facts and applicable policy; a determination as to whether there is sufficient information, by a preponderance of the evidence, to support a finding of responsibility for a violation of the policy; the rationale for this finding; if there is a finding of responsibility for a violation of the policy, the sanctions to be imposed; and notification of the available procedures to contest the finding and/or sanction. In preparing the final Report of Investigation, the investigator will confer with the appropriate Disciplinary Authority with regard to formulating sanctions.

Both parties will simultaneously receive the Final Report of Investigation.

#### **B. Review of Finding by the Provost**

Each party may accept or contest the findings or sanctions stated in the Final Report of Investigation.

A party may contest the investigative finding by asserting that (1) there was a material deviation from the procedures as stated in this policy that significantly impacted the outcome; (2) there was no rational basis, applying a preponderance of the evidence standard, for the investigative finding; (3) new information or evidence is available that was not reasonably available earlier through the exercise of due diligence; or (4) the sanction levied against the Respondent is disproportionate based on the findings as stated in the Final Report of Investigation.

To contest the findings or sanctions, the Complainant or Respondent must submit a written statement to the Title IX Coordinator within five days of receiving the Final Report of Investigation. This statement must

explain why the party contests the findings or sanctions, including clearly identifying one or more of the four grounds enumerated in the previous paragraph. Each party will have the opportunity to review and respond in writing to the other party's request for review; any response must be submitted to the Title IX Coordinator within five days after that party has received notice of the request to review.

- If neither party contests the findings or sanctions, those findings and sanctions will become final, and will be submitted to the Title IX Coordinator for signature and implementation. The Title IX Coordinator will inform the parties that the findings and sanctions are final.
- If either party contests the findings or sanctions, the Title IX Coordinator will submit the Final Report of Investigation and any statements received from the parties to the Provost. The Provost will determine whether to uphold the findings and sanctions; whether to modify the findings and/or sanctions; or whether further action is needed by the Title IX investigator.

If applicable, the Provost will reach a final determination as to the outcome and sanction within ten days of receipt of the Report of Investigation and the parties' statements. The Provost will provide the final decision to the Title IX Coordinator, who will inform the parties of the Provost's decision.

### **C. Findings Meeting**

If applicable, once the Provost has rendered a final decision, both the Complainant and the Respondent will be contacted to schedule an individual Findings Meeting with the Title IX investigator. During this meeting, each party will receive written notification of the results of the investigation. In the event that either party is unable or unwilling to attend the Findings Meeting, the written notification may be mailed or e-mailed to that party.

### **D. Procedures for Imposition of Sanction**

#### **1. Disciplinary Authority**

The Disciplinary Authority is an individual or office which has supervisory or other authority over the Respondent, and for this reason, will participate in the decision as to the appropriate disciplinary action to be imposed against the Respondent upon a finding of violation of this policy. The Disciplinary Authority will consult with the Title IX investigator (and, if reconsideration of the sanction is requested, the Provost) to determine the appropriate sanction.

The Disciplinary Authority for students is: Office of Student Conduct and Judicial Affairs.

The Disciplinary Authority for staff and contractors is: Director of Employee Relations.

The Disciplinary Authority for faculty is: The Dean of the School/College and/or the Department Chair of the Department in which the faculty member holds a faculty appointment.

The Disciplinary Authority for Hospital Staff is: Associate Vice President for Administration and Operations.

#### **2. Sanctioning Process**

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.

Where there is a finding of responsibility, the Title IX investigator, in consultation with the appropriate Disciplinary Authority, may impose one or more sanctions. The policy prohibits a broad range of conduct, all of which is serious in nature. In keeping with the University's commitment to foster an environment that is safe, inclusive, and free from discrimination and harassment, the Title IX investigator and Disciplinary Authority have great latitude in the imposition of sanctions tailored to the facts and circumstances of each



report, the impact of the conduct on the Complainant and surrounding community, and accountability for the Respondent. The imposition of sanctions is designed to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects, while supporting the University's educational mission and legal obligations. Sanctions may include educational, restorative, rehabilitative, and punitive components. Some conduct, however, is so egregious in nature, harmful to the individuals involved, or so deleterious to the educational process that it requires severe sanctions, including suspension or expulsion/termination.

In determining the appropriate sanction, the Title IX investigator and Disciplinary Authority shall consider the following factors:

- the nature and violence of the conduct at issue;
- the impact of the conduct on the Complainant;
- the impact or implications of the conduct on the community or the University;
- prior misconduct by the Respondent, including the Respondent's relevant prior disciplinary history, both at the University or elsewhere (if available), including criminal convictions;
- whether the Respondent has accepted responsibility for the conduct;
- maintenance of a safe and respectful environment conducive to learning;
- protection of the University community; and
- any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

Sanctions may be imposed individually or in combination.

If the Provost, a Vice President, or person of similar rank is the subject of a report of Prohibited Conduct, the Title IX Coordinator 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 Coordinator shall immediately notify the General Counsel who, in turn, will recommend a special investigative protocol to the chair of the Audit and Legal Committee of the Board of Trustees. Thereafter, the complaint shall be investigated as directed by said Committee.

The Title IX Investigator will also notify the appropriate University Offices (i.e. Department of Public Safety, Office of the Provost, Office of the Registrar, Office of Financial Aid, Office of Human Resources, Athletics Department, etc.), which will be responsible for implementing the imposed sanctions.

In all cases, the appropriate University Officer is responsible for imposing all sanctions. Additionally, after consultation with the Title IX Officer, 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 as well as the entire University Community. Failure to do so may result in disciplinary action against the University Officer.

### **3. Sanctions for Students**

Potential sanctions for students include: 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.

### **4. Sanctions for Employees and Third Parties**

Potential sanctions for faculty or staff include 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, and/or termination of employment.

Potential sanctions for third parties, including contractors or vendors include: requirement to receive counseling or Title IX training before returning to the University's campus, a no contact order, a campus-wide barring order and/or a requirement to cease doing business with the University.

### **5. Additional Remedies**

Regardless of the outcome, the Title IX Investigator or Disciplinary Authority may recommend additional remedies for the Complainant to address the effects of the conduct on the Complainant, restore the Complainant's access to University programs and activities, and restore to the Complainant, to the extent possible, benefits and opportunities lost as a result of the Prohibited Conduct. The Title IX Investigator or Disciplinary Authority may also identify remedies to address the effects of the conduct on the University community.

In addition, the Title IX Investigator or Disciplinary Authority 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 or sanction and will not be characterized as such.

The Title IX Coordinator will review the remedies recommended by the Provost or Disciplinary Authority and will consider the appropriateness of continuing interim remedial or protective measures on an ongoing basis. Extended protective measures may be included in the sanctions.

## **XIII. EXTERNAL REPORTING**

University community members may raise concerns about the University's application of Title IX or Title VII 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

## **XIV. PREVENTION AND AWARENESS PROGRAMS**

The University is committed to the prevention of Prohibited Conduct through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming and returning students and current employees receive ongoing training and related programs. The University provides coordinated programming and training through multiple areas, including the Title IX Office, Division of Student Affairs, Howard University Department of Public Safety, Human Resources, the Provost's Office, Interpersonal Violence Prevention Program, University Counseling Services, the Student Health Center and other University departments.

## **XV. ANNUAL REVIEW**

This policy is maintained by the Title IX Office. The University will review this policy on at least an annual basis. The review will capture evolving legal requirements, evaluate the supports and resources available to the parties, and assess the effectiveness of the resolution process (including as to the fairness of the process, the time needed to complete the process, and the sanctions and remedies imposed).

## **I. HYPERLINKS**

[www.howard.edu/policy](http://www.howard.edu/policy) [Emergencies & Alerts](http://www.howard.edu/policy) <https://www2.howard.edu/title-ix>  
[Title IX: U.S. Department of Education](http://www.howard.edu/policy)

**Howard 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.

Clauses 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 their 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.

Item1- 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.

Item1- 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 them 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 situation where warranted, which can only be overturned by an act of the Policy Board with 2/3 majority. These executive orders will only carry the force of law during the term of office in which that President is elected.

Item 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 place on the ballot: during the General Election in the Spring; and during the Special Election held in the Fall.

Item 2-All Referenda which are reviewed by the Election Committee shall be reported to the Policy Board for informational purposes only.

Item 3-Proposed Referenda, which do not require the approval of the Board of Trustees shall become effective upon two-thirds approval of all who vote.

Clause B. Shall have the responsibility of insuring that yearly elections are held at the times designated and has the power to establish guidelines for election procedures where it does not conflict or interfere with that which is mandated by this Constitution. It shall establish an Election Committee whose primary responsibility shall be to enforce the Constitutional guidelines and those established by the 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 known 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.

*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.*

Item 1- There shall be a Coordinator of UGSA. This person shall be selected each year from within the UGSA representative voting body by a 2/3 majority vote.

Item 2- There shall be a Vice Coordinator of UGSA. This person shall be selected from within the UGSA representative voting body by a 2/3 majority vote.

Item 3- There shall be four (4) Standing Committees: (a) Public Relations (b) Program Committee, (c) Budget Committee (d) Executive Committee.

Item 4- Item 4- The Programs Director for the HUSA Executive Office shall attend the meetings of the UGSA 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 UGSA shall consist of the Vice President of the Student Councils and the representatives, exclusive of the Coordinator who shall vote only in case of a tie.

Clause B. Representatives shall be elected in accordance with the HUSA Constitution.

*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 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 their term in office, they have 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.) $\frac{3}{4}$  vote of those voting at a Special Meeting where a quorum is present is sufficient to remove the Coordinator and/or Vice Coordinator.

(C.) In the event the Coordinator and/or Vice Coordinator are impeached they shall still retain the representative seat for their school or college.

*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  $\frac{2}{3}$  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-Grievance-Shall receive, hear and resolve any and all problems, including referendum, recall and amendment, existing in the member schools and colleges collectively and/or individually. This committee shall seek out and hear complaints from any student or organization of the member colleges.

Item 4-Budget-Shall manage all financial transactions of UGSA and is authorized to audit the Treasurer's records of any member school on recommendation from the Grievance Committee with 2/3 approval of the

voting body. If this case shall arise, the school whose Treasurer's records are under investigation shall not vote to approve or disapprove the audit of its financial records. The Financial Advisor shall chair this committee.

Item 5-Executive-Shall consist of the Coordinator who will chair, the Vice Coordinator, the Financial Advisor and all committee chairmen. It will be responsible for reviewing committee recommendations. It will meet periodically at the Coordinator's request to determine the overall State of Affairs of UGSA.

Clause C. All voting member of UGSA shall be required to serve on at least one of the Standing Committees.

Clause D. Ad Hoc committees shall be formulated whenever the voting body of UGSA deems it necessary. *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)  $\frac{3}{4}$  vote of those voting at a Special Meeting where a quorum is present is sufficient to remove the Coordinator and/or Vice Coordinator.

(C) In the event the Coordinator and/or Vice Coordinator are impeached they shall still retain the representative seat for their school or college.

*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 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  $\frac{2}{3}$  vote of approval of GSA.

Item 6-Shall aid the preparation of the summer and annual budge of GSA.

Item 7-Shall sign with the Budget 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 eth approval of the Executive Committee.

Clause B. The Vice Coordinator of GSA

Item 1-Shall assist the Coordinator in performing the function of his/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  $\frac{2}{3}$  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  $\frac{2}{3}$  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.

*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 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 by 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 Activities 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 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 of 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.