

STUDENT REFERENCE MANUAL

HU

HOWARD UNIVERSITY
Washington, DC

Office of the Registrar

Note: This manual includes certain official policies, procedures, and practices of the University and supersedes any previous editions.

ACCREDITATION

Howard University is fully accredited by the Middle States Association of Colleges and Schools/Commission on Higher Education, and by more than 20 additional professional Associations/Committees germane to the 50-plus degree programs offered in the University's 12 schools and colleges. Inquiries regarding accreditation may be addressed to:

Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104
(215) 662-5606

HOWARD UNIVERSITY POLICY ON EQUAL OPPORTUNITY

Howard University does not discriminate on the basis of race, color, national or ethnic origin, gender, marital status, religion, disability, age, sexual preference, political affiliation or any other basis prohibited by Federal or District of Columbia law. This policy covers administration of the University's educational policies, admission policies, scholarship and loan programs, other University administered programs, and employment.

Inquiries regarding provisions for handicapped persons, equal opportunity and Title IX should be addressed to the appropriate person listed below:

Section 504 Coordinator

Elaine Bourne Heath
Howard Center, Room 725
(202) 238-2420

Title IX Coordinator

Piper Malone, Office of the General Counsel
Administration Building, Room 321
(202) 806-2650

Equal Opportunity Officer

Antwan Lofton
C.B. Powell Building, Room 108
(202) 806-5770

The Board of Trustees of Howard University, on September 24, 1983, adopted the following policy statement regarding applicants for admission: "Applicants seeking admission to Howard University are required to submit accurate and complete credentials and accurate and complete information requested by the University. Applicants who fail to do so shall be denied admission. Enrolled students, who as applicants failed to submit accurate and complete credentials or accurate and complete information on their application for admission shall be subject to dismissal when the same is made know regardless of classification."

NOTE: FAILURE TO READ THIS MANUAL DOES NOT EXCUSE STUDENTS FROM THE RULES AND PROCEDURES DESCRIBED HEREIN.

Personal Factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures.

INDEX TO BUILDING ABBREVIATIONS

A	Mordecai Wyatt Johnson (Administration Building)	HCTR	Howard Center (Formerly Howard Inn)
AN1	Annex 1 (Division of Allied Health Sciences and Division of Nursing)	HEC	Human Ecology Building
AN3	Annex 3 (Graduate School of Arts and Sciences)	HMB	Howard H. Mackey Building (School of Architecture and Design)
APE	Annex, Women's Physical Education Building	HUH	Howard University Hospital (Georgia Avenue NW)
ASA	Academic Support Building A	HUS	Houston Hall (Law School — Howard West Campus)
ASB	Academic Support Building B	ILH	Inabel Burns Lindsay Hall (School of Social Work)
BUC	Blackburn University Center	LIB	Founders Library
BUR	John Burr Building (Main Physical Education Building)	LKD	Lewis K. Downing Building (School of Engineering and Computer Science)
CAR	Carnegie Building	LKH	Alain L. Locke Hall (Class Room Building #2)
CBP	C. B. Powell Building	LVC	Lulu Vere Childers Hall (Division of Fine Arts)
CB4	Class Room Building 4 (School of Business)	MED	College of Medicine
CCH	Chauncy I. Cooper Hall (School of Pharmacy)	OFF	Off Campus
CHB	Chemistry Building	OLC	Online
DCG	D.C. General Hospital	PCL	Pre-Clinical Building (Medicine)
DEN	College of Dentistry	RAN	Rankin Chapel
DGH	Douglass Hall	SGM	Seely G. Mudd Building (Medicine)
DIV	School of Divinity	SSB	Silver Spring Building
EJH	Ernest E. Just Hall (Old Biology Greenhouse)	TKH	Thirkield Hall
FAA	Fine Arts Annex	WHM	WHUT Television Station, 4th and Bryant Streets NW
FSQ	Freedmen's Square, 525 Bryant Street NW		
HCR	Holy Cross Hall (Law School — Howard West Campus)		

INDEX TO ROOM ABBREVIATIONS

ALAB	Athletic Laboratory	MGYM	Main Gymnasium
ALLY	Bowling Alley	NAB	Numa Adams Building
AVRM	Audio-Visual Room, Sch. of Bus. and Pub. Admin.	NGYM	North Gym
BINR	Broadcast Info. Network Room	NPG	Numa Pompilius Garfield
CAMP	Campus (used with "Off" to mean off campus)	OSCL	Out Service Clinic
CCTR	Cancer Center	POOL	Swimming Pool
CHAP	Chapel	RTBA	Room to be announced
CLIN	Clinic	RTCR	Radio Training Classroom
CLLB	Clinical Laboratory	RTDR	Radio Training Demonstration Room
CNFR	Conference Room	SCRE	Screen Room East
CORT	Courts (Phys. Ed.)	SCRW	Screen Room West
DLAB	Dance Laboratory	SCUP	Sculpture Studio
DSTD	Dance Studio	SGYM	South Gym
ECLR	East Classroom (Annex Women's Phys. Ed. Building)	STDC	Studio C
GALL	Art Gallery	STUD	Studio
GARM	Green Room	VIDO	Video Editing Room
GYMN	Gymnasium	VLRM	Visitor's Locker Room
HPLB	Human Performance Laboratory	WHBC	WHBC Student Carrier Radio Station, Basement Level, Freedmen's Square
IRAT	Ira Aldridge Theatre	WRRM	Wrestling Room
LEC 1	Lecture Room 1	WTRM	Weight Room (Annex, Women's Phys. Ed. Building or Men's Phys. Ed. Building)
LIGH	Light Booth		
LNGE	Lounge		
LVRM	Living Room		

SPECIAL NOTICE

CONTACT INFORMATION UPDATE

- The University must maintain current contact information for all enrolled students. Students should update their contact information electronically by logging on to the Howard University BisonWeb and selecting the Personal Information link.
- Failure to comply with this request may result in the US Postal Service and the University failing to deliver to you important information, such as financial aid correspondence, tuition and fee information, registration updates, grades mailed to parents, and invitations to special events.
- Without current contact information, we will also be unable to inform you of an emergency.

SPECIAL NOTICE

TO ALL UNDERGRADUATE STUDENTS

THE AFRO AMERICAN COURSE REQUIREMENT
MAY BE SATISFIED BY ANY ONE OF THE
FOLLOWING COURSES
IN THE
AFRO AMERICAN CLUSTER:

- ENGL 054 African American Literature to 1940
- ENGL 055 African American Literature from 1940
- POLS 006 Pan-Africanism
- HIST 005 Introduction To The Black Diaspora I
- HIST 006 Introduction To The Black Diaspora II
- AFST 101 African World: Introduction To Contemporary Africa
- AFRO 005 Introduction To Afro-American Studies I
- AFRO 006 Introduction To Afro-American Studies II
- MUTP 100 Blacks In The Arts
- FASH 102 African American Dress
- ARTH 193 Black Body Dress and Culture

SPECIAL NOTICE TO STUDENTS IN THE **COLLEGE OF ARTS AND SCIENCES**

If you have earned at least a "C" in Freshman English, ENGL 003 or 004, you can fulfill **the third writing requirement** by taking a Writing Across the Curriculum (WAC) course--one of the **700-level** writing intensive courses in the disciplines. At the same time, you might also fulfill a departmental, divisional, or university requirement.

An updated listing of writing-intensive courses can be viewed on the WAC webpage http://www.cetla.howard.edu/wac/WAC_chronological.aspx. For more information about the WAC program, please consult the website at www.cetla.howard.edu/wac/new.aspx.

Note: Students should **not** enroll in a writing-intensive section of a course (e.g., AFST-701 African World-WRTG) if they have already taken the non-writing-intensive version (e.g., AFST-101 African World).

REGISTRATION INFORMATION for NEW STUDENTS & FORMER STUDENTS RETURNING

1. **New Students and Former Students Returning (FSR)** should refer to the academic calendar (page 5) for appropriate registration dates. New admitted students who have sent to the University the required \$300 enrollment fee within 30 days of acceptance, and FSR who have been readmitted, will be permitted to register.

REGISTRATION PROCEDURES

- Meet with your academic advisor to select courses (including alternate courses) and complete your registration.
 - Register for courses via BisonWeb.
 - Please settle (pay) your Student Account bill so that your classes are not removed for non-payment.
2. **Former Students Returning (FSR)** are required to file the appropriate application no later than 30 days prior to the beginning of registration to be considered for admission for a particular semester. A student who was suspended for academic reasons should apply well in advance of 30 days before registration and petition the Dean of the school or college last attended for readmission. This will allow the appropriate faculty committee time to consider his or her application.
 3. **Academic Advising of Students** will be accomplished during the orientation period at times and locations schools or colleges will determine. Arts & Sciences students who do not have a signed graduation scheme on file in the Educational Advisory Center (EAC) will be advised by the EAC. Advising for all other schools/colleges/divisions will take place as scheduled by the schools/colleges/divisions.
 4. **Evidence of Official Enrollment:** Courses must be selected and all required tuition and fees **must be paid** before a student can be considered enrolled. All students must be officially enrolled before attending courses.
 5. **Change of Program:** BisonWeb is designed to facilitate selecting classes by providing up-to-date information on course availability, time conflicts, alternate sections, etc. It is not expected, therefore, that students will engage in wholesale program adjustments **after their schedules have been approved**. If, however, certain changes are legitimately required, such approved changes may be made during the Change of Program Period.

SPECIAL NOTICE REGARDING COURSE OVERRIDES

The course override capability exists for the sole purpose of accommodating those relatively few students who are given permission to either (a) enroll in a class that is "closed," or (b) enroll in one or more classes that have reasonable time conflicts within the student's schedule.

Course overrides must be approved by the person(s) designated by the Dean/Associate Dean of each School/College/Division, according to the procedure(s) established by such School/College/Division.

Course Override Procedures:

- Obtain signature of the instructor (s) [Department Chairperson(s) responsible for the course(s).]
- Obtain signature of the Dean (or Associate/Assistant Dean or other designated official) **of the School/College/Division in which the student is enrolled.**
- Obtain signature of the Department Chair **of the School/College/Division in which the student is enrolled.**
- Submit the completed form during the appropriate period to the Academic Advisor in the School/College/Division responsible for course overrides.
- For specific guidelines regarding Change of Program forms, students should seek assistance from their particular schools/colleges or the Office of the Registrar.

PAYMENT INFORMATION

Payment in Full:

All charges must be paid in full by the due date: Fall semester, July 1st and Spring semester, December 31st. Any outstanding balances will be assessed a \$100.00 late payment fee each month the balance remains.

Installment Plan:


Howard University offers a [5-month installment plan](#) for the fall and spring semesters. When registration opens for the plan in May and October, students can sign up for the 5-month installment plan via [BisonWeb](#). There is a \$30 non-refundable enrollment fee and monthly payments are made on the 5th of each month. This plan is managed by Nelnet Business Solutions and offers several benefits:

1. Payment Methods – Payments may be made by Discover, MasterCard or American Express or automatic bank payment (ACH)
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

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

To assist with the registration process, a [how-to-guide](#) has been created for your benefit. For additional help, customer service representatives are available Monday through Thursday, 7:30 am to 7:00 pm (CST) and Friday 7:30 am to 5:00 pm. They can be reached at 1-800-609-8056.

Payment Methods:

Payments may be made by credit card (Visa, American Express, MasterCard, Discover), cash, money order, cashier's check, certified check or  [wire transfer](#) (PDF). A \$35.00 fee will be charged for all reversed credit card payments and returned checks. Subsequent checks will not be accepted. Checks and money orders should include the student's name and Howard University Identification Number.

Students who have a pin number and Howard University ID number may pay by credit card on the internet by logging onto www.howard.edu . Billing inquiries should be mailed to:

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

SATISFACTORY ACADEMIC PROGRESS POLICY

Three components of your academic record determine whether you are maintain satisfactory academic progress: course completion, grade point average (GPA), and maximum eligibility. The requirements in each area vary according to our status as an undergraduate, graduate or professional student, your school/college of enrollment, and your enrollment status (full-time, half-time, or less than half-time). This federal policy affects our eligibility for assistance for the following aid programs.

- **Federal:** Federal Work-Study, Federal Pell Grant, Federal Perkins Loan, Federal Direct PLUS Loan (parent loan), Federal Supplemental Educational Opportunity Grant, Federal Direct Loan Program, Nursing Student Loans and Health Professions Loans and Grants
- **State:** D.C. Tuition Assistance Grant, LEAP, Alternate Loan Programs, Student Educational Loan Fund, Alternative outside Loans and all eligible State Programs.
- **Howard University:** University and departmental scholarships, grants, loans and employment (HUSEP)
- **Private Loans:** MBA LOANS, LAW LOANS and all other private loans requiring the University's certification

SAP CRITERIA

Completion Ratio

Your enrollment status is reviewed at the end of each academic year to verify that you have earned the required minimum number of credits during the fall and spring semesters. You are required to complete at least 70% of all attempted hours of coursework each academic year.

Cumulative Grade Point Average

As an undergraduate student, your cumulative grade point average (GPA) will be reviewed at the end of each academic year of attendance. You will be place on Financial Aid Probation if your cumulative GPA is less than a 2.00 following the completion of your first academic year (fall and spring). After your second academic year (fourth semester of attendance), you must have achieved a 2.00 cumulative GPA or your financial aid eligibility will be suspended. Undergraduate students are also required to maintain a 2.00 GPA each academic year of attendance, thereafter. Graduate and Professional students are required to maintain the GPA as required by their chosen program of study.

Maximum Eligibility

You will maintain financial aid eligibility for a specified period of time. Undergraduate and graduate students must complete their chosen academic program within 150 percent of the number of credit hours required for graduation or successful completion. (For example, and undergraduate student may attempt a maximum of 191 credit hours for a program requiring 127 hours for graduation.)

Undergraduate students will be notified when they are within 24 credit hours, and graduate students within 18 credit hours of reaching the expiration of their financial aid eligibility. You must continue your studies at your own expense when you have reached your maximum eligibility.

Because of the special nature and delivery format of the professional education programs, professional program students will maintain financial aid eligibility for a period not to exceed the following:

<i>Juris Doctorate:</i>	3 academic years (or six semesters)
<i>Doctor of Dental Surgery (DDS):</i>	4 academic years (or eight semesters)
<i>Doctorate without previous graduate degree:</i>	7 academic years (or 14 semesters)
<i>Master of Law (LLM):</i>	2 academic years (or four semesters)
<i>Dental Hygiene:</i>	2 academic years (or 4 semesters)
<i>Medicine:</i>	5 academic years (or 10 semesters)
<i>Doctorate with previous graduate degree:</i>	5 academic years (or 10 semesters)

Financial Aid Suspension

Your financial aid eligibility will be suspended if you fail to earn the required overall cumulative credits or achieve the required GPA while on financial aid probation. You will no longer be eligible to receive financial aid to attend Howard

University. To reinstate your financial aid eligibility, you must enroll and successfully complete, at your own expense, a semester at the University as a matriculating student.

Academic Suspension

You are not eligible to receive financial aid if you have been de-matriculated (academically suspended) from the University. When you have been readmitted by the University, you must complete the SAP appeal process. Your financial aid eligibility status will be determined based on the SAP criteria, through a review of your academic transcript.

Exclusions

The following types of registration and grades cannot be used to fulfill probation, suspension or re-matriculation requirements: credits by special exam, Advanced Placement or CLEP exams, distance education or correspondence courses for which you have not obtained prior approval audit, withdrawal incomplete and zero credit courses.

Appeal Process

You may appeal a financial aid probation or suspension status by submitting a completed appeal form to the Office of Financial Aid, Scholarships and Student Employment within 21 calendar days from the date of your notification.

You can obtain a form from the Office of Financial Aid, Scholarships and Student Employment or by visiting the website at www.howard.edu.financialaid/download.htm.

If you failed to achieve SAP because of mitigating circumstances, you must submit the appeal form with a letter of explanation with any supporting documentation attached. Mitigation circumstances would include extreme illness or injury, family crisis, or death of immediate relative. The circumstance must be documented.

You may appeal to have your SAP status reviewed if, by attending a summer session, you increased your GPA or earned credits that cause you to meet the minimum number of credits required for the academic year.

Send your appeal with any required documentation to:

Appeals Committee
Office of Financial Aid
2400 6th St. NW Suite 205
Washington, DC 20059
(202)806-2818 (fax)

The committee will review your request and make a decision within 21 business days from the receipt for your appeal. You will receive written notification of the committee's decision. The decision of the committee is final and there is no additional appeal process.

Additional SAP Requirements

- Although you may not be receiving financial aid, you will be evaluated for financial aid eligibility on the same basis as students who receive federal, state, or institutional aid. Should you apply for aid, your eligibility will be based on your past performance as measured by the SAP standards for financial aid.
- If you are enrolled in a **dual degree program**, you may request in writing an extension of the maximum time frame provision of this policy. Such requests will be evaluated on an individual basis.
- If you are a graduate student enrolled in a **joint master's and doctoral program**, you will be given special consideration.
- If you are pursuing a **second degree**, you will be given the equivalent of six (6) full-time semesters to complete your second degree program, including prerequisite courses.
- If you are a **transfer student**, you will be placed within the policy's maximum time frame level based on the number of transfer credits accepted by Howard University.
- Credits you have earned at **foreign institutions** are included in your financial aid SAP evaluation if the credits are accepted by your school/college of enrollment.
- Courses in which you receive a grade of **'I'** (incomplete) accompanied by a letter grade will count to meet the academic year attempted minimum, and will influence your GPA in the term during which you take the course. All attempted and earned credits are counted in time frame determination.
- **Grades and grade indicators of "F" (Fail), "W" (Withdrawal), "UW" (Unofficial Withdrawal), "NR" (Never Reported), "U" (Unsatisfactory) and "I" (Incomplete) all count against the completion ratio.**

- Courses in which you received a grade of **'W'** (withdrawal) do not earn credits to meet the academic year minimum or influence your GPA in the term you take the course, but they will be counted towards your time frame. You may retake courses from which you withdraw, and those credits will count toward determination of enrollment status and minimum credits earned.
- If you **repeat a course**, the credits you earn will count toward determination of enrollment status and maximum time frame. However, for purposes of financial aid satisfactory academic progress, only credits adding to the cumulative credits earned will be acceptable toward the required minimum number of credits earned per year. **Repeat courses for which a student previously received a passing grade will not be considered in your SAP evaluation.**
- If you take **undergraduate remedial courses**, your credit for the courses will count toward determination of enrollment status, minimum credits earned and maximum time frame.
- If you take **undergraduate courses while you are a graduate student** the credits you earn do not normally earn graduate credit or influence your graduate GPA, nor will they count toward determining your enrollment status or minimum credits earned, unless the credits are required prerequisites.
- All undergraduate and prerequisite courses are included in SAP time frame.
- **There is no appeal to the maximum time frame suspension and no exceptions may be made under any circumstance.**
- If you are taking courses to earn **professional licensure**, you must be admitted to a degree program. Students completing licensure courses and not seeking a Bachelor's, Master's, or Doctoral degree are not eligible for financial aid.
- **Summer sessions are considered special terms and are not automatically monitored to determine your financial aid SAP.** If you attend a summer session and want those credits/grades counted with your fall and spring total, you must complete the appeal process at the end of the summer term. Summer credits will be counted in your time frame.

FEDERAL FINANCIAL AID UNOFFICIAL WITHDRAWAL POLICY

Howard University is required by federal law to identify and report any student who has unofficially withdrawn from the University and is a recipient of federal student aid. As a result of this requirement, it is the policy of Howard University that all faculty members, by the end of the Mid-term of each semester, identify students who have never attended class. The faculty will be required to report this unofficial withdrawal data using the on-line Banner Web Grade Reporting System. A grade of "UW" (Unofficial Withdrawal) will be assigned to any student who stopped attending and participating in the course and did not officially withdraw. A grade of "NR" (Never Reported) will be assigned to any student who never attended or who stop attending without officially withdrawing will adversely affect their grade point averages through the failing grades they will earn at the end of the semester.

HOWARD UNIVERSITY REFUNDS AND ADJUSTMENTS OF TITLE IV FUNDS

A student who withdraws from the University within the first 60% of the semester will receive an adjustment to their student Financial Aid. This adjustment to the student's Financial Aid will be based on a percentage which represents the amount of time remaining in the semester, and will be applied to the total institutional charges assessed to the student, as well as the Title IV financial aid applied to the student's account.

The percentage that represents the amount of time remaining in the semester shall be determined by dividing the total number of calendar days in the semester not completed by the student by the total calendar days in the semester. The total calendar days in the semester begins with the first day of classes, ends with the last scheduled day of exams, includes weekends, but excludes scheduled breaks of five or more days and days that the student was on an approved leave of absence. No adjustments will be made to a student's Financial Aid if the percentage representing the amount of time remaining in the semester is less than 40%.

The University will refund the amounts due from the University and the student to the appropriate Title IV program in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Federal Direct Stafford Loans
- Subsidized Federal Direct Stafford Loans
- Federal Perkins Loan
- Federal PLUS Loans (received on behalf of student)
- Federal Direct PLUS Loans

If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period of enrollment for which a return of funds is required in the following order:

- Federal Pell Grants
- Federal SEOG Program Aid
- Other grants or loan assistance authorized by Title IV of the HEA.

The University will assume the responsibility for making the appropriate refunds to the Title IV programs for overpayments received by the student, as well as overpayments received by the University. It is the responsibility of the student to pay the University for these overpayments within 90 days of the date that the student withdrew from the University. Failure to repay the University the amounts of the overpayments will jeopardize the student's eligibility for further Title IV financial assistance at Howard University as well as other institutions of higher education.

STUDENT AGREEMENT TO ACCEPT FINANCIAL TERMS AND CONDITIONS OF ATTENDANCE AT HOWARD UNIVERSITY

As a Howard University student, I understand, acknowledge, and agree to the following:

General Provisions

- ✓ **By registering for classes** at Howard University (University), I agree to assume total and complete financial responsibility for all charges billed to my student account including, but not limited to: tuition, fees, housing, meals, books, health insurance, returned checks, parking and library fines (hereafter referred to separately and collectively as “Financial Obligations”).
- ✓ I understand that I am **not permitted to sit in classes and/or receive class credit for any classes for which I am not officially registered** at the beginning of the semester.
- ✓ The University is an institution of higher education. As such, all or any portion of my student account is considered to be an educational loan offered for the sole purpose of financing an education and is **not dischargeable in bankruptcy proceedings**.
- ✓ I understand that the University is advancing value to me in the form of educational services and that my right to register for any class is expressly conditioned upon **my agreement to pay these student obligations**. I further understand that I will be prohibited from registering for any class until my student account reflects a zero balance.

Repayment

- ✓ I agree to pay the University the principal, and any late fees, fines or penalties by the due dates stated on my student account and in applicable University catalogs and/or websites to satisfy all of my Financial Obligations, in full.
- ✓ If payment is made by check and the check is returned, I agree that a return check fee in the amount of \$35.00 will automatically be charged to my student account.
- ✓ If I expect federal or institutional financial aid to pay and satisfy all or part of my Financial Obligations to the University, I understand that it is my responsibility to meet all requirements for disbursement to my student account. I authorize the University to use the financial aid to pay for all Financial Obligations charged to my student account for my entire period of enrollment or attendance at the University.
- ✓ I understand that it is my responsibility to ensure that all requirements of grantors, lenders, employers and other third party payers are met on a timely basis.
- ✓ I understand that despite my expectations for payment from financial aid or other sources (i.e. employer, military, governmental agency, etc.) I am ultimately responsible for payment of all charges incurred and listed in my student account record.
- ✓ I understand that my financial aid may be adjusted due to changes in my academic, athletic, and/or financial-need eligibility. I agree to pay back to the University any amounts for which I am not eligible under applicable financial aid guidelines.

Late Payment Fees

- ✓ I understand that if I fail to pay my Financial Obligations by the University's established due date, the University will charge a monthly late fee for each month the account remains delinquent. The late fee will be \$100 per month or the current established late payment fee.

Default

- ✓ I understand that I will be in default if:

I break any promise made to the University or fail to promptly satisfy my Financial Obligations, in accordance with any and all payment schedules set forth in my housing plan, meal plan, or tuition plan agreement with the University or fail to pay other charges, including but not limited to, parking fees or fines, or financial aid adjustments that post to my student account by the due date on the bill.

Rights of Howard University Under Default

- ✓ In the event my student account is declared to be in default, I understand the University may exercise any remedy allowed by law, including one or more of the following, without notice or demand (except as required by law):
 - The University may declare the principal balance plus any late fees, fines or penalties immediately due and payable in full.
 - The University may hire or pay a third-party to collect the debt.

Collections

- ✓ I understand that the University or its designated collection agency may use an automated calling system and pre-recorded messages to contact me, by phone, to address any outstanding student account balance I may possess. I further agree that the University or its designated collection agency may call any phone number I have provided to the University in its efforts to collect payment.
- ✓ I understand that delinquent debts may be reported to a credit bureau, referred to collection agencies, and pursued through legal action against me. I agree to pay all reasonable costs of collecting unpaid charges, including attorney fees and court costs, in addition to all other sums provided by law.

Withholding Transcripts, Diplomas, and Grades, & Preventing Future Registrations

- ✓ I understand the University may **withhold my official transcript, diploma, and/or grades** until all my Financial Obligations have been satisfied, all outstanding balances have been paid, and my student account reflects a zero balance.
- ✓ I understand the University may **prevent future registration** until all my Financial Obligations have been satisfied, all outstanding balances have been paid, and my student account reflects a zero balance.

Withdrawal

- ✓ I understand that not attending class and/or not being present at the University to physically sit in classes for which I have successfully registered does not excuse my financial obligation.
- ✓ I understand that I must abide by the **official** University policies regarding total withdrawal from the University. Total withdrawal from the University, whether voluntary or at the request of the University, does not exempt me from payment in full for charges incurred while attending the University.

OFFICIAL ENROLLMENT

Note: The mere possession of a document reflecting an academic schedule is not evidence of official enrollment. Tuition and fees for such program **must be paid** before a student can be considered **officially** enrolled.

CHANGE OF PROGRAM (ADD/DROP) INFORMATION

Students who wish to change courses or to change to another section of the same 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.

Students who change their degree objective or elect to conform to regulations and requirements instituted while they are enrolled must be prepared to complete all requirements and abide by all regulations in effect at the time they make the change.

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

Failure to comply with this change of program procedure may result in a failing grade for courses students have assumed they have dropped or no grade for courses they thought they added. All changes must be made in accordance with the established deadlines.

CHANGE OF PROGRAM PROCEDURES

1. Report to the Office of the Academic Dean.
2. Obtain your Change of Program form, and fill in the appropriate information.
3. Obtain required signatures (instructors and Dean and/or advisor.
4. Follow instruction on the back of the Change of Program card.

CHANGE OF PROGRAM CHARGES

Program changes can result in the assessment of two types of charges: **Tuition Adjustments**, which are caused by increases in the credit hour load- e.g., from part-time to full-time, from part-time to increased part-time, or from full-time to excess hours over the applicable full-time ceiling. **Change of Program Fee.** All charges for change of program that affect your enrollment status must be paid to avoid late charges. Students officially withdrawing, suspended, dropped, or decreasing their program after the registration period may expect to have charges for tuition and fees adjusted on a prorated basis. (See page 15 for financial adjustment information.)

WITHDRAWAL FROM A COURSE

The last day to withdraw from a course shall not be later than 4 weeks prior to the end of the semester, including the final examination period, as indicated in item 1 of the Guidelines for Calendar Development for All Schools and Colleges. A student may withdraw from a course up to 8 weeks after the first day of instruction and receive a grade of "W" (withdrawal) that has no grade point course value. Withdrawals processed by the change of program deadline are treated as course deletion. In addition, **Withdrawals AFTER the Change of Program deadline are processed with the "W" grade.** Change of Program Forms may be obtained from the Office of the Academic Dean of each school/college.

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

WARNING ON DROPPING COURSES:

Students who wish to drop all courses for which they have registered (even though they may be taking only one course) must submit a Total Withdrawal form to officially drop all courses in which currently enrolled. (In this instance, the drop/add procedure should not be used.)

ABSENCE FROM THE UNIVERSITY

Failure to attend classes or abandonment of a residence hall space to which one has been assigned, or one's not returning for classes for an upcoming semester (for which one is already academically and financially registered) does not constitute official discontinuance or withdrawal. In all instances, the student should effect total withdrawal in person or request that it be done on his/her behalf if he or she is away from the campus and does not wish or is unable to return to the campus.

Students who select academic programs and pay their tuition and fees (for the upcoming semester) or who have sufficient financial aid to "trigger" their enrollment, must effect total withdrawal promptly when, for whatever reason, they do not return to the University. In this way, such charges can be removed from their individual student account and their financial aid can be cancelled (and returned to source or origin) and/or personal monies refunded.

NOTE: Under ordinary circumstances, in these types of cases, Student Financial Services will not make refunds or other adjustments to a student's account after the end of the current academic year of the student's enrollment. Exception to this deadline will be considered by the University only in instances in which, for extraordinary reasons beyond the control of a student, he/she is unable to complete a total withdrawal in a timely manner from the University for a semester or summer term for which he/she has officially registered. In short, students are obligated to transact business with the University in a timely and businesslike

manner. All individuals who need assistance in this regard should write, or contact:

Howard University
Office of the Registrar
2400 6th St NW, Suite 105
Washington, DC 20059
(202) 806-2705

TOTAL WITHDRAWAL PROCEDURE

Students who find it necessary to withdraw from all of their classes for the current semester or for a subsequent semester for which they have already registered must complete a Total Withdrawal Request Form. This form must be submitted by the end of the 12th week of classes for the semester in which they wish to withdraw. The withdrawal form and instructions are available from the Dean or Advisory Center of each school or college. Students who are physically unable to complete the withdrawal in person and students who are administratively withdrawn should contact their Dean or advisor for assistance. Students considering a total withdrawal should note the following:

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

Students should report first to the office of the Dean or Advisory Center of their school or college to obtain a Total Withdrawal Request form and to discuss the reasons for and the implications of the withdrawal:

- 1) Students who decide to continue with the withdrawal process should have the withdrawal form signed by their Dean or the Dean's designee and should then proceed as follows to the offices that correspond with their student status:

- 2) **International students** must report to the Office of International Student Services, Rm. 119, Blackburn Center.
- 3) **Students who reside in University housing** must report to the Office of Residence Life, Tubman Quadrangle.
- 4) **ALL Students who receive any type of aid** (including scholarships from outside the university, grants, and loans) must report to the Office of Financial Aid, Suite 205 Administration Building to discuss the effect of withdrawal on their award(s) and potential financial aid overpayment.
- 5) **ALL Students** must report to the Office of Student Financial Services, Suite 218, Administration Building to discuss the status of and adjustments to their account.
- 6) **ALL students** must report to Office of the Registrar, Suite 104 Administration Building to submit the completed Total Withdrawal Request form and surrender the student photo ID card.

SPECIAL NOTES

If you register during General Registration for the upcoming semester and determine before the beginning of that semester that you will not be returning, you must complete a Total Withdrawal Form for that upcoming semester. Obtain the signature of the Dean or Dean's designee of your school or college. The Office of the Registrar (located in Suite 104 in the Administration Building) is the last office to sign the Total Withdrawal Form. **Be sure to make it clear to both offices that the withdrawal is for the upcoming semester.**

If, due to extenuating circumstances, you need to make the effective date of your Total Withdrawal prior to the date you actually begin the process, you must get special approval to do so. The first step is to visit the office of the Dean or academic advising center of your school or college. You should take with you documentation to support your request (e.g., a letter from your doctor). If the request is supported by your school or college, it will be forwarded to the Office of the Registrar to be considered for approval.

READMISSION AFTER A TOTAL WITHDRAWAL

Undergraduate students who complete a total withdrawal and wish to return to Howard University after an absence of one semester or more are required to apply for readmission (no Application Fee or Enrollment Fee is required).

NOTE: Any withdrawing student planning to return for the semester immediately following the withdrawal must check with the Office of Admission for information regarding re-enrollment. **Graduate and professional school students** should contact the Dean of their school or college for readmission procedures. For further general information on Total Withdrawal, contact the Dean of your school/college.

SCHEDULE OF FINANCIAL ADJUSTMENTS AND/OR REFUNDS

Students officially withdrawing, suspended, dropped, or decreasing their program after the first day of instruction may expect to have charges for tuition and fees adjusted or prorated as follows:

Adjustment Periods— Fall & Spring Semesters	Adjustment %
1st Day of Instruction thru 7th Calendar Day	100
8th Calendar Day thru 40th Calendar Day	50
41st Calendar Day thru 60th Calendar Day	25
61st Calendar Day thru Last Day of Semester	0

If the University cancels a students' registration, the refund is 100%. Please also note that the above refund policies apply to total semester charges. If a due date falls on Saturday, Sunday, or a holiday, the next business day shall be the deadline that will apply.

NOTE: THE ENROLLMENT FEE IS NON-REFUNDABLE.

PROCEDURES FOR INTRA-UNIVERSITY TRANSFERS (FOR CURRENTLY ENROLLED UNDERGRADUATE STUDENTS ONLY)

1. Student obtains Intra-University Transfer Form from the Dean's Office of the School/College to which he/she is transferring.
 2. Upon receipt of this application, the Dean of the College/School receiving the transferee will obtain any information needed from the College/School from which the applicant is transferring and determine whether the student qualifies for transfer.
 3. The Dean's Office will forward the approved form to the Office of the Registrar.
 4. All applications for Intra-University transfers must be completed and "approved" by appropriate officials before submission. They must be received in the Office of the Registrar by the first day of classes of the semester.
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VETERANS' AFFAIRS

Howard University is approved by the District of Columbia State Approving Agency for the enrollment of veterans, service personnel, and dependents of deceased or disabled veterans who are eligible for educational benefits under the G.I. Bill.

With the exception of VA-approved disabled veterans, all beneficiaries of educational benefits from the Veterans Administration are personally responsible for the payment of their bills to the University. These individuals should be financially prepared to pay tuition and fees at the time of

registration each semester and to meet all living expenses until VA educational allowances (checks) are received (approximately 60 days).

Services and/or assistance to G.I. Bill students studying at Howard University are available through the Office of the Dean for Special Student Services, in the following areas: academic tutoring, housing, financial aid, employment, and other areas of special interest or concern. The Office of Veterans' Affairs is located in Room 725, Howard Center, Howard University, Washington, DC, 20059 (202) 238-2420.

DISABLED STUDENT SERVICES

Handicapped or disabled students, who would like to be familiarized with the University campus, its programs, activities, or services, are invited to telephone, visit, or write the Dean for Special Student Services, Room 725, Howard Center, Howard University, Washington, DC, 20059, (202) 238-2420. A comprehensive program of orientation is available.

ROTC

ROTC offers a program that leads to a commission as an officer in the Army or the Air Force. It is an elective and can be taken by those who desire it just like any other course. For additional information, call Army ROTC at (202) 806-6784 or Air Force ROTC at (202) 806-6788.

INTERNATIONAL STUDENTS

Immigration and Naturalization Service (INS) regulations governing nonimmigrant international students require that all students in the "F-1" and "M-1" visa categories be engaged in a full course of study. Undergraduates with "F-1" visas are required to be registered at all times for a minimum of 12 credit hours of course work. Graduate students with "F-1" visas and all "J-1" visa holders are not required to take a specific number of credit hours as long as they are engaged in a full course of study as determined by their departments. Students must maintain full-time status throughout the semester. A student who begins with 12 credit hours or more but then drops courses later and no longer carries 12 credit hours is considered a part-time student. Students who do not meet these requirements are in violation of their immigration status and jeopardize their stay in the United States. All financial arrangements for study at Howard University must be made prior to registration time.

It is each student's responsibility to maintain legal immigration status while in the United States. You must make sure that your authorized stay in the country has not expired (see 1-94 form in your passport); that your passport is valid for at least 6 months at all times; that you are registered every semester as a full-time student; that you do not work off campus without permission of the INS; that you attend the school that the INS last authorized you to attend. International students must apply to INS to (1) extend their authorized stay in the United States, (2) obtain permission to work off campus, and (3) transfer from Howard University to

another school or from another school to Howard University. Further information and appropriate application forms can be obtained from [International Student Services in Room 119 Blackburn University Center.]

If you change your immigration status for any reason — for example, from tourist visa to student visa or from student visa to permanent resident — it is imperative that you inform International Student Services so that the University will have accurate records. It is also important that the University have your current address at all times.

REGULATIONS GOVERNING COURSE OFFERINGS IN THE DEPARTMENT OF MUSIC of the DIVISION OF FINE ARTS

1. Students from academic programs of the University other than the Department of Music of the College of Arts and Sciences. Division of Fine Arts will not be permitted to register for any course in applied music (vocal or instrumental music) without the approval of the Department Chair of Music. Such approval will be given only after the student has been interviewed and/or auditioned, and when space in applied music classes permits.
2. Majors in the School of Education who enroll in the courses: An Introduction to the Fine Arts and Fine Arts in the Elementary. Schools will be required to study the piano if they do not already possess minimal skills as determined by the instructor. Such instruction will be provided as a part of the course and no additional charge will be made.

ATTENDANCE REGULATIONS

All officially enrolled students are expected to attend classes regularly and promptly. Students who are absent from classes or laboratory periods are responsible 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 mid-term or final examination must obtain the approval of his or her 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.

CONSORTIUM OF UNIVERSITIES OF THE WASHINGTON METROPOLITAN AREA (CUWMA)

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

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

REGISTRATION FOR THE CONSORTIUM PROGRAM IS COMPLETED AT HOWARD UNIVERSITY BY THE CONSORTIUM COORDINATOR IN THE OFFICE OF THE REGISTRAR.

HOWARD UNIVERSITY STUDENTS DO NOT HAVE TO REGISTER AT THE VISITED INSTITUTE.

Students enrolled in First Professional Degree Programs in Dentistry, Law, and Medicine are not eligible to participate in Consortium cross-registration and validation.

Before applying for a Consortium course, you must first complete your Howard University on-campus registration.

To be eligible for this program, a student must:

1. Be a fully admitted degree-seeking student.
2. Be actively enrolled in courses at Howard University at the same time that the Consortium course is being taken; credit hours for courses taken through the consortium cannot exceed the number of credit hours that you are registered for at Howard University.
3. Be in good academic standing & financial standing.
4. Obtain the following approvals to participate in the Consortium Program.

Fall and Spring Semesters/Summer Session

1. ACADEMIC APPROVAL —Your Academic Dean and Department Chairman
2. ADMINISTRATIVE APPROVAL—Consortium Coordinator, Suite 105, Administration Building.
5. Return application to the Consortium Coordinator. At this point, the student copy (buff) will be returned to you after it has been validated by the Consortium Coordinator. The student should show this copy to the instructor at the host institution, but is to keep the copy for ID purposes at the host institution.

NOTE: The buff copy of the application form is used for identification purposes on the host campus. Please show the buff copy to the instructor at the host institution for proof of registration.

The total number of credit hours taken through the Consortium towards a degree must not exceed 40 percent of the total hours required for the degree.

Consortium courses are not approved for “audit.”

Courses to be pursued through the Consortium must be courses not available at Howard University during the given semester or year.

Students must follow the general registration procedures and pay the applicable tuition rate of Howard University.

Howard University does not cover additional fees associated with Consortium courses (e.g. lab fee). Individual student must pay fees to the host institution's Student Accounts Office.

As otherwise qualified, eligible employees are eligible to participate in the Consortium Program, but cannot use Remission of Tuition to pay for Consortium courses. Employees must pay for Consortium courses in advance, and the deferred payment plan cannot be used.

NOTE: Rules, Regulations, and Procedures in effect for Howard University course repeats and incompletes are also applicable for Consortium course repeats and incompletes.

To drop or withdraw from a Consortium course, report immediately to the Consortium Coordinator and complete a withdrawal form. **DO NOT DROP CONSORTIUM COURSES USING BISONWEB.** Consortium grades for Howard University students are received in the Office of the Registrar and automatically recorded on the student's permanent academic record.

Consortium information and materials are available in the Office of the Registrar located in the Administration Building-Suite 105.

CONSORTIUM PROCEDURES FOR HOWARD STUDENTS ATTENDING UNIVERSITY OF MARYLAND — COLLEGE PARK (UMCP)

Howard University students may register for University of Maryland- College Park courses on a space available basis beginning with the first day of classes.

Students will be expected to meet all prerequisites of UMCP courses restricted to specific UMCP majors and permission only courses.

1. Contact the UMCP Consortium Coordinator at the Registration Center.
2. No Consortium course is approved for audit.
3. Present to the UMCP coordinator the third copy (buff) of the Consortium Registration Form completed by the Howard University Consortium Coordinator.

SPECIAL NOTICE TO GRADUATE AND PROFESSIONAL STUDENTS

Students who are enrolled in the Graduate School of Arts and Sciences, the School of Law, College of Dentistry, College of Medicine, and the School of Social Work, who wish to pursue courses other than those in their major field of study should apply through EM/Admission for Unclassified status in the College of Arts & Sciences. Courses other than

those in their major field of study pursued in the Graduate or Professional schools will appear on the graduate or professional academic record and where applicable, will be computed in the cumulative averages.

PROSPECTIVE GRADUATES

Students in the process of completing their requirements for an Undergraduate degree and who wish to enter a graduate or professional school in a subsequent semester must submit an application and all required credentials and be officially accepted into the program.

GRADUATION REQUIREMENTS

UNDERGRADUATES — All students who anticipate graduating by a given semester, must report to their Academic Dean or Advisory Center during the semester prior to the last semester of enrollment. Procedures for graduating will be explained at that time.

GRADUATE — All graduate students who anticipate graduating by a given semester, must report to their Department Chairperson at least one semester prior to the last semester of enrollment for a comprehensive review of the appropriate graduating procedures.

NOTE: Degree candidates in the Graduate School must be enrolled during the semester in which the degree is conferred.

PROFESSIONAL — All professional students are notified at the end of their junior year by the appropriate Executive Promotions Councils.

ACADEMIC SUSPENSION

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

ETHIC ORIGIN DATA FOR COMPLIANCE REPORTING

Title VI of the Civil Rights Act of 1964, requires that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the U.S. Department of Education.

To determine whether an institution adheres to the above, the Office of Civil Rights Planning in the U.S. Department of Education requires that:

“Each recipient shall keep such records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. In the case of any other recipient, such other recipient shall also submit such compliance reports to the primary recipient to carry out its obligations under this part.” *Title 45 Subtitle A — Department of Education Sec. 80.6 (b) (1972).*

Consequently, Howard University must provide the US Department of Education with specific statistical student ethnic origin data. Each student, therefore, is asked to assist the University in complying with this requirement by providing this data when requested.

READMISSION POLICY ON ACADEMIC PROBATION & SUSPENSION

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

Students on probation must adhere to the following conditions for continued enrollment:

- Enroll in a maximum of 13 credit hours if full-time, and seven hours if part-time.
- 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.
- Probationary status will be removed when the student has achieved a cumulative average of at least 2.0.

- Probationary status must be removed within one semester, exclusive of summer sessions, or the student will incur suspension.
- Any student who voluntarily withdraws from the University while on probation will be subject to stipulations as a condition for readmission.

READMISSION AFTER ACADEMIC SUSPENSION

1. Requests for readmission must be initiated by submitting to the Office of Admission, at least 60 days prior to the registration period:
 - A. an application for admission 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 the appropriate designee of the school of last attendance and 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 automatic suspension from the University.
 - A. Student shall 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. Student shall enroll in appropriate courses in the Center for Academic Reinforcement and/or other support programs as stipulated by the admission committee.
 - C. Enroll in a maximum of 13 credit hours if full-time, and seven credit hours if part-time, until the cumulative grade point average meets the requirement for removal of probation.
 - D. Remove all deficiencies during the next semester of enrollment (or the next semester when the courses are offered) before proceeding with the published program for their degree.
 - E. Earn a minimum grade of C in each course or earn the required grade point average stipulated by the admission committee until the cumulative grade point average meets the requirements for the removal of probation.

4. Failure to meet the above conditions may result in academic suspension.

GRADE POINTS & GRADE POINT AVERAGE (GPA)

The grade point value is determined by multiplying the number of credits (also called hours) a course yields by the grade received for the course. Grades yield points as follows: A = 4; B = 3; C = 2; D = 1; F = 0; W, AD, P, S, U, and UW (not calculated).

The semester grade point average (GPA) is obtained by dividing the number of semester grade points earned by the number of credits attempted for the semester. For example, student attempts five courses totaling 13 credits for the semester, and receives grades as follows:

Course 1 (3 credits) — “A” Course 2 (3 credits) — “B”
 Course 3 (2 credits) — “B” Course 4 (1 credit) — “C”
 Course 5 (4 credits) — “D”

Total semester grade points earned for courses 1 through 5 are respectively: $(3 \times 4) + (3 \times 3) + (2 \times 3) + (1 \times 2) + (4 \times 1) = (12 + 9 + 6 + 2 + 4) = 33$. Semester GPA = $33 \div 13 = 2.54$.

Course Number	(C) Credits	(G) Grade	Grade Yield Points	(C x G) Grade Point Value
1	3	A	4	$3 \times 4 = 12$
2	3	B	3	$3 \times 3 = 9$
3	2	B	3	$2 \times 3 = 6$
4	1	C	2	$1 \times 2 = 2$
5	4	D	1	$4 \times 1 = 4$
Totals	13			33

$$\text{Semester GPA} = \frac{\text{Total Grade Point Value}}{\text{Total Credits}}$$

$$2.54 = \frac{33}{13}$$

The cumulative (or overall) GPA is determined by dividing the number of cumulative (or total) grade points earned at Howard University (including grade points for the most recent grading period) by the cumulative (i.e., total) number of credits attempted at Howard University. For example, student previously attempted 65 credits at Howard University and earned 160 grade points with an old cumulative GPA of $160 \div 65 = 2.46$. The new cumulative number of credits attempted at Howard University = $65 + 13 = 78$; and the new cumulative grade points earned = $160 + 33 = 193$. The new cumulative GPA = $193 \div 78 = 2.47$.

The grade point average is computed for all courses not officially canceled that have been taken and/or repeated in the student's program of study.

ALL INCOMPLETE GRADES (other than grades for Thesis & Research) must be completed by the student no later than the last day of classes of the semester in which the student is next in residence. (Instructors must submit Special Grade Reports for removing incomplete grades by the last day of the semester.)

SEMESTER GRADES

At the end of each semester, semester grades are available to students via the BisonWeb. Semester grades will be mailed to parents when authorized by student.

TRANSCRIPTS

Academic transcripts are issued by the Office of the Registrar, Suite 104, Administration Building, which is the University-designated office for maintaining official academic records of all students currently or previously enrolled. Students are encouraged to use BisonWeb to request transcripts and pay the \$5.00 fee with a credit card online. Students who are unable to use BisonWeb to request a transcript may submit a request in writing. Written requests for transcripts will be honored only if the following conditions are met:

- requests must contain the written SIGNATURE OF THE STUDENT OR FORMER STUDENT whose record is being requested;
- student must be CLEARED FINANCIALLY (have no “holds” on account especially holds by Student Financial Services)
- request must contain HU identification number or other information to allow us to identify the record (e.g. social security number, date of birth) in cases where the student does not remember the identification number; and
- the request must be accompanied by a \$5.00 fee by check or money order to Howard University.

Students may incur additional fees or have personal checks denied in cases where checks are returned due to insufficient funds. Unofficial transcripts are not provided to students. Students who wish to review their grades or their complete academic record can go online via BisonWeb and print out semester reports of their entire record. All transcript requests will be honored as expeditiously as possible (usually processed within 24 hours of receipt in the Office of the Registrar). There may be some delay in processing transcript requests when volume increases. This is especially true during examinations, end of semester grade reporting, registration and graduate school application deadlines. Transcript requests that must be accompanied by special forms to be completed by schools for licensing or other accrediting agencies, will also require greater turnaround time to process. Please plan accordingly to allow sufficient time to meet your individual needs. Transcripts requested for “pick up” at the service window will be held for 30 days only. After 30 days, students will need to submit a new request and fee. See the Office of the Registrar website for information on additional policies that may apply.

SPECIAL NOTE: Each academic transcript issued by the Office of the Registrar reflects, in chronological order, the COMPLETE and UNABRIDGED history of ALL academic endeavors attempted and/or earned by the student. “Partial” transcripts are not furnished.

CERTIFICATION OF ENROLLMENT

Certifications consist of written verification of a variety of student enrollment-related data such as date(s) of attendance fulltime/part-time status, and degree(s) received. Any former or currently enrolled student may request certification services by writing to the Office of the Registrar. Some certifications may be furnished directly to various individuals or agencies such as prospective employers, official investigators, lending institutions, or government agencies. Howard University has authorized the National

Student Clearinghouse to provide enrollment information for such requests. The National Student Clearinghouse can be contacted at:

Web: www.degreeverify.org.
Mail: National Student Clearinghouse
2300 Dulles Station Boulevard, Suite 300
Herndon, VA 20171

In all such cases, the information released about students shall satisfy the provisions of the Family Educational Rights and Privacy Act of 1974 and University policy. Enrollment certifications take time to process, so please plan accordingly, especially during peak demand time.

PHOTO IDENTIFICATION CARDS

Student photo ID cards are issued by the BisonOne Card Office to incoming students (i.e., New Students, Transfer Students, and Former Students Returning) during the official registration period for a given semester. Each officially enrolled Howard University student is expected to maintain continuous possession of his/her photo ID card throughout his/her period of attendance at the University.

Replacement of photo ID cards that are lost, stolen, or damaged, may be obtained at the I-Lab Photo ID room located at the Bryant Street side entrance of 2301 Georgia Avenue upon (a) \$25 fee should be paid to the University Cashier before requesting a replacement ID (b) presenting suitable photo identification of yourself.

BOOKSTORE

THE UNIVERSITY BOOKSTORE is located at 2225 Georgia Ave. NW. It is considered the main campus store. It stocks textbooks, reference materials, academic supplies, art, computer hardware, software, apparel, and gifts. Hours of operation are 9:00am to 6:00 pm Monday through Friday (except Thursday); 9:00am to 7:00pm Thursday; 10:00am to 4:00pm Saturday. To contact the Howard University Bookstore, please call (202) 238-2640.

THE SCHOOL OF LAW BOOKSTORE is located at 2900 Van Ness St. NW on the lower level of Holy Cross Hall. It provides course books, study aids, legal outlines, school supplies, and convenience items. Hours of operation are 9:00 am to 5:00 pm Monday through Friday. To contact the School of Law Bookstore, please call (202) 806-8108.

COOPERATIVE EDUCATION PROGRAM

The Cooperative Education (Student Career Experiential) Program has the overall objective of helping students to gain relevant work experience in their majors field prior to completing course studies. Students who qualify are advised to submit an application for paid employment within agencies of business, industry, social services, or government, for opportunities of alternating either full- or part time periods of relevant work with full-time academic studies. In accordance with school/college policies, students may earn academic

credit while working on relevant job assignments. For more information call (202) 806-6599.

THE CENTER FOR ACADEMIC REINFORCEMENT

The Center for Academic Reinforcement (CAR) was established by action of the Howard University Board of Trustees in April 1974 and began to function in the first semester of the 1974–75 academic year. The Center is especially designed for entering freshmen in all the undergraduate schools and colleges who have unrealized potential in verbal, mathematical, and learning-study skills. Its objectives for learning are stated in performance or behavioral terms and are presented in clear anticipation of being used in the student's current academic pursuits. Students who are identified by their school or college as being in need of the CAR studies and services are required to attend.

MATHEMATICS PLACEMENT EXAMINATION FOR CAR-MATHEMATICS STUDENTS

All students must take a math placement examination before enrolling in CAR-Mathematics. The results of the placement examination will be used to determine whether a student should enroll in Basic Math I or in Basic Math II.

For further information regarding date, times, and location, please contact the Coordinator of the CAR-Mathematics Component in Room 110 of Academic Support Building B.

THE UNIVERSITY COUNSELING SERVICE

The University Counseling Service has a staff of professionally trained counselors and psychologists available to assist students with their concerns. We offer educational, career, and personal counseling on either an individual or group basis. Services are at no cost to all registered students — regardless of college or school in which the student is enrolled.

The University Counseling Service is located in the C.B. Powell Building Wing 1, Ground and First Floors. You are welcome to call for an appointment or to drop in for a visit between 8:00 am and 6:00 pm, Monday through Friday. For further inquiries on the University Counseling Service, please call (202) 806-6870.

TITLE IX

Title IX of the Education Amendments of 1972 prohibits sex discrimination in education programs and activities by recipients of federal funds. The Title IX Coordinator for Howard University is Toi Carter, who is located in the Office of the General Counsel Administration Building, Suite 321, and can be reached at (202) 806-2650.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112, as amended P.L. 93-516) forbids discrimination against persons based on handicap by recipients of federal funds. The Section 504 Coordinator, Elaine Bourne Heath, is located at Howard Center, Howard University, Washington, DC 20059. Their telephone number is (202) 238-2420.

PASS/FAIL REGULATION

Sophomores, juniors, and seniors with a cumulative average of 2.0 or higher who enroll in at least 12 semester hours per semester, may elect, in addition, one course each semester in a department outside their major and minor sequence under the pass-fail arrangement. This pass-fail arrangement is not available to students in fulfilling hours in general education, but is restricted to electives exclusively. Through this arrangement a student will receive a passing designation if his/her work in the course rates as "D" or better and a failing designation if his/her work in the course rates below "D". Except for students in the School of Business, courses passed under the pass/fail system will count towards graduation requirements. **FAILING GRADES WILL BE INDICATED ON THE ACADEMIC RECORD;** however, neither the passing grade nor failing grade will be computed in the grade point average. Students electing a course on a pass-fail basis cannot change later to regular grade basis for the particular course. Until further notice the Pass/Fail Regulation is on an experimental basis and is reviewed annually.

AUDITORS

Auditing a course consists of attending classes and listening without responsibility. All auditors must be admitted to the

University and go through the regular registration process. Tuition for audited classes is the same as for classes taken for credit. An auditor is not responsible for any assignment or examination. **No credit may be earned in an audited course by examination or otherwise.** Classes taken on an audit basis will appear on the official academic record.

COURSE REPEATS

1. An undergraduate student may repeat only once a course for which he/she has received a grade of "D" or "F". The lower grade will not be counted in the computation of the GPA.
2. Exceptions to repeating a course more than once will be made only if it is a major or minor requirement for which the minimum grade of "C" is required, or if a student is ineligible to advance to the next level without a passing grade. All subsequent repeats, after the first one, will be counted in computing the GPA.
3. In all course repeats, the failing or previous grade is not expunged from the academic record.
4. Students are not eligible to graduate with honors if they have repeated a course(s); they have not carried at least 12 credits for each semester enrolled, with the exception of the last semester in residence, and they have not completed the last half of the work required for their degree in residence at Howard University.

SPECIAL NOTE: In all cases of Course Repeats the failing or previous grade is NOT expunged from the academic record.

GRADUATE SCHOOL OF ARTS & SCIENCES

SPECIAL NOTICES:

THE GRADUATE RECORD EXAMINATION (GRE)

On April 22, 1989, the Board of Trustees approved the recommendation that all new students entering the Graduate School of Arts and Sciences be required to take the General Test of the GRE and submit the scores on the test as part of their application for admission to the Graduate School, effective January 1, 1990; that no minimum score on the examination be required, and that examination scores more than 5 years old are not acceptable as fulfillment of the GRE requirement. Arrangements for taking the examination and the total cost involved are the full responsibility of the student. International students from countries where the examination is not available before admission are permitted to take the examination during the first semester of their attendance at Howard University. Test results will be used internally to describe the graduate student population at Howard University and to provide a firmer basis for predicting graduate school success. Further inquiries about the GRE requirement should be made to the Office of the Dean, Graduate School of Arts and Sciences, Annex 3, Room 100 Howard University (202) 806-6800.

THE GRADUATE EXPOSITORY WRITING REQUIREMENT

By authorization of the Board of Trustees all graduate students must demonstrate proficiency in expository writing as a prerequisite for admission to candidacy. Effective fall 1977–78, this requirement was enforced for all new entrants, transfer students, and FSR whose residency was broken. Students are advised to observe the time schedule for examinations announced in the Graduate School Calendar.

ACADEMIC INFORMATION – COLLEGE OF ARTS AND SCIENCES

NOTICE: The information in this section does not apply to students in the Division of Fine Arts

DEGREES OFFERED

The Bachelor of Arts degree is offered in Administration of Justice, African Studies, Afro-American Studies, Anthropology, Classics, Economics, English, French, German, History, Latin, Philosophy, Political Science, Russian, Sociology, and Spanish. The Bachelor of Science degree is offered in Biology, Chemistry, Health Human Performance and Leisure Studies, Mathematics, Physics, and Psychology.

TEACHER EDUCATION

Students matriculating in the College of Arts and Sciences may enroll in the joint 5-Year Elementary Education program between the College of Arts and Sciences and the School of Education, in which the student receives a graduate degree. In addition, students in the College of Arts and Sciences may also enroll in courses for early childhood and secondary education. For further information about these programs, contact the Educational Advisory Center in the College of Arts and Sciences or the coordinator for Undergraduate Students Services in the School of Education.

DEGREE REQUIREMENTS

- 127 credit hours
- 2.00 or higher cumulative grade point average
- Completing all course requirements
- Passing a departmental Senior Comprehensive Examination
- 2.00 or higher grade point average in major and minor
- A grade of “C” or better in all courses used to satisfy the minimum credit-hour requirement in the major.

Unless otherwise indicated, a credit is calculated on the basis of 1 hour of recitation or lecture each week for one semester. Certain courses may require additional periods that carry no course credits.

Each department is authorized to require grades higher than “C” for courses used to satisfy requirements for departmental majors.

RESIDENCE REQUIREMENT

The College of Arts and Sciences requires that students spend the last 30 hours of undergraduate study in residence at the university in the school or college in which the degree is awarded.

TRANSFER CREDITS

Students from regionally accredited community (2-year) colleges may transfer a maximum of 65 credits at the time of enrollment in the College. Students from regionally accredited 4-year colleges may transfer a maximum of 90 credits at the time of enrollment in the College. Students may take summer courses at other institutions with official approval from the following: Chairman of the Department of the discipline involved, the Chairman of the major department, and the Dean of the College or his/her designee.

Students who have already transferred the maximum of 65 credits from a regionally accredited junior (2-year) college will be permitted to transfer additional credits earned during the summer only from a 4-year accredited institution.

Students may use officially approved summer courses taken at other institutions to satisfy any requirement. This would include those courses that do not have departmental equivalents, but that have equivalents in another Howard University school or college. Students who live in the Washington, DC metropolitan area may take summer courses at regionally accredited institutions within said area.

Students must earn a grade of “C” (2.0) or better in a course for which they seek transfer credit. Students who transfer from other institutions will receive credit for the number of hours and courses transferred. Grades and grade point averages earned at other institutions are **NOT** transferable to the College.

COURSE LOAD (Maximum Hours Allowed)

The normal load in the College of Arts and Sciences is five courses (excluding ROTC and Physical Education). Any program exceeding the normal load must be approved by the Dean of the College or by the EAC for students in the College of Arts and Sciences. A student in the College of Arts and Sciences must have an average of “B” or better during the preceding semester to take one additional course.

GENERAL EDUCATION REQUIREMENTS

It is expected that all students will, before the beginning of the junior year, complete a schedule of study in general education embracing the following: English, Speech, Foreign Language, Mathematics, Afro-American Cluster, Philosophy, Physical Education and courses prescribed for divisional requirements. In choosing courses to fulfill divisional requirements, students should be guided by their choice of a major field. A major must be declared by the end of the sophomore year. However, a major may be declared upon entering the College or any time

prior to the end of the sophomore year. Students may change their major at any time.

THE FOLLOWING COURSES ARE REQUIRED FOR GENERAL EDUCATION:

1. **Freshman Seminar** — All New Entrants to the College of Arts and Sciences must enroll in and pass Freshman Seminar (FRSM-001), which is a requirement for graduation.
2. **English** — Effective August 1, 1982, students must complete at least two courses in English composition – English 002 and 003. In addition, they must complete one of the following: 009, 010, 129, or a writing intensive course in the disciplines (see the special notice in the table of contents). A student may be exempted from 002 based on the student’s performance on the Advanced Placement Language Examination. Students must earn the grade of “C” or higher in English 002 before enrolling in English 003. Students must also earn the grade of “C” or higher in English 003 before taking the additional required course in writing.
3. **Speech** — Principles of Speech, COMC-101, offered by the School of Communications.
4. **Foreign Language** — In order to satisfy the foreign language requirement in the College of Arts and Sciences, students must demonstrate competency at the 004 level either by successfully completing the foreign language sequence in the College of Arts and Sciences or by achieving a passing score, determined by the appropriate departments, on a placement examination, in each of the following components: writing, listening, reading, and speaking, as appropriate. If students meet the standards as measured by the placement examination, they may be exempt from some or all of the courses in the four semester sequence. At the conclusion of any one of the first three semesters in the foreign language sequence, students may petition to take an exit examination at the 004 level.
5. **Philosophy** — One course chosen from the following:
 - PHIL-051 Principles of Reasoning
 - PHIL-053 Scientific Method
 - PHIL-055 Introduction to Philosophy
 - PHIL-057 Introduction to Ethics
6. **Physical Education** — Four 1-hour courses are required, beginning with the first semester in residence. The courses must include: health, swimming, and two activities.
7. **Mathematics** — Effective Fall Semester 1986, all students must satisfy a 1-year college level mathematics requirement.
8. **African-American Cluster** — Effective Fall 1987, all students must satisfy an Afro-American course requirement. Students should select one course from the following seven courses:
 - ENGL-054/055 African-American Literature
 - POLS-006 Pan-Africanism
 - HIST-005/006 Introduction to Black Diaspora
 - AFST-101 African World: Introduction to

- Contemporary Africa
- AFRO-005/006 Afro-American Studies
- MUTP-100 Blacks in the Arts
- FASH-102 Perspectives on African-American Dress
- ARTH-193 Black Body Dress an Culture

9. **Comprehensive Examination** — All students are required to take and pass a comprehensive examination in their major. For details concerning the examination, students should contact their department or the Arts and Sciences Educational Advisory Center.

DIVISIONAL REQUIREMENTS

Students majoring in the following areas must complete the designated divisional course requirements (see page 23 for the distribution of divisional courses and course titles):

HUMANITIES		SOCIAL SCIENCES		NATURAL SCIENCES	
Div.	No. of Courses	Div.	No. of Courses	Div.	No. of Courses
A	2	A	4	A	4
B	2	B	2	B	2
C	2	--	--	C	2
D	4	D	4	D	2
10		10		10	

DEPARTMENTS IN EACH DIVISION OF ARTS AND SCIENCES

Humanities	Social Sciences	Natural Sciences
Classics	African Studies	Biology
English	Afro-American Studies	Chemistry
Philosophy	Economics	Mathematics
World Language & Culture	History	Physical Education
	Political Science	Physics-Astronomy
	Sociology/Anthropology	Psychology

MAJOR AND MINOR REQUIREMENTS

All candidates for a degree in the College of Arts and Sciences must follow a program of study consisting of a major and minor concentration. A major concentration is a series of courses prescribed by a given department as being necessary for a major in that department. A major ordinarily includes 30 to 39 credits earned in a single department or in closely related departments. A minor concentration is a combination of courses from other departments that is designed to broaden the student’s perspective and buttress his/her major area of concentration. A minor consists of 15 to 18 credits earned in one or more areas outside the student’s major department.

HONORS PROGRAM

The Honors Program offers intensified study for selected students. Emphasis is on the acquisition of knowledge and the comprehension of ideas. Opportunities for independent study are available as early as the sophomore year.

Work in Honors is offered in each of the four years of study. Students who fail to qualify for honors study during the freshman year may be admitted at the beginning of their sophomore year. An honors student must satisfy all requirements for graduation that are not included in the Honors Program. Courses designated as honors courses in the Student Reference Manual and Directory of Classes are normally restricted to students formally enrolled in an honors program. Other students must obtain the written permission of the instructor to enroll in such courses.

Honors study includes courses in general education and in specialized departmental areas. Work in general education consists of courses in English composition, literature, and natural and social sciences during the freshman year and seminars during the sophomore and junior years. In the student's area of specialization, honors study allows for flexibility with opportunities for independent study through supervised reading in the sophomore and junior years and directed research in the senior year.

GENERAL HONORS

Honors at commencement will be awarded as follows:

Cum Laude — granted on the basis of a cumulative grade point average of 3.2 or higher

Magna Cum Laude — granted on the basis of a cumulative grade point average of 3.5 or higher

Summa Cum Laude — granted on the basis of a cumulative grade point average of 3.8 or higher.

Grades in non-credit courses will not be considered in determining honors. To be eligible for honors at graduation a student in the College of Arts and Sciences must carry at least 12 credits for each semester of each regular semester enrolled, with the exception of the last semester in residence. A student who has not completed the last half of work required for their degree at Howard University is not eligible for honors.

DEPARTMENTAL HONORS

Students may be admitted to departmental honors in the major department if the cumulative and departmental grade point averages are 3.2 or higher. Students who earn a "B" in the departmental honors project and a final grade point average of 3.2 or higher will graduate with departmental honors. Students who earn an "A" in the departmental honors projects and a final average of 3.5 or higher will graduate with departmental high honors.

DEAN'S HONOR ROLL

Each academic year, the Dean of the College of Arts and Sciences publishes an honor roll of all full-time students in the College who earned an average of 3.2 or higher for courses completed during the preceding year.

ACCELERATED MEDICAL AND DENTAL EDUCATION PROGRAMS

The accelerated Medical and Dental Education programs are joint curricula at Howard University Spanning the pre-medical and medical, or pre-dental and dental programs. These programs offer freshman students an opportunity to pursue a joint program of the requirements of the Bachelor of Science and Doctor of Medicine Degree or the Bachelor of Science and Doctor of Dental Surgery Degree. Application for admission to these programs must be made to the Center for Pre-professional Education at 202-238-2363, Room 518, Howard University Center or email: preprofessional@howard.edu.

Center for Pre-Professional Education: Advising for Health, Legal Professions and Graduate School

The Center for Pre-Professional Education organizes and director programs that strengthens the motivation and preparation of College of Arts and Sciences and graduate students for success in the curricula for Health, Legal and Research Professions. The Center provides workshops, programs, and individualized and group advising sessions in the field of:

Allied Health Professions	Optometry
Chiropractic Medicine	Pharmacy
Dentistry	Podiatric Medicine
Graduate School	Public Health/ Health Management
Law	Veterinary Medicine
Medicine	

Special Programs

- Bachelor of Science/Doctor of Medicine (B.S./M.D.)
- Bachelor of Science/Doctor of Dental Surgery (B.S./D.D.S.)
- Bachelor of Science/Doctor of Podiatric Medicine (B.S./D.P.M.)
- High School/College Internship Program (HSCIP)
- Medical and Dental Start Program
- MCAT/DAT/LSAT/GRE/GMAT preparation Courses
- Summer pre-law, health policy, pre-medical, pre-dental and other research or internship programs

Inquiries about these programs should contact the Center for Preprofessional Education at 202-238-2363, Room 518, Howard University Center or email: preprofessional@howard.edu.

THE EDUCATIONAL ADVISORY CENTER

The Educational Advisory Center (EAC) is responsible for counseling students in the College of Arts and Sciences. Professional counselors are available to work with students in their freshman and sophomore years to arrange their academic schedules and advise students generally. The EAC is located in Room 110 Locke Hall.

DISTRIBUTION OF DIVISIONAL COURSES AND COURSE TITLES

SPECIAL NOTE: NO MORE THAN 6 HOURS IN A SINGLE DEPARTMENT OF THE COLLEGE OF ARTS AND SCIENCES OR IN ANY OTHER SCHOOL OR COLLEGE CAN BE COUNTED TO SATISFY THE DIVISIONAL STUDIES REQUIREMENT.

DIVISIONAL STUDIES A:

No knowledge of a foreign language is required for any course listed below

CLAS 014	Intro to Humanities I	CLAS 108	Greek Drama in English	GERM 107	Women in Literature
CLAS 015	Intro to Humanities II	CLAS 109	Classical Mythology	GERM 109	Northern Myths
ENGL 014	Intro to Humanities I	CLAS 111	Satire and Comedy	GERM 111	Classic Films in English
ENGL 015	Intro to Humanities II	CLAS 113	Gender in Antiquity	RUSS 100	Great Short Stories
SPAN 014	Intro to Humanities	CLAS 114	Love in Antiquity	RUSS 101	Literature in Revolution
SPAN 015	Intro to Humanities II	ENGL 054	African American Literature to 1940	RUSS 103	Love and Hate in Russia
GERM 014	Introduction to Humanities I	ENGL 055	African American Literature from 1940	RUSS 109	Slavic Mythology
GERM 015	Intro to Humanities II	ENGL 180	Chaucer	FREN 100	Senior Seminar French Culture
FREN 014	Introduction to Humanities I	ENGL 168	Introduction to Caribbean Literature	FREN 106	African Films
FREN 015	Introduction to Humanities III	HUMA 107	Women in Literature	FREN 107	Women in Literature
CLAS 016	Ideas in Antiquity	SPAN 100	Hispanic Literature in English	MUSC 100	Introduction to Music
CLAS 101	Greek Literature in English	SPAN 107	Women in Literature	ARTH 161	Art Appreciation
CLAS 102	Roman Literature in English	GERM 100	Individual and Society	THFD 010	Introduction to the Theatre
CLAS 103	Classical Art	GERM 101	Literature of Love		

DIVISIONAL STUDIES B: SOCIAL SCIENCES (OPEN TO FRESHMEN)

CLAS 104	Greek Civilization	HIST 005	Introduction to Black Diaspora I	RUSS 145	Cultural Life of Russia
CLAS 105	Roman Civilization	HIST 006	Introduction to Black Diaspora II	RUSS 146	Politics of Culture
CLAS 112	Law and Politics in the Ancient World	HIST 101	World Geography	RUSS 150	Three Rs: Rev-Rebell-Resign
CLAS 115	Slavery in Ancient World	HIST 102	Economic Geography	AFST 106	Foundation to African Studies
POLS 001	Introduction to Political Science	SOCI 001	Introduction to Sociology	AFRO 005	Afro-American Studies I
HIST 001	Introduction to Study of Civilization I	GERM 145	German Culture	AFRO 006	Afro-American Studies II
HIST 002	Introduction to Study of Civilization II	GERM 146	Cultural Life of Germany II		

DIVISIONAL STUDIES C: SOCIAL SCIENCES (OPEN TO SOPHOMORES)

CLAS 110	Blacks in Antiquity	HIST 003	Introduction to History	SOCI 198	Negro in America
ECON 001	Principles of Economics I	HIST 009	U.S. History to 1877	ANTH 110	Introduction to Cultural Anthropology
ECON 002	Principles of Economics II	HIST 010	U.S. History Since 1877	ANTH 120	Introduction to Biological Anthropology
ECON 199	Introduction to Urban Economics	HIST 030	Introduction to African History I	AFST 101	Introduction to Contemporary Africa
POLS 003	Introduction to Comparative Politics	HIST 031	Introduction to African History II	AFRO 131	Black Philosophy Religion Ritual
POLS 005	Introduction to African Politics	HIST 150	Modern Europe to 1815	AFRO 133	19 th Century Blk Soc-Pol Thght
POLS 011	State and Local Government	HIST 051	Introduction to European History	AFRO 191	Comparative Slavery
POLS 143	Black Politics: Electoral & Non-Elect	HIST 060	Introduction to East Asian Civilization		

DIVISIONAL STUDIES D: NATURAL SCIENCES

COMP 001	Life Sciences	MATH 009	Introduction to Statistics	PHYS 010	General Astronomy
COMP 002	Planetary Sciences	MATH 010	College Algebra II	PHYS 011	General Astronomy
COMP 003	Physical Sciences	MATH 012	Patterns in Math	PSYC 050	Introduction to Psychology
COMP 004	Computers and Society	MATH 026	Applied Calculus	BIOL 101	General Biology
CHEM 003	General Chemistry	PHYS 001	General Physics	BIOL 102	General Biology
CHEM 004	General Chemistry	PHYS 002	General Physics		
MATH 006	College Algebra I	PHYS 013	Physics for Science & Engineering Students-Lecture I		
MATH 007	Pre-calculus	PHYS 014	Physics for Science & Engineering Students-Lecture II		

PRIVACY RIGHTS OF STUDENTS

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

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

It is understood that the institution:

- i. cannot require as a condition of admission or award of financial aid, the waiving of right of access to letters of recommendation;
 - ii. must, upon request, furnish the names of all persons making confidential recommendations;
 - iii. shall use such letters ONLY for the purpose for which they were intended.
 - B. FOR A HEARING to:
 - i. CHALLENGE the content of his/her education record and, if appropriate;
 - ii. CORRECT OR DELETE any inaccurate, misleading or inappropriate data contained therein, and;
 - iii. INSERT a written explanation respecting the contents of such records.
2. EXCLUDES from student access CERTAIN FILES not directly related to the student's education records such as:
 - A. PERSONNEL NOTES institutional, supervisory and educational personnel;
 - B. Campus LAW ENFORCEMENT RECORDS;
 - C. EMPLOYEE FILES, if student is employed by the institution;
 - D. MEDICAL, PSYCHOLOGICAL-COUNSELING AND PSYCHIATRIC RECORDS or case notes maintained by an appropriate professional of the student's choice.
 3. DEFINES DIRECTORY INFORMATION which the institution may release without the written request of the student unless he/she has specifically (in writing) requested that no such data be released. Directory Information includes: Name; Address; Telephone Number; Date of Birth; Dates of Attendance; School or College; Major Field of Study; Credit Hours Earned; Degrees Earned and Honors Received.
 4. REQUIRES the institution to obtain the WRITTEN CONSENT OF THE STUDENT to release his/her education record (or personally identifiable data contained therein other than "Directory Information" subject to the limits specified above) EXCEPT FOR the

following persons/agencies/institutions specifically exempted by the ACT:

- A. PERSONNEL WITHIN THE INSTITUTION who have a "legitimate educational interest";
 - B. OFFICIALS OF OTHER INSTITUTIONS in which the student SEEKS, OR INTENDS, TO ENROLL (with the understanding that he/she will be so notified and a copy of the document granted if desired);
 - C. Certain GOVERNMENT OFFICIALS/AGENCIES listed in the ACT;
 - D. Persons/agencies in connection with a student's application for, or receipt of, FINANCIAL AID;
 - E. Recognized ORGANIZATIONS CONDUCTING STUDIES AS WELL AS ACCREDITING AGENCIES desiring information, each with the understanding that personally identifiable data is not to be released or retained after its purpose is served;
 - F. PARENTS OF DEPENDENT STUDENTS (as such dependency is defined in Section 152 of the Internal Revenue Code of 1954).
5. REQUIRES the institution to MAINTAIN A RECORD of those persons requesting and/or gaining access to the student's education record (except for 4.a. above and all requests for Directory Information).
 6. Makes it incumbent upon the institution to NOTIFY THE STUDENT in the event OF A SUBPOENA of his/her record or a judicial order requiring the release of such data.
 7. Expects the institution to INFORM THE STUDENTS of their rights under the provisions of this Act.

POLICY GOVERNING THE MAINTENANCE OF STUDENT RECORDS, THE RIGHTS OF STUDENTS REGARDING SUCH RECORDS, AND THE RELEASE OF INFORMATION ON STUDENTS TO THIRD PARTIES

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 other than authorized University purposes without his or her written consent, unless required by law. Student files shall be retained for a reasonable period of time. The Office of the Vice President for Student Affairs 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, must indicate the agency they represent and demonstrate a satisfactory basis for their request. Even as to such investigators, information in student records not priority released will be withheld if a student timely notifies Office of the Registrar in writing that he or she has withdrawn his or her prior consent. Student consent forms with reference to their educational records should be filed with the Office of the Registrar that 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 Vice President for Student Affairs 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 (e.g., Academic Records), 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 Telephones** — Officers and employees of the University will not normally release addresses or telephone numbers of students to persons not officially connected with the University. There may be an exception in cases of emergencies. Requests under claimed emergencies will be referred to the Office of the Dean for Special Student Services or the Office of the Dean of Residence Life for the purpose of making a judgment as to whether, under the circumstances, such information should be released.

5. **Student Review of Records** — A student may make a written request to review an educational record of a type found on the Student Educational Record List at any appropriate University office at any reasonable time. Upon receipt of such requests, the office involved will make the arrangements necessary to accommodate requests for review of student records as soon thereafter as practicable. A student may waive in writing the right to review letters of

recommendation written in his or her behalf or at his or her request which have been placed in his or her educational record after January 1, 1975. If a student challenges the contents of his or her student educational records on the grounds that they are either inaccurate, misleading or otherwise recorded in violation of his or her rights he or she shall be accorded a hearing in order to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein, and to insert into such record, where found to be warranted, a written explanation from an appropriate source respecting the content of such records. The hearing shall be conducted by a person designated by the President of the University of 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 that is to be extracted from student records which are essentially confidential. Approval to conduct such research must first be obtained from the person in charge of the involved discipline(s) and, following this, authorization to utilize student records must be obtained from the administrative officer under whose jurisdiction the records which are to be utilized are maintained. In such instances the administrative officer maintaining custody of such records shall make every effort to insure the anonymity of identifying information contained in the records utilized.

9. **Removal of Records from Custodial Office** — Except, as required, in cases involving litigation, a student's permanent academic record may not be removed from the Office of the Registrar. 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** — Admission applications (of individuals who actually enroll) and academic records shall be maintained indefinitely by the Office of the Registrar. 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 Vice President for Student Affairs 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 Vice President for Student Affairs 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
September 27, 1975

ADMINISTRATIVE PROCEDURES RELATING TO THE RIGHTS OF STUDENTS REGARDING RECORDS MAINTAINED ON THEM BY HOWARD UNIVERSITY

1. The University will at least annually, provide notice to students, of the following:
- the types of educational records and information contained therein directly related to students and maintained by the University;
 - 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
 - the categories of information, if any, which the University has designated as directory information.
2. A student desiring to review a reviewable University record shall execute in writing a form entitled "Request for Review of Student Record" obtained from and provided by the office concerned. A record of all requests for review of records by students, including the disposition thereof, shall be maintained by all offices of the University in which such requests are made. In instances in which a student requests a review of the contents of a University record, the office involved shall provide for such review with an appropriate official of the office within a reasonable time. Costs incurred in connection with furnishing a student a copy of anything contained in the University record and requested by such student will be borne by the student. Such appropriate costs will be established by the Vice President for Fiscal Affairs in consultation with the Vice President for Student Affairs.
3. A student, who after having reviewed a University record, is of the opinion that such record contains information or material that 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 appropriate disposition. In considering such request, the University official(s) involved will make a diligent effort to resolve the matter informally, amicably and in the best interests of the student and the University. If the student making the request objects to the action taken, he/she may request in writing a hearing in which the propriety of the action taken may be contested. It should be expressly understood that such a hearing is not to be used as a forum to contest whether a teacher should have assigned a higher grade because a student believes that he or she was entitled to a higher grade.
4. Upon notice that the student wishes to have a hearing, the office involved shall notify in writing the Office of the General Counsel of the University. A hearing officer, for the purpose of hearing appeals requested by students, shall be designated by the Office of the General Counsel. The hearing officer shall schedule the date, time and place of such hearing. Upon notice from the hearing office, the Dean or Director of the office involved shall provide written notification to the student as to the date, time and place of the hearing. The Dean or Director will select one person to be the University representative at such hearing.
5. At all such hearings, the student and the University representative will be accorded the following procedural rights:
- Advance notice of the date, time, and place of the scheduled hearing
 - Personal appearance
 - To present their case or have the same presented in their behalf by anyone of their choice;
 - 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 Vice President for Student Affairs for an appeal. Both the student and the University representative may submit a written argument in support of their position. The Vice President for Student Affairs 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 Vice President for Student Affairs determines that there need be no further hearing, the decision rendered by the hearing officer will be final. Where the Vice President for Student Affairs decides to reopen the case, the decision rendered by him shall be final.

STUDENT EDUCATIONAL RECORD LIST

Records the University maintains on students are described and listed below. Offices maintaining such records are specified and their locations indicated. These offices are open Monday through Friday (except holidays) from 8:30 am until 3:00 pm.

1. **Academic records** — Academic records on students contain applications for admission, (including applications for readmission), the Howard University permanent record (containing all grades duly recorded), instructors' grade reports, and copies of official forms or reports reflecting, special grade reports and records of all total withdrawals from the University by students. The above records are maintained by and located in Office of the Registrar, Suite 104, Mordecai Wyatt Johnson (Administration) Building.

Special note on academic records

Records bearing directly on the academic status of students are also maintained in the offices of the appropriate academic Dean, the department in which students' major programs are supervised and coordinated as well as the offices of student advisors of the respective schools and colleges in which such students are enrolled. These records generally include SAT (Scholastic Aptitude Test) and CEEB (College Entrance Examination Board) scores, high school transcripts, college/university transcripts for institutions previously attended, high school equivalency (GED) scores and certificates of completion (in specialized areas), and the like, such as in the case of international students—a certificate evidencing adequate familiarity with the English language. The locations of these specific offices may be ascertained by inquiring at the office of the appropriate academic Dean.

2. **Violations of the University Code of Conduct and criminal laws records**—Records on individual students who have been implicated in violations of the University Code of Conduct and/or locally operative criminal laws and as a result of which the University Office of Security and Safety Services has become involved. Records of the above-listed incidents are

maintained by and are located in the Office of Security and Safety Services, second floor, Service Center Building, 2244 10th Street NW (202-806-1073).

3. **Disciplinary records, student misconduct records, and records of infractions of Code of Conduct** — Records of student conduct involving infractions of conduct standards established for students are maintained by and are located in the Office of the Dean for Special Student Services, Room 725, Howard Center, 2225 Georgia Avenue.
4. **Financial aid records** — Financial aid records of students contain applications for financial aid or part-time employment (including work study), credentials submitted in support of such applications' loans as well as information on action taken on such applications. These records are maintained by and are located in Financial Aid. Records of specialized financial aid which is pursued through direct application to departments of one's specialization are maintained by and located in such departments.
5. **Student Financial Services** —An individual's account record reflects all financial transactions made with the University in connection with the payment of required tuition, fees, room rent, and special assessments such as library book charges, and the like. Any adjustment made in the account, for whatever reason, is similarly reflected. This record is maintained by and located in Student Financial Services/Student Accounts, Suite 115, Administration Building.
6. **Student employment** —Records are maintained on students who apply for employment through the Office of Career Planning and Placement. These records contain the subject's resume and letters of recommendation, if any, such as are submitted at his/her request. Such records are maintained by and are located in the Office of Career Planning and Placement, Wing I, Second Floor, C.B. Powell Building. Members of the faculty, student body, or staff who have questions regarding the information above are invited to inquire at the Office of the Dean for Special Student Services, Room 725, Howard Center on the main campus, or by telephone at (202) 806-2120.

Howard University Student Code of Conduct and Judiciaries

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 these values.

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

The Code is applicable to all students, which includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, professional or unclassified studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered "students," as are persons who are living in University residence halls, although not enrolled in this institution. Those persons include, but are not limited to new, continuing or transfer students, participants involved in pre-college programs, workshops, seminars, special classes, summer programs, athletic programs, and camps affiliated with the University. The Code applies to all locations of the University and to all student groups and organizations as referenced in the Code.

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

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

The Code applies to incidents occurring on campus and, as further explained below, to some situations occurring off-

campus. Incidents that involve students and that occur at institutions that are part of the Washington Metropolitan Area Consortium of Universities are also subject to this Code. Students who are involved in clinical rotations, practicum, internships, externships or other activities directly involved with an academic program of study are also subject to the Code.

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

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

Judicial action against any student committing a violation of the Code off-campus will be considered on a case-by-case basis upon receipt of the filing by a Complainant of an *Allegation of an Off-Campus Violation of the Howard University Student Code of Conduct* form. The Complainant must obtain the form from the ODSSS, and the form must be completed and returned to that office. After review of the form, ODSSS will make a determination of 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. Disciplinary action may be taken with respect to any student convicted of, or charged with, a felony or misdemeanor, as delineated in Section V: Special Provisions on Students Charged With Or Convicted of A Criminal Act.

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

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

SECTION II: COOPERATION WITH LAW ENFORCEMENT AUTHORITIES

The University cooperates fully with law enforcement authorities and violations of the Code that are also violations of federal or local law may be referred to the appropriate non-University authority. Proceedings under the Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Dean for Special Student Services. Determinations made or sanctions imposed under the Code shall not be subject to change because criminal charges arising out of the same

facts as a result of the violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

The Howard University Police Department (HUPD) works closely with area law enforcement agencies, particularly the Washington, DC Metropolitan Police Department (MPD). HUPD 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 nor the means of protest that interfere with the legitimate rights of others.

1. General Rights and Freedoms

Students shall have the following rights and freedoms:

- A. As members of the University community, all students are guaranteed freedom of expression, inquiry and assembly, the right to form a student government, organize groups, to join associations in support of any cause or common interest, and to peacefully protest, provided that such activity is conducted in a legal manner, is in accordance with University regulations, and does not abridge the rights of others.
- B. Students have the right of fair access to all educational opportunities and benefits available at the University in an environment that is safe and free of invidious harassment, discrimination, or intimidation.
- C. Students have a right to privacy in accordance with the policy expressed in the Family Educational Rights and Privacy Act of 1974 (FERPA).
- D. Students have the right and responsibility to report, in good faith and without fear of retaliation, violations of this *Code*, the *University Code of Ethics and Conduct*, and violations of any other policy of the University, to appropriate academic or administrative officers of the University.

2. Procedural Rights and Freedoms

Students accused of violating this *Code* have the following rights:

- A. To have access to all University policies and procedures regarding the functioning of the disciplinary process.
- B. To be informed of and to have explained as required the pending charges.

- C. To be free from intimidation by University employees in the resolution of disciplinary matters.
- D. To face accuser(s) and have the opportunity to cross-examine them and any witnesses.
- E. To be free from searches or seizures unless based on reasonable cause by appropriate officials. In accordance with written procedures approved by the Vice President for Student Affairs, searches and seizures may be made by the Vice President for Student Affairs and his/her designee, housing staff, University officers and officials and University Police.
- F. To have a fair and impartial hearing before an appropriately appointed hearing board, appeal board, or Administrative Hearing Officer.

3. Responsibilities

All students share the following responsibilities:

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

SECTION IV: EMERGENCY ACTION SUSPENSIONS AND INVOLUNTARY ADMINISTRATIVE TOTAL WITHDRAWALS

1. Emergency Action Suspension

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

On rare occasions, this authority may be exercised on an exigent basis to protect a student's own physical or emotional safety and well-being, University property and/or the health and safety of particular individuals and/or the University community, or to prevent the threat of disruption of, or interference with, the normal operations of the University. On such occasions, the President or Dean for Special Student Services may take emergency administrative action to immediately suspend a student's enrollment. The student will be notified in writing and/or orally of this action and the reasons for the suspension. An Emergency Action Suspension Hearing (EASH) will be held as soon as one can be convened, within thirty (30) days from notification of action. The purpose of the EASH will be to determine if the student may remain enrolled until a regular Disciplinary Hearing, as described in Section V of the *Code*,

is held and a decision is rendered. The notice will include the time, date and place of the hearing.

2. Involuntary Administrative Total Withdrawals

In situations where the University cannot effectively monitor or control the conditions or behaviors of certain students, it reserves the right to effect an Involuntary Administrative Total Withdrawal. In circumstances where the mental, emotional and/or physical welfare of the student and the various elements of the University community are in jeopardy, or where the student's behavior and conduct becomes an imminent danger, it may become necessary to take emergency action to temporarily or permanently separate a student from the campus community. Further, the University reserves the right to contact the student's parent, guardian, or next of kin in the event of a medical emergency. The Family Education Rights and Privacy Act (FERPA, 34 CFR 99.36) 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 behaviors or lack of good judgment, suicidal behaviors, self-destructive behaviors, or has untreated or uncontrollable medical or mental conditions which result in actual or possible imminent danger of injury to themselves or members of the University community; (b) demonstrates an inability, without adequate care, to satisfy personal needs, to include activities of daily living, nourishment and maintenance of shelter; (c) demonstrates a 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, interferes with the educational process 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 total withdrawal, a student may be denied access to the campus, classes, residence halls, University activities, and denied privileges for which the student might otherwise be eligible, as the Dean for Special Student Services may determine to be appropriate. In making this determination, the Dean for Special Student Services will consult with appropriate academic administrators and health care professionals, to include but not limited to the Dean for the University Counseling Service and the Medical Director of the Student Health Center.

Timeline of Process

Howard University will schedule a hearing within thirty (30) days of the student's Emergency Action Suspension or Involuntary Administrative Total Withdrawal, unless the student makes a written request asking that the hearing occur sooner than thirty (30) days. However, if the student submits a written request for an earlier hearing date, the hearing will not occur any sooner than ten (10) business days following receipt of the written request. The Dean for Special Student Services will notify the student in writing and/or orally indicating the reason for the Emergency Action Suspension or Involuntary Administrative Total Withdrawal and the date, time and place of the hearing. Appropriate University personnel may be present and/or consulted at this meeting. Parents, spouses, or any persons who would be of

support to the student may, with the consent of the Dean for Special Student Services and the student, participate in the hearing.¹ At the hearing, the University will state its reasons for concern and the student will be given an opportunity to respond.

The Dean for Special Student Services will notify the student in writing of the decision and the basis for the decision within ten (10) business days of the hearing. If it is determined that the student does not present a threat to himself/herself or others, the student will be permitted to continue as a student. If the decision is that the Emergency Action Suspension or Involuntary Administrative Total Withdrawal shall remain in effect, the communication will indicate what, if any, stipulations may govern his or her return to the University. Such stipulations may include providing certification from a healthcare professional indicating the student is able to return to the University. The Section 504 Coordinator may be involved when a student seeks a return to the University.

Appeal

Students who wish to appeal Emergency Action Suspensions and Involuntary Administrative Total Withdrawals shall submit their appeal to the Dean for Special Student Services, who will forward the appeal through the Vice President for Student Affairs to the Provost or to the Senior Vice President for Health Sciences. In those cases where internal and/or external health professionals were consulted, a report of findings and response to the appeal will be obtained.

In those cases, where internal and/or external health professionals were consulted, a report of findings and response to the appeal will be obtained. In addition, the President or Dean for Special Student Services may require the student, at his or her expense, to obtain a psychiatric/medical evaluation from appropriate professionals external to the University to be presented. The Office of the General Counsel will be consulted for legal advice before a final decision regarding the appeal of an emergency action is reached. There shall be no further appeal of this decision.

SECTION V: EMERGENCY ACTION OF STUDENTS CHARGED WITH A CRIMINAL ACT

A student charged with a crime, either a misdemeanor or felony, by any local, state, or federal entity may be subject to an Emergency Action Suspension by the Dean for Special Student Services.

In addition, disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the *Code* without regard to the pendency of the civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this *Code* may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Dean for Special Student Services. Determinations made or sanctions imposed under this *Code* shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the *Code* were dismissed, reduced, or resolved in favor of or against the criminal defendant.

Emergency Action Suspension of a student charged with a criminal act will occur only in situations where the University determines there is a risk of substantial harm to the health or safety of the student or other individuals or to prevent the threat of disruption of, or interference with, the normal operations of the University. An individualized assessment will be made after consultation with the Office of the General Counsel and after considering the best available objective information.

Timeline of Process

Howard University will schedule a hearing within thirty (30) days of the student's Emergency Action Suspension, unless the student makes a written request asking that the hearing occur sooner than thirty (30) days. However, if the student submits a written request for an earlier hearing date, the hearing will not occur any sooner than ten (10) business days following the receipt of the written request. The Dean for Special Student Services will notify the student in writing and/or orally indicating the reason for the Emergency Action Suspension and the date, time, and place of the hearing.

A student may be suspended or expelled prior to the final resolution of the criminal matter, but a student has the affirmative duty to notify the University of the conclusion of the matter. After being duly notified of the scheduled disciplinary hearing, if the charged student is unable to appear due to incarceration or incapacitation at the time of the regular disciplinary hearing, the student may request in writing that the disciplinary hearing be postponed and rescheduled when he or she is able to appear, or after the conclusion of the criminal proceedings.

Additionally, the student has an affirmative duty to notify the University of any status change in the criminal matter. If a student does not provide such notice or fails to communicate with the University within one (1) calendar year, the University will take measures for permanent expulsion.

University Decisions Upon Criminal Conviction

It is the University's policy that a student convicted of a felony shall be expelled from the institution, irrespective of the student's current enrollment status. A decision about the continued enrollment of any student convicted of a misdemeanor will be made on a case-by-case basis by the Dean for Special Student Services, which may be appealed through the Office of the Vice President for Student Affairs to the Office of the Provost or the Office of the Senior Vice President for Health Affairs for students in the Division of Health Affairs.

SECTION VI: FILING A COMPLAINT AND REQUEST FOR UNIVERSITY DISCIPLINARY ACTION AND NOTIFICATION TO THE ACCUSED

Reports of violations of the *Code* may result from a written Incident Report taken by Campus Police. If a charge of a violation of the *Code* is not made as a result of such report, it is the responsibility of the Complainant, whether a student or University employee, to take action to pursue resolution of a violation. First, the Complainant must review the *Code* to determine the specific provisions violated by the Accused Student. Second, the Complainant must obtain, complete, and file a *Request for Resolution of an Alleged Violation of the Student Code of Conduct* form within fourteen (14) calendar days of the incident or knowledge of the incident.

Forms submitted after this fourteen (14) calendar day period will only be resolved if extenuating circumstances are present, and require approval of the Dean for Special Student Services. More than one provision of the *Code* may be cited in the complaint form. The forms are available in the Office of the Dean for Special Student Services.

The Accused Student will be notified by the Dean for Special Student Services of an alleged violation by certified letter and/or telephone call, and will be asked to report to the Dean for an interview. ODSSS will make reasonable efforts to contact the student at the local and/or permanent address.

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

If a determination is made by Dean for Special Student Services that a violation of the *Code* may have occurred, the Complainant(s) and the Accused Student(s) will be contacted by the Dean for Special Student Services within fifteen (15) business days after receipt of the completed *Request for Resolution of an Alleged Violation of the Student Code of Conduct* form.

Both the Complainant(s) and the Accused Student(s) will be required to put in writing their accounts of the incident. Upon written notification, the Complainant(s) and the Accused Student(s) may request that their full written accounts be submitted to the Howard University Police Department and substituted for the incident statement. The Accused Student(s) will be informed of the allegation and related information, and he/she will be given an opportunity to provide his/her version of the facts, and allowed to plead "Responsible" or "Not Responsible." The Incident Statements of the Complainant(s) and Accused(s) will be shared with both parties, upon request.

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

A plea of "Not Responsible" by the Accused Student(s) will result in an automatic remanding of the case to the appropriate hearing board or to an Administrative Hearing Office at the discretion of the Dean for Special Student Services. The Accused Student(s) and the Complainant(s) will be notified by mail of the date, time and place of the hearing.

All "Responsible" pleas by the Accused will result in an ODSSS review of the case and determination of appropriate sanction(s) to be imposed. The Complainant will receive written notification of the sanction(s). The sanction(s), not the plea, may be appealed in writing to ODSSS using the process for Filing an Appeal outlined in Section XVI, except when the Dean for Special Student Services appoints an Appeals Hearing Officer during periods when an Appeals Board cannot be convened.

SECTION VIII: PROHIBITED BEHAVIORS

The following is an illustrative list of the types of conduct, including actual conduct and attempts to engage in such conduct, which are 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*.

1. Safety

- A. Causing any condition that jeopardizes the safety of individuals, groups of individuals, or the University community; participating in conduct or behavior that explicitly endangers the safety and well-being of oneself or others.
- B. Tampering with safety measures or devices, such as alarm systems, fire extinguishers, exit signs, emergency phone systems, smoke or heat detectors, fire hoses, security systems, locked exterior or interior doors, and sprinkler systems.
- C. Failing to conform to safety regulations, such as falsely reporting an incident, failure to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms, inappropriate use of the alarm system, and similar conduct.
- D. Falsely reporting the presence or threat of a bomb or any other dangerous device or condition.
- E. Having the knowledge of and not reporting an event or act that would potentially endanger members of the University community.

2. Weapons

- A. Possession of weapons including firearms, items that eject projectiles, knives, or any item that any reasonable person would consider to have the possibility of doing bodily harm.
- B. Possessing, using, storing, 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.

3. Discrimination

A. Engaging in verbal or physical behavior directed at an individual or group based on national origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them as a member of the University community. The *Code* includes bias-related or hate crimes as defined in the DC Code.

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

4. Harassment

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

- A. Making an expressed or implied threat affecting another person's academic pursuits, University employment, or participation in activities sponsored by the University or organizations or groups related to the University, or;
- B. Engaging in unwarranted obstruction or interference with respect to educational, campus activity, or personal pursuits, employment or participation, which includes but is not limited to: behaviors or communications which detract or interfere with an instructor's ability to provide instruction in the classroom, laboratory, clinical practicum or clerkship, or any activity directly related to teaching, instruction or academic advisement and counseling, or any academic support services throughout the University community.
- C. Creating an intimidating or demeaning situation or environment or inflicting personal, social, academic, psychological or emotional harm, or undue stress.

5. Sexual Harassment

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

- A. Submission to such conduct is made either explicitly or implicitly as a basis for any decision affecting the terms or conditions of participation in any organization, program or activity, or status or evaluation (including grades) in an academic course; or
- B. Such conduct has the purpose or effect of unreasonably interfering with a student's educational right, privilege, advantage, or opportunity.
- C. Such conduct is so pervasive or severe that it creates an intimidating, stressful, hostile, or offensive environment for learning and has no

reasonable relationship to the subject matter of the relevant course of instruction.

6. Assault

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

7. Sexual Abuse

Sexual abuse occurs when the act is intentional and is committed either by:

- A. Physical force, violence, threat, or intimidation;
- B. Ignoring the objections of another person;
- C. Causing another's intoxication or impairment through the use of drugs or alcohol;
- D. Taking advantage of another person's incapacitation, state of intimidation, helplessness, or other inability to consent.

Sexual Misconduct

Sexual misconduct occurs when the act is committed without intent to harm another and where, by failing to correctly assess the circumstances, a person believes unreasonably that effective consent was given without having met his/her responsibility to gain effective consent.

8. Battery

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

9. Stalking

- A. Stalking is defined as willfully, maliciously and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested.
- B. Stalking is behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the University to seriously alarm, torment, or terrorize the person.

Stalking can either be physical or electronic.

10. Hazing

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

11. Alcoholic Beverages

The University prohibits the unauthorized possession, use or distribution of alcoholic beverages. The University enforces all local and federal laws or regulations that regulate and control the sale or use of alcohol. The University limits on-campus use of alcoholic beverages to specified areas and to persons of legal age. Underage drinking is not permitted or sanctioned by the University. Violations of the University's Alcoholic Beverages Regulations and Guidelines are violations of the *Code* 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 by the appropriate University official for students over 21 years of age.
- B. Consumption and/or possession of alcoholic beverages in the residence halls are prohibited.
- C. Aiding or abetting an underage person in the purchase of alcoholic beverages or providing an underage person with alcohol.
- D. Student organizations affiliated with schools and colleges may not serve alcoholic beverages at events without the express written approval by the Academic Dean of the school or college and the Director of Student Activities regarding the location and conditions of possession and consumption. 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 particular 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.
- G. Providing alcohol to underage persons.

- H. Possession of an open alcohol container in a public area.
- I. Consumption of alcohol in a public area.
- J. After consuming alcoholic beverages, students must assume full responsibility for their conduct as it relates to the need for the exercise of good judgment, moderation, respect for the rights of others, and the legal regulations of the jurisdictions involved.

12. Drugs/Controlled Substances

The University prohibits the possession, use, sale or distribution of illegal drugs or controlled substances and enforces all local and federal laws that prohibit the possession or sale of illegal drugs or drug paraphernalia. 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 eligibility for federal financial aid may be obtained from the Office of Financial Aid.

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

- A. The possession, use, manufacturing, distribution or intent to distribute and/or sale of a controlled or illegal substance. Examples of these illegal substances are: crack cocaine, ecstasy, date rape drugs, marijuana, cocaine, heroin, or any other narcotic or controlled substance except as expressly prohibited by law.
- B. The illegal possession, use, manufacturing, distribution or intent to distribute and/or sale of drug paraphernalia.
- C. Aiding or abetting an individual or individuals who are in illegal possession, or who have an intent to use, sale, or to distribute or who use, sale, or distribute 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. Under federal and local laws, any student convicted of a drug-related offense will be denied all federal assistance, including Pell Grants.

13. Forgery, Fraud, Dishonesty

Forging the name of a University employee, another student or any other person or entity, altering or misusing official University forms, documents, records, stored data, electronic data bases and University enterprise systems, identification of, or knowingly furnishing false information to University officers, officials, faculty and/or employees or providing such information involving or referring to the University to off-campus organizations, institutions, or individuals.

Making false statements in public or private, including knowingly filing false charges under the *Code*. Aiding and

abetting another individual in the conduct of such actions also constitutes a violation of this provision.

The University has registered its name, logo and seal as trademarks. As such, these marks are 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 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 or to have a manufacturer reproduce the University trademarks on merchandise for sale or distribution. The use of the University seal is 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 requests to the Office of the President or the Office of the Secretary, accompanied by a justification.

14. Property Damage

A. The attempt of, or unauthorized removal, use of, or the defacing of University property, or property under University custody or control resulting in its destruction or damage.

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

15. 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.

The *Code* extends to identity theft as defined by the DC Code.

16. Unauthorized Entry, Use, or Trespassing

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

17. Organization and Event Registration

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

18. Failure to Comply/Non-Compliance

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

B. The Howard University student identification card shall be carried by students at all times and surrendered upon the

reasonable request of any University Official, Faculty Member, Staff Member and all Residence Hall Personnel.

Failure to comply with any disciplinary procedure, within the identified time frame, will result in a hearing with sanctions applied.

19. Smoking

Smoking is prohibited in all University buildings and residence halls.

20. Disruptive Conduct

- A. Acting in a manner that impairs, interferes with, or obstructs the orderly conduct, processes, or functions of the University or of any person or persons on University owned or operated property or at any University-sponsored event.
- B. Students whose behavior, communications, and/or attire may be considered disruptive while participating in academic programs, University activities, programs and general operations. Behaviors would include: use of electronic devices such as pagers, cell phones, video games, walkmans, personal music players, playing computer games during class sessions, laboratory or clinical practicum's or clerkships and periods of academic instruction, remediation, or tutorial assistance. Disruptive conduct would also include the wearing of apparel or clothing in class, or during academic instruction that is lewd, profane or sexually explicit; attire that conveys messages in print or in picture form that are profane, vulgar, patently offensive, racist or discriminatory, and this conduct disrupts the instructor's ability to maintain decorum or provide academic instruction in the classroom, laboratory, or other instructional environments.

This also includes students who engage in disruptive behaviors or communications with an instructor, such as swearing or cursing, which impedes the ability of the instructor to present academic information in the classroom or laboratory, clerkship, conduct academic advisement, counseling, or tutorial assistance.

- C. Students are required to carry the Howard University student identification card at all times and are required to surrender it upon reasonable request by any University Official, Faculty Member, Staff Member and all Residence Hall Personnel.

21. 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.

22. Harboring

Harboring is knowingly allowing any fugitive from justice, or any student, employee, or any 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 would also include harboring any individual who is considered to be a fugitive from justice or for whom there is an outstanding warrant.

23. Contracts

Students as individuals or representatives of student organizations are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability 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.

24. Established Policies And Procedures

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

25. Violation Of Criminal Codes Of the Local, State, or Federal Governments

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

26. Embezzlement

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

27. Contempt Of, Or Interference With, Any Disciplinary Program Actions Or Activities

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

28. Media Contact

Students are expressly prohibited from speaking on behalf of, or for, Howard University with any media organization or publication, or 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.

29. Presenting False Testimony

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

SECTION IX: UNIVERSITY-WIDE DISCIPLINARY HEARING BOARDS AND HEARINGS; ADMINISTRATIVE HEARINGS AND OFFICERS; APPEAL HEARINGS AND BOARDS; ADMINISTRATIVE APPEAL HEARINGS AND OFFICERS

The adjudication of alleged violations of the *Code* is conducted by a duly appointed University-Wide Disciplinary Hearing Board, or by an Administrative Hearing Officer.

The Dean of Special Student Services reserves the right to assign a case to a Disciplinary Hearing Board or to an Administrative Hearing Board. Those cases involving charges which may result in possible indefinite suspension, withdrawal or expulsion will be remanded to a Disciplinary Hearing Board.

1. Disciplinary Hearing Boards

There shall be University-wide disciplinary hearing boards as follows:

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

Members of the University-wide disciplinary hearing boards shall be selected from a pool of students, faculty members, and administrators trained by ODSSS. The pool of board members consists of those qualified appointees submitted by University officers, Deans of the schools and colleges, the Faculty Senate, ODSSS, the Howard University Student Association (HUSA), and any other undergraduate or graduate student governing bodies approved by the Vice President for Student Affairs. Organizations shall select potential appointees according to their internal policies and procedures. Volunteers may also be part of the pool if they meet the qualifications for the category of their status at the University and they submit the "Offer to Volunteer for University Disciplinary Program" form to ODSSS. ODSSS shall provide at least two written requests for names to officials and organizations. In the event that appointments are not made by the deadline by the appropriate student and faculty organizations, ODSSS shall appoint persons to the board pool from the faculty and student body, subject to the approval of the Vice President for Student Affairs.

The disciplinary hearing boards have jurisdiction over all students subject to the *Code*. They are responsible for reviewing and evaluating all of the relevant information, conducting hearings, rendering a decision of "Responsible" or "Not Responsible" and making recommendations for sanctions, if any, to the Dean for Special Student Services.

2. Disciplinary Hearing Board Membership

The membership of the disciplinary hearing boards is as follows:

Each board shall be comprised of seven (7) members. No more than three (3) members can be students who meet the qualifications outlined below. The remaining members shall be from the pool of qualified faculty and administrator appointees, or volunteers, who meet the qualifications outlined below.

A minimum of five (5) members will constitute a quorum.

A. Undergraduate Students:

- a. Validated for the semester(s) of service.
- b. In good academic, disciplinary and financial standing.
- c. At least 24 credits earned at time of appointment.
- d. Can serve for two (2) academic years or until graduation.

B. Graduate/Professional Students:

- a. Validated for the semester(s) of service.
- b. At least one (1) semester of enrollment by the time of appointment.
- c. In good academic, disciplinary, and financial standing.

C. Faculty:

Must have been a member of the University faculty for a minimum period of one (1) year at the time of appointment.

D. Administrator/Staff:

Must have been an employee of the University for a minimum of one (1) year at the time of appointment.

E. Chair:

The Dean for Special Student Services shall appoint a faculty member or administrative staff member of each board to act as Chair.

3. Administrative Hearings

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

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

- A. A student charged with a violation will be assigned to the administrative hearing process, unless the violation merits indefinite suspension, withdrawal or expulsion.

- B. The Dean for Special Student Services determines that it is not possible or practical to convene a disciplinary hearing board or appeal board at the time the case is scheduled (e.g., summer sessions, semester breaks, lack of a quorum, spring break, etc.) and that it is in the University's best interest to have the case heard expeditiously.
- C. The nature of the case is such that the Dean for Special Student Services believes the best interest of the student and/or the University would be served by the use of an Administrative Hearing. If the Complainant or the Accused Student objects, either may appeal this decision in writing to the Vice President for Student Affairs, within ten (10) business days following notice of the Administrative Hearing. The Vice President shall render a decision within three (3) business days.
- D. The Dean for Special Student Services reserves the right to determine which cases are to be heard by a University-wide Disciplinary Hearing Board. In most cases, the use of an Administrative Hearing Officer is prescribed. In cases, which could result in the indefinite suspension or expulsion of a student, a University-wide Disciplinary Hearing Board is warranted.

4. Administrative Hearing Officers

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

5. Appeal Boards

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

Each Appeal Board shall be comprised of five (5) members. No more than two (2) members shall be qualified students. The remaining members shall be qualified faculty members, administrator appointees or volunteers.

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

A faculty member or administrator who is a member of the board will be appointed by the Dean for Special Student

Services to serve as Chair of each Appeal Board. A majority of four (4) will constitute a quorum.

6. Administrative Appeal Hearing

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

7. Administrative Hearing Appeal Officers

Administrative Appeal Hearing Officers are selected and trained by the Dean for Special Student Services. The Administrative Appeal Hearing Officer is responsible for meeting with the Chairperson of the University-wide Disciplinary Hearing Board, reviewing all documents from the case file and hearing, and for conducting the appeal hearing. The Officer shall be the sole judge of the relevancy and admissibility of evidence presented for consideration. The qualifications for an Administrative Appeal Hearing Officer shall be the same as for an Administrative Hearing Officer. The Administrative Hearing Appeal Officer shall have no engagement in the pending appeal brought for his review.

SECTION X: HEARING PARTICULARS

1. Notification of Hearing

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

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 ODSSS as soon as this fact is known. Written documentation of extenuating circumstances must be provided. Failure to adhere to this policy may result in additional disciplinary action and/or

conducting the proceeding without the benefit of the absent person's participation.

3. Document Access

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

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

4. Briefings and Consultations

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

5. Failure to Attend

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

A witness, who is called by ODSSS or a Hearing Officer, with evidence critical to the resolution of a violation of the *Code* given reasonable notification of a hearing who refuses to attend may be considered in contempt of the disciplinary process and subject to possible disciplinary action.

6. Rules of Evidence and Legal Representation

Howard University's disciplinary proceedings are not subject to the formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court. Rather, boards and administrative hearing officers shall make a determination based on whether the record makes it more likely than not that the charges are true.

The Accused Student(s) and the Complainant(s) may consult with their personal legal counsel in preparation for a hearing; however, attorneys are not allowed to attend a disciplinary hearing or to represent a student at a hearing. A student may elect to have a peer advisor, at a hearing, who shall serve in an advisory capacity only. Advisors are not permitted to speak or to participate directly in the hearing. Peer advisors must be current students in good academic, disciplinary and financial standing with the University.

7. Scope of Evidence Considered In a Disciplinary Action

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

SECTION XI: PROCEDURES FOR CONDUCTING A DISCIPLINARY HEARING

1. Closed Hearings

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

2. Witnesses

In those situations when a Howard University Police Department Officer(s) may have taken a report and/or investigated an incident relevant to the proceeding, ODSSS, 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 it is determined by the Board or Hearing Officer that the HUPD Officer's presence will facilitate the finding of facts. The Complainant or the Accused Student should contact University Police directly to make such a request and, at the same time, notify ODSSS of the request.

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

3. Postponement

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

4. Quorum Requirement

Five (5) members of appointed board members shall constitute a quorum necessary to conduct business, including receiving evidence and rendering a decision. Only members present may vote.

5. Role of the Chair

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

6. Burden of Proof

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

7. Steps in the Hearing

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

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

- B. Deliberations shall be conducted only with board members, University counsel, and ODSSS staff present.
- C. Boards shall consider only such information as may constitute the record.
- D. Determinations as to responsibility for violations of the *Code* and recommended sanctions shall be made by a simple majority vote of the Board, except that recommended sanctions of suspension and expulsion require a two-thirds vote.
- E. The Chair of the board shall prepare a written report of the hearing finding(s), including the basis(es) for the finding(s) and shall submit it to ODSSS within ten (10) days of the hearing. When there is a finding that the Accused Student is "Responsible" for violating the *Code*, there shall be recommendations for sanctions. The Chair signs the report on behalf of the board. ODSSS will provide notification to the Accused Student and Complainant of the board's determination.
- F. Sensitive information considered by the Dean of Special Student Services or his/her designee to determine sanctions shall be deemed confidential and will not be shared with students, except that upon written request from any alleged victim of a crime of violence or no forcible sex act, the result of the University's disciplinary proceedings against the accused student will be disclosed.

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

1. Closed Hearings

All hearings are closed to anyone other than those persons directly involved, ODSSS staff, University counsel, the Complainant, the Accused Student, and witnesses, unless the hearing officer determines otherwise.

2. Witnesses

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

3. Postponement

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

4. Role of the Administrative Hearing Officer

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

5. Burden of Proof

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

6. Steps in the Hearing

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

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

- G. The Administrative Hearing Officer shall consider all information in the record.
- H. The Hearing Officer shall prepare a written report including any recommended sanctions, and submit the report to ODSSS within five [5] days of the hearing. ODSSS shall notify the Accused Student and the Complainant of the Hearing Officer's determination.
- I. Sensitive information considered to determine sanctions by the Dean of Special Student Services or designee 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, the results of the University's disciplinary proceedings against the accused student will be disclosed.

SECTION XIII: NOTIFICATION OF HEARING OUTCOME

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

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

SECTION XIV: DISCIPLINARY SANCTIONS

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

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

1. General Terms

- A. Parents of minor or dependent students who receive a disciplinary sanction may be notified of that action by the University.
- B. The University reserves the right to apply any sanction for a violation of the *Code* that, in its sole discretion, appropriately addresses the gravity and frequency of the offense. One or more sanctions may be imposed for any offense. Prior offenses are cumulative and any student found guilty of the same offense or a second offense of equal or greater magnitude, may be suspended or expelled from the University. 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, the time in the semester or term when the violation occurs, scholarship status, or any other factor.
- D. Students who have not completely fulfilled their sanctions may be allowed to participate in General Mandatory Registration for the subsequent semester if all other financial and academic conditions have been met. However, their registration will be canceled if they fail to comply with all the stipulations of the sanctions within the time limit set.
- E. The imposition of sanctions will be a matter of record in the ODSSS.

2. Types of Disciplinary Sanctions

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

The identified sanctions do not represent the full range of sanctions which may be imposed against a student found “Responsible” for a violation of the *Code*.

Disciplinary Warning or Reprimand

A disciplinary warning or reprimand is an official written statement of censure. It is used when a student’s behavior is unacceptable but is considered to be minor and/or

unintended. It includes a warning that any other violation of the University’s *Code* for which the student is found guilty will result in more severe disciplinary action. The written statement shall be delivered to the student.

Letter of Apology to the Aggrieved Party

A student may be required to write a letter of apology to the aggrieved party. A draft copy of the letter must be provided to ODSSS for prior approval.

Requirement to Seek Counseling

This sanction may be imposed when a student is found guilty of engaging in disrupting or uncivil behaviors. In such case, the student shall be required to provide evidence to ODSSS of attendance and completion of counseling by a qualified professional.

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 a case, the student may be required to present a typed summary of the activity to the ODSSS.

Research Assignments

A student may be required to complete a research assignment on a topic related to the *Code* violation within a specified deadline.

Mandatory University or Community Service

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

Restitution

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

Disciplinary Probation

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

Students receiving scholarships for any activities enumerated above may have that scholarship suspended or terminated. Decisions regarding scholarships will be made by the Vice President for Student Affairs in consultation with

the Dean for Special Student Services and other appropriate University officials.

Limited Term Suspension

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

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

Indefinite Suspension

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

Expulsion

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

SECTION XV: PROCEDURE FOR READMISSION AFTER DISCIPLINARY SUSPENSION

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

ODSSS shall inform University officers or officials, including the appropriate academic and administrative Deans, the

Vice President for Student Affairs, the Office of the Provost, the Office of the Senior Vice President for Health Affairs, the Office of General Counsel and the Office of the President of the disposition of the matter.

SECTION XVI: APPEAL OF A DISCIPLINARY HEARING DECISION

1. Criteria for an Appeal

A finding of responsibility for violations of the *Code* and/or the sanctions imposed may be appealed. However, an appeal will result in a reversal or modification of a decision only if one of the following criteria is met. It should be noted that an appeal is not an opportunity to have a new hearing on the matter. As described below, an appeal can only be used to reverse an error or to consider important information that was not available at the hearing.

Process

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

Substantive Error

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

New Evidence

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

Disproportionate Sanction

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

2. Process for Filing an Appeal of Disciplinary Action

An Appeal of Disciplinary Action form must be submitted to ODSSS by the student found "Responsible" within five (5) working days of receipt of the letter of notice of hearing outcome. The form should be typewritten or printed very legibly, with an attached statement not more than five double-spaced pages in length. The statement must clearly specify the grounds on which the appeal is being made and have attached any supporting documentation. Each case may be appealed only once.

3. Appeal Review Process

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

4. Appeal Hearing

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

1. Remedies on Appeal

The following actions may be taken by a majority vote of the Appeal Board members present and constituting a quorum, or by the Administrative Appeals Officer, transmitting a recommendation to the Dean of Special Student Services:

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

6. Notification of Finding

The results of an appeal review will be sent by the Chair, who will forward the recommendation to ODSSS within twenty (20) working days of the Board's decision. Within five (5) working days, ODSSS will inform the student who initiated the appeal and the Complainant of the Board's decision. For cause, the Dean may grant the Chair an extension. If the case is remanded for a new hearing, ODSSS will contact the student about that new hearing. At the discretion of the Dean for Special Student Services, a different University-Wide Disciplinary Hearing Board may be asked to hear the case.

7. Limitations

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

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

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

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

1. Periodic Review

The ODSSS will conduct a full formal review of the *Code* at least every five (5) years or at such other times as it deems appropriate to determine if the *Code* should undergo a full revision process.

2. Procedure for Revision

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

- A. A committee composed of faculty, administrative staff and students will be appointed by ODSSS to review the "*Code*" portion of the document and to make recommendations for changes. The pool of those eligible to serve will come from names submitted by University officers, Deans of the schools and colleges, the Faculty Senate, the Howard University Student Association (HUSA), and other authorized and approved undergraduate and graduate student governing bodies using their own internal policies for such selections. In the event that after appropriate notice, names are not submitted, ODSSS shall make appointments.
- B. The draft of the revised *Code* is completed by ODSSS and forwarded to the Vice President for Student Affairs, the Provost, and the Senior Vice President for Health Affairs for review and comment.
- C. 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.
- D. The final draft will be submitted for review to the General Counsel.

3. Forwarding for Approval

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

4. Amendments

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

Approved by the Board of Trustees April 17, 2010

ACADEMIC CODE OF STUDENT CONDUCT

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

Definitions of Academic Infractions

1. **Academic Cheating**—any intentional act(s) of dishonesty in the fulfillment of academic course or program requirements.

This offense shall include (but is not limited to) utilization of the assistance of any additional individual(s), organization, document, or other aid not specifically and expressly authorized by the instructor or department involved. (Note: This infraction assumes that with the exception of authorized group assignment or group take-home assignments, all course or program assignments shall be completed by an individual student only without any consultation or collaboration with any other individual, organization, or aid.)
2. **Plagiarism** — to take and pass off intentionally as one's own the ideas, writings, etc. of another without attribution (without acknowledging the author).
3. **Copy Infringement**—Copy infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.

Administration of the Code

This Academic Code of Student Conduct applies in all schools and colleges. In professional schools and colleges that have adopted honor codes, the honor code may supersede this Code.

The authority and responsibility for the administration of this Academic Code of Conduct and imposition of any discipline upon any particular student shall vest in the Dean and faculty of the School or College in which the student is enrolled but may be delegated by the faculty to the Dean of the School or College in which the student is enrolled. The Dean shall be assisted in this responsibility by any faculty members and administrative officers in the School or College the Dean shall consider appropriate. Any student accused of an infraction of this Code shall have a right to a limited hearing, as described herein, of the charges against him before a committee of faculty members, at least three in number, none of whom shall be the accuser or witness to the

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

Procedure

1. Any faculty member who has knowledge of an infraction of this Code shall assemble all supporting evidence and identify any additional witnesses to the infraction and make this information known to the Dean of the School or College in which the student is enrolled at least ten (10) business days after the date of the infraction.
2. Upon being notified of an alleged infraction of this Code, the Dean shall, as soon as possible, consider the weight of the assembled evidence and, if the Dean considers the evidence sufficient to warrant further action the Dean shall notify the alleged offender of the charge(s) against him/her together with a designation of a hearing time and place where the accused may respond to the charge(s). The hearing date shall be no later than ten (10) business days after notification to the accused of the charge(s) against him/her. The Dean shall similarly notify the hearing committee members of the time and place of the hearing together with identification of the accuser and accused.
3. The "limited hearing" authorized by this Code is not an adversarial proceeding. Constitutional principles of "due process" are not applicable to these proceeding. The faculty member concerned shall present the case for the University. Both shall be allowed to present witnesses and evidence in support of their positions concerning the charge(s). However, no legal counsel for either side shall be allowed. The members of the hearing committee may question the accused and the accuser and examine all evidence presented. The standard of proof for the proceeding under this Code shall be the standard of "substantial evidence." The proceedings may be tape recorded but will not be transcribed.
4. After the hearing of the charge(s) against the accused, the hearing committee shall, in closed session, vote by secret ballot to sustain or reject the charge(s). If the charges are sustained, the committee shall transmit the results and recommendation of the hearing committee to the Dean five (5) business days after the hearing.
5. Upon receipt of the results and recommendations of the hearing committee, the Dean may sustain the recommendation of the Committee concerning the penalty or may reduce or increase the severity of the penalty, and shall, within five (5) business days, notify the student of the Dean's determination. The student may appeal directly to the Provost and Chief Academic Officer or Senior Vice President for Health Sciences (Health Science students) for reconsideration of any disciplinary penalty. The student shall have five (5) business days to make such appeal from date of receipt of notification.

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

Penalties

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

Approved by the Board of Trustees, June 29, 2010

DEGREE REVOCATION PROCEDURES

Scope — These procedures apply only to cases in which a University degree has been awarded but the record later shows: (1) the graduate's academic record, following a correction, indicates the graduate fails to meet academic requirements for graduation; and (2) 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.

Notice — The Dean of the School or College involved shall provide the graduate¹ 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.

Review — In all cases where the graduate elects to respond to the University's findings either in person or in writing, the following review procedures shall be used:

- a. A person designated by the Dean of the College or School in which the graduate was enrolled shall review the graduate's evidence and the University's evidence.
- b. The Dean's designee, based upon his or her review of the evidence of record, shall submit to the Dean his or her written recommendation concerning revocation of the graduate's degree.
- c. The Dean, based upon his or her review of the designee's recommendation, shall submit to the appropriate Vice President his or her written recommendation concerning revocation of the graduate's degree.
- d. The Vice President, based upon his or her review of the prior recommendations, shall forward the record and his or her recommendation to the Vice President for Legal Affairs and General Counsel for review.
- e. The Vice President for Legal Affairs, based upon his or her review of the record and prior recommendations, shall submit his or her

recommendations, the record and all prior recommendations to the President for final action, subject to approval by the Board of Trustees.

- f. The Associate Vice President for Enrollment Management 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.

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, the Associate Vice President for Enrollment Management 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.

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 he/she 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.

Adopted by the Board of Trustees (April 27, 1987)

The term "graduate" refers to an individual who has received any degree from Howard University.

A written notice shall be provided by: (1) certified mail, return receipt requested to the most recent permanent address contained in the graduate's academic records; (2) regular first-class mail to the last known address locally; and (3) 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.

POLICY ON STUDENT ACADEMIC GRIEVANCE PROCEDURES

The Informal Process

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

The Formal Process

1. Student grievances which are consigned to the Student Grievance Committee must be specified in writing and given to the Dean or his designee.
2. A student's 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 the dispute is also requested to provide the Office of the Dean with his or her account of the matter in dispute which becomes a part of the case document that is forwarded to the committee.
4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.
5. After the date has been set, each party to the dispute is sent a certified letter which informs him or her of the charges, and date of the meeting as well as a statement requesting his or her presence.
6. During the hearing, the student presents his/her case; after, the accused party is allowed to present the other side. Each side is permitted to have witnesses.
7. Following the hearing, members of the committee after deliberation on their assessment of the case reach a decision as to how 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 (April 23, 1994)

POLICY STATEMENT CONCERNING THE USE OF; THE POSSESSION FOR SALE, TRANSFER, OR EXCHANGE OF; AND THE MANUFACTURE, TRANSFER, SALE OR EXCHANGE OF; CONTROLLED SUBSTANCES

One 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 unsettling events which are inescapably its by-products. Howard University, as an urban institution and thus 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 inter-disciplinary 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 that 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. Science to date has made no showing or claim that such non-prescribed use is in any way medically beneficial. 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 and 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 school.

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 and 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 subjects 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 (September 23, 1989)

EQUAL OPPORTUNITY GRIEVANCE PROCEDURES

The Equal Opportunity Office is located in Room 108, C.B. Powell Building, (202) 806-5770. Following are the procedures to be followed in the resolution of equal opportunity complaints. It should be noted that work days, as defined hereinafter, exclude Saturdays, Sundays, and holidays observed by the University.

1. Persons with equal opportunity complaints shall submit to the University's Equal Opportunity Officer, within 20 calendar days of the day on which the event giving rise to the complaint occurs, a written statement which specifies the nature of their complaint and evidence to support their charge of illegal discrimination.
2. The University's Equal Opportunity Officer shall do the following:
 - a. Within 3 work days after receipt of written complaint—arrange a conference with complainant, secure any additional information or clarification needed from the complainant and secure a signed Complaint Withdrawal Form from complainants who wish to withdraw their complaints.
 - b. Within 3 work days after conference with pursuing complainants—forward to the concerned member of the Equal Opportunity Committee a copy of the written complaint and a written recommendation concerning

- salient points to be covered by the investigation.
3. The concerned member of the Equal Opportunity Committee or his/ her designee shall do the following within 15 work days after receipt of written communication from the Equal Opportunity Officer:
 - a. Conduct an investigation of the complaint.
 - b. Submit a written report on finding and his/her decision of the Equal Opportunity Officer.
4. The Equal Opportunity Officer, within 5 work days after receipt of written communication from the concerned member of the Equal Opportunity Committee, shall review the decision and findings and will do one of the following:
 - a. mail notification to the complainant at last address on record that the matter has been resolved in favor of the complainant.
 - b. mail notification to the complainant at last address on record that the matter has been referred to the Equal Opportunity Committee.
5. The Equal Opportunity Officer will refer to the Chairman of the Equal Opportunity Committee copies of all correspondence relative to the complaint.
6. The Chairman of the Equal Opportunity Committee, within 5 work days after receipt of written communication from the Equal Opportunity Officer, shall review the record and convene all available members of the Equal Opportunity Committee.
7. Members of the Equal Opportunity Committee, exclusive of the concerned member of the Equal Opportunity Committee, shall review the record and reach a decision. The decision of the Committee shall be final and binding for the University.
8. The Chairman of the Equal Opportunity Committee, within 5 work days after meetings of the Equal Opportunity Committee, shall notify in writing the University President, the concerned member of the Equal Opportunity Committee and the University's Equal Opportunity Officer of the Committee's decision and reasons for the decision.

Immediately upon the receipt of the Committee's decision, the Equal Opportunity Officer shall notify the complainant in writing about the decision.

WHO HANDLES WHAT?

Office of Admission

Issues official University admission decisions to new entrants and Former Students Returning.

Office of the Registrar

Processes Course Overrides
Issues Official Academic Transcripts
Issues Enrollment Certification
Maintains all Academic Records
Consortium & Domestic Exchange Programs
Publishes the Student Reference Manual
Coordinate Course Scheduling

Office of Student Financial Services

Financial Aid

Processes Remission of Tuition and all financial aid awards, except private funds given directly to the student. Authorizes payment of University-administered financial aid awards to a student's account (loans, scholarships, grants, remission of tuition, basic grants). In addition, checks received by the Office of Financial Aid for guaranteed student loans, federally Insured loans, state and private scholarships, etc., are sent to Student Financial Services for deposit to students' account.

Office of the Bursar

Makes all refund and tuition adjustments; handles "special billing," i.e., the official billing (or invoicing) of Embassies or other appropriate agencies or organizations responsible for paying the educational expenses of particular students. This office also is responsible for entering all late charges, library fines, etc., to the account of the student who incurs same. Processes EFT and Federal student loan checks and credits to students' accounts. Validates registrants who have paid the required amount.

Student Loans and Collections

Processes promissory notes provided by the Office of Financial Aid for University Emergency loans. Initiates and Processes promissory notes for Direct Student Loans, Perkins Federal Loans, Health Professions —Medicine, Dentistry, Pharmacy, and Nursing loans, as well as long-term University loans. Processes student deferment forms as well as repayment of University and Federal loans.

Advisory/Registration Units

Responsible for academic advising.

Special Student Services/ Veterans Affairs

Provides assistance with applications for veteran's benefits; providing for students with verified disabilities requests to the appropriate persons for reasonable accommodations and access during registration; removal of judicial "holds".

Student Housing and Residence Life

Assigns all University operated housing; enters rent charges and/or deletes same if applicable.