

## TABLE OF CONTENTS

<u>Page</u>			
3	Accreditation	23	Section 504 of Rehabilitation Act of 1973
3	Directory of Schools/Colleges and Departments	23	Pass/Fail Regulations
		24	Course Repeat
3	Howard University Policy on Equal Opportunity	24	Graduate Record Exams
		25	Graduate Expository Writing Requirement
4	Index to Room/Building Abbreviations		Override Signatures
5	Final Examination Schedule by department		
6	Final Examination Schedule by course	26	<b><u>COLLEGE OF ARTS and SCIENCES</u></b>
7	Howard University Calendar	26	Academic Information
10	Special Notice: Address Update	26	Degrees Offered
11	African American Course Requirement	26	Teacher Education
12	Writing Across the Curriculum (WAC)	26	Degree Requirements
13	Registration Policies & Procedures	26	Residence Requirements
14	Tuition Rates	26	Transfer Credits
16	Change-of-Program Policies & Procedures	26	Course Load
16	Official Enrollment (Class Lists)	27	General Education
16	Absence from the University	27	Divisional Studies Requirement
16	Course Withdrawal	27	Major and Minor Requirements
17	Total Withdrawal Policy & Procedure	27	Honors Program
18	Financial Adjustments and Refunds	27	General Honors
18	Intra-University Transfer Procedures	28	Departmental Honors
18	Veterans' Affairs	28	Accelerated Medical and Dental Programs
18	Disabled Student Services	29	Center for Pre Professional Education
18	ROTC	29	Education Advisory Center
18	International Students		Divisional Courses and Course Titles
19	Fine Arts/Music: Regulations		
19	Attendance Regulations	30	<u>Satisfactory Academic Progress:</u>
19	Consortium of Universities of the Washington Metropolitan Area (CUWMA)	33	Financial Aid policy and guidelines
20	Graduate and Professional Students	34	Financial Aid: Policy on Unofficial Withdrawal
20	Graduation Requirements		Student Financial Services: Refunds and Repayment policy and procedures
20	Ethnic Origin Compliance Reporting	35	Student Records: Policy on Maintenance of Student Records
21	Academic Probation, Suspension and Readmission	37	Student Educational Record List
21	Grade Point Averages	39	Student Code of Conduct and Judiciary
22	Incomplete Grades	46	Academic Code of Student Conduct
22	Academic Records: Guidelines	47	Degree Revocation procedures
23	Bookstore	47	Student Academic Grievances
23	Center for Academic Reinforcement (CAR)	48	Policy on Controlled Substances
23	Cooperative Education Program	49	Equal Opportunity Grievance Procedure
23	RECORDS OFFICE: Transcripts, Certification forms, Photo ID	50	WHO HANDLES WHAT?
23	University Counseling Service	51	CODE SHEET
23	Title IX		

# **SPECIAL NOTICE**

FOR STUDENTS ENROLLED

IN THE FOLLOWING NEW COLLEGES:

## **COLLEGE OF ARTS AND SCIENCES**

the former College of Arts and Sciences and  
the former College of Fine Arts

## **COLLEGE OF ENGINEERING, ARCHITECTURE AND COMPUTER SCIENCES**

the former School of Engineering and  
the former School of Architecture and Planning

## **COLLEGE OF PHARMACY, NURSING AND ALLIED HEALTH SCIENCES**

the former College of Pharmacy and  
Pharmaceutical Sciences,  
the former College of Nursing,  
and the former College of Allied Health Sciences

Effective August 1, 1997, the former Colleges of Arts and Sciences and Fine Arts were merged into the new College of Arts and Sciences; the former Schools of Engineering and Architecture and Planning were merged into the new College of Engineering, Architecture and Computer Sciences; and the former Colleges of Pharmacy and Pharmaceutical Sciences, Nursing and Allied Health Sciences were merged into the new College of Pharmacy, Nursing and Allied Health Sciences. The curriculum of continuing students and Fall 1997 new entrants enrolled in the above-referenced new colleges **will remain the same** as indicated under the listings of the respective former schools or colleges in the current printed catalog of the University, the 1996-1998 Howard University Bulletin. Existing degree offerings for all continuing students enrolled in these new colleges will be available for six years from August 1, 1997. Students entering in 1997-98 as new entrants in the new colleges will be provided with the same opportunities to complete their curricula in the degree programs over a reasonable time period. The academic policies, procedures, and regulations of each of the former schools and colleges will remain in effect during the 1997-98 academic year. Please contact the Office of the Dean of the appropriate new college if you require additional information.

**NOTE: This Manual includes certain official policies, procedures, and practices of the University and supersedes any previous editions. Course offerings and other included information are subject to change without prior notice.**

**DIRECTORY OF SCHOOLS/COLLEGES/**

**DIVISIONS AND DEPARTMENTS**

Allied Health Sciences	Freedmen's Square Complex, Annex 1	Room 108
Architecture & Design	Howard H. Mackey Bldg.	Room 100
Arts & Sciences	Locke Hall	Room 101
Business	Class Room Bldg #4	
Center for Academic Reinforcement	Academic Support Bldg. B	Room 114
Communications	C.B. Powell Bldg., Wing 3	Room 306
Dentistry College of	Dentistry	Room 501
School of Divinity	1400 Shepherd St NE	
Education	Academic Support Bldg. A	Room 100
Engineering & Computer Science	Lewis K. Downing Bldg.	Room1008
Fine Arts	Lulu Vere Childers Hall	Room 1004
Graduate School of Arts & Sciences	Annex, 4 <sup>th</sup> & College Streets NW	Room 200
International Exchange	Ralph Bunche Center	
Law	Houston Hall, West Campus 29 Upton Street NW	Room 108
Medicine	Seely G. Mudd Bldg.	Fifth Floor
Nursing	Freedmen's Square Complex, Annex 1	Room 126
Pharmacy	Chauncey I. Cooper Hall	Room 107
Social Work	Inabel Burns Lindsay Hall	Room 209

**COLLEGE OF ARTS & SCIENCES DEPARTMENTS**

African Studies.....	HOWARD CTR	416
Afro-American Studies.....	LIB	300
Audio-Visual Services Unit.....	LKH	B-44
Biology.....	EJH	126
Chemistry.....	CHB	120
Classics-Greek-Latin.....	LKH	254
Comprehensive Sciences.....	LKH	260
Economics.....	ASB	300
Educational Advisory Center.....	LKH	110
English.....	LKH	248
History.....	DGH	316
Honors Program.....	LKH	124
Mathematics.....	ASB	200
Military Science (Aerospace Studies).....	DGH	29
Military Science (Army).....	DGH	20
Modern Languages (French, German, Spanish, Russian, Japanese).....	LKH	350
Philosophy.....	LKH	226
Physical Education.....	BUR	114
Physics-Astronomy.....	TKH	105
Political Science.....	DGH	144
Preprofessional Education Center.....	NFB	103
Psychology.....	CBP	179
Social Sciences.....	LKH	100
Sociology-Anthropology.....	DGH	207

**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 (handicapped)  
Howard Center, Room 725  
(202) 238-2420

Title IX Coordinator  
Sharon P. banks, Office of the General Counsel  
Administration Building, Room 321  
(202) 806-2650

Equal Opportunity Officer  
Martha Baron  
C.B. Powell Building, Room 108  
(202) 806-5770

**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:

Dr. Jean Avnet Morse  
Executive Director  
Middle States Commission on Higher Education  
3624 Market Street  
Philadelphia, PA 19104  
(215) 662-5606

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

**PERSONAL FACTORS, ILLNESS, OR CONTRADICTIONARY 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 J. 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 (used with "Camp" to mean class held off campus—consult department for exact location)
CHB	Chemistry Building	PCL	Pre-Clinical Building (Medicine)
DCG	D.C. General Hospital	RAN	Rankin Chapel
DEN	College of Dentistry	SGM	Seely G. Mudd Building (Medicine)
DGH	Douglass Hall	SSB	Silver Spring Building
DIV	School of Divinity	TKH	Thirfield Hall
EJH	Ernest E. Just Hall (Old Biology Greenhouse)	WHM	WHUT Television Station, 4th and Bryant Streets NW
FAA	Fine Arts Annex		
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		

# CAUTION TO STUDENTS

The Board of Trustees of Howard University, on September 23, 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."

The 2008-2009 **University Calendar** and **Examination Schedule** are available at:  
<http://www.howard.edu/calendars/university/2008-2009.htm>

# **SPECIAL NOTICE**

## **ADDRESS UPDATE**

- The University must maintain current address information for all enrolled students. Please report to Enrollment Management/Records (EM/Records in Room 105 "A" Building) to ensure that your address information is current.
- Failure to comply with this request may result in the US Postal Service failing to deliver to you important information, such as financial aid correspondence, tuition and fee information, registration updates, grade mailers to parents, and invitations to special events.
- Without current address 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**  
**AFRICAN-AMERICAN CLUSTER:**

- ENGL 054      African-American Literature
- POLS 006      Pan-Africanism
- HIST 005      Introduction To The Black Diaspora
- AFST 101      AFRICAN WORLD: Introduction To  
Contemporary Africa
- AFRO 005      Introduction To Afro-American Studies
- 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 "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. That means you could improve your writing and learning, while saving time and money.

Just look for an updated list of writing-intensive courses on the WAC webpage [http://www.cetla.howard.edu/wac/WAC\\_chronological.aspx](http://www.cetla.howard.edu/wac/WAC_chronological.aspx). For more information about the Writing Across the Curriculum Program (WAC), consult the website ([www.cetla.howard.edu/wac/new.aspx](http://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 DATES FOR FALL 2008

New Graduate and Professional Students, including Former Students Returning (FSR)	August 18-20, 2008
New Undergraduate Students, Transfer Students and Former Students Returning (FSR)	August 18-20, 2008
Consortium Registration	August 25-September 5, 2008
Late Registration for ALL STUDENTS: Late Fee Effective	January 21-29, 2008

## REGISTRATION SPECIAL NOTICE

- 1) The Late Registration fee is \$150.00
- 2) The Late Payment Fee is \$75.00
- 3) **The LAST DAY TO ADD/DROP A COURSE IS AUGUST 29, 2008**
- 4) The Course Withdrawal Fee of \$20.00 per course (withdraw from a course with a grade of "W") will be applicable and enforced beginning **August 30, 2008**
- 5) **THE LAST DAY TO WITHDRAW FROM A COURSE IS November 14, 2008**
- 6) Graduate Students must be officially enrolled at the time the degree is awarded.
- 7) **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.)

## REGISTRATION INFORMATION FOR "NEW" STUDENTS *and* "FORMER STUDENTS RETURNING" (FSR)

1. **New Students and Former Students Returning (FSR)** should refer to the academic calendar (page 6) 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.
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 so appropriate faculty committee will have 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.

## REGISTRATION PROCEDURES

1. Meet with your academic advisor to select courses (including alternate courses) and complete your registration.
2. Reserve courses using the B.I.S.O.N. Web.
3. Please settle (pay) your Student Account bill so that your classes are not purged or removed.
4. Photo ID Cards for new students will be furnished in the Blackburn Center Reading Room after enrollment fee is paid.

## SPECIAL NOTES ON FALL 2008 REGISTRATION

1. **Evidence of Official Enrollment.** Student name should appear on the Official Class List(s).
2. **Change of Program.** B.I.S.O.N. Web 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.

# TUITION RATES FOR PART-TIME AND EXCESS HOURS

## Students Enrolled Fall 2007\* and After

School/College/Division	Undergraduate			Graduate		
	Full-time range of hours	Excess hours start with	Part-time rate-per hour (\$)	Full-time range of hours	Excess hours start with	Part-time rate per hour (\$)
Allied Health Sciences	12 or more	None	\$592.00	-	-	
Architecture and Design	12-18	18	\$592.00	-	-	
Arts and Sciences	12-18	18	\$592.00	-	-	
Business	12-18	18	\$592.00	9-15	15	\$966.00
Communications	12-20	20	\$592.00	9-15	15	\$966.00
Dental Hygiene	12-21	21	\$592.00	-	-	-
Divinity	-	-		9-15	15	\$869.00
Education	12-21	21	\$592.00	9-15	15	\$966.00
Engineering and Computer Science	12-21	21	\$592.00	-	-	-
Fine Arts	12-20	20	\$592.00	9-15	15	\$966.00
Graduate School of Arts and Sciences	-	-	-	9-15	15	\$966.00
Law* (Fall 2008)	-	-	-	9-16	16	\$1,245.00
Nursing	12-22	22	\$592.00	9-15	15	\$966.00
Pharmacy *(Fall 2008)	-	-	-	9-20	20	\$1,098.00
Social Work	-	-	-	9-15	15	\$966.00

Please Note

- **Students enrolled in courses that carry zero academic credit must pay for a minimum of one (1) financial hour.**
- Excess tuition rate for undergraduate programs is \$420.00
- Excess tuition rate for Graduate programs, except law, is \$699.00 per credit hour
- Excess tuition rate for law program is \$903.00 per credit hour.
- Excess tuition rate for Divinity is \$630.00 per credit hour.
- Excess tuition rate for Pharmacy is \$811.00 per credit hour.

**Rates subject to change**

## DEFERRED PAYMENT INFORMATION

A **Deferred Payment Plan** is available. Under the plan, 50% of an adjusted total (i.e., total deferrable charges less any approved Financial Aid) is due at registration.

- **Outstanding balance, room rent, meals, parking fines, and health fee charges cannot be deferred.** These charges will be added in full to the registration payment.
- **Final payment is due 60 days after the last scheduled day of late registration.**

### ELIGIBILITY

This plan is available to all students except as indicated below.

- Those students who receive University-administered and other financial aid, including state guaranteed or federally insured student loans, in an amount sufficient to pay total current charges are not eligible.
- Those students who receive University-administered and other financial aid, including state guaranteed or federally insured student loans in an amount insufficient to pay total current charges must pay 50% of the remaining deferrable charges after financial aid has been applied. (Financial Aid will be applied to room rent and meals if it exceeds the current charges.)
- Students receiving Remission of Tuition/or scholarships for tuition are not eligible for the Deferred Payment Plan. They must pay their fees and any housing and/or meals costs before they can be validated.
- **THERE IS NO DEFERRED PAYMENT PLAN FOR SUMMER SCHOOL.**

### TERMS

- Students on the Deferred Payment Plan must pay the first installment plus a \$50 deferred payment fee at the time of registration each semester the plan is used.
- **THE SECOND (FINAL) INSTALLMENT MUST BE PAID ON OR BEFORE THE DUE DATE. THE DUE DATE WILL BE ON 60 DAYS AFTER THE LAST DAY OF LATE REGISTRATION.**

### PENALTIES

- Late payment fees will be charged if final payments are not paid by the due date.

### HOWARD UNIVERSITY INSTALLMENT PLAN

- This plan is five payments for Fall semester beginning June 1.
- Late payment fees will be charged if final payments are not paid by the due date.
- There is a \$50.00 service charge for participation in the installment plan.
- For information, call Student Accounts (202) 806-2610/2600 or (877) 484-1526.
- **THERE IS NO INSTALLMENT PLAN FOR SUMMER SCHOOL.**

# TUITION RATES FOR PART-TIME AND EXCESS HOURS

## Students Enrolled Prior to Fall 2007\*

School/College/Division	Undergraduate			Graduate		
	Full-time range of hours	Excess hours start with	Part-time rate-per hour (\$)	Full-time range of hours	Excess hours start with	Part-time rate per hour (\$)
Allied Health Sciences	12 or more	None	\$578.00	-	-	
Architecture and Design	12-18	18	\$578.00	-	-	
Arts and Sciences	12-18	18	\$578.00	-	-	
Business	12-18	18	\$578.00	9-15	15	\$944.00
Communications	12-20	20	\$578.00	9-15	15	\$944.00
Dental Hygiene	12-21	21	\$578.00	-	-	-
Divinity	-	-		9-15	15	\$849.00
Education	12-21	21	\$578.00	9-15	15	\$944.00
Engineering and Computer Science	12-21	21	\$578.00	-	-	-
Fine Arts	12-20	20	\$578.00	9-15	15	\$944.00
Graduate School of Arts and Sciences	-	-	-	9-15	15	\$944.00
Law* (Fall 2008)	-	-	-	9-16	16	\$1143.00
Nursing	12-22	22	\$578.00	9-15	15	\$944.00
Pharmacy* (Fall 2008)	-	-	-	9-20	20	\$998.00
Social Work	-	-	-	9-15	15	\$944.00

Please Note

- **Students enrolled in courses that carry zero academic credit must pay for a minimum of one (1) financial hour.**
- Excess tuition rate for undergraduate programs is \$409.00
- Excess tuition rate for Graduate programs, except law, is \$682.00 per credit hour
- Excess tuition rate for law program is \$832.00 per credit hour.
- Excess tuition rate for Divinity is \$615.00 per credit hour.
- Excess tuition rate for Pharmacy is \$738.00 per credit hour.

**Rates subject to change**

## DEFERRED PAYMENT INFORMATION

A Deferred Payment Plan is available. Under the plan, 50% of an adjusted total (i.e., total deferrable charges less any approved Financial Aid) is due at registration.

- **Outstanding balance, room rent, meals, parking fines, and health fee charges cannot be deferred.** These charges will be added in full to the registration payment.
- **Final payment is due 60 days after the last scheduled day of late registration.**

### ELIGIBILITY

This plan is available to all students except as indicated below.

- Those students who receive University-administered and other financial aid, including stat guaranteed or federally insured student loans, in an amount sufficient to pay total current charges are not eligible.
- Those students who receive University-administered and other financial aid, including state guaranteed or federally insured student loans in an amount insufficient to pay total current charges must pay 50% of the remaining deferrable charges after financial aid has been applied. (Financial Aid will be applied to room rent and meals if it exceeds the current charges.)
- Students receiving Remission of Tuition/or scholarships for tuition are not eligible for the Deferred Payment Plan. They must pay their fees and any housing and/or meals costs before they can be validated.
- **THERE IS NO DEFERRED PAYMENT PLAN FOR SUMMER SCHOOL.**

### TERMS

- Students on the Deferred Payment Plan must pay the first installment plus a \$50 deferred payment fee at the time of registration each semester the plan is used.
- **THE SECOND (FINAL) INSTALLMENT MUST BE PAID ON OR BEFORE THE DUE DATE. THE DUE DATE WILL BE ON 60 DAYS AFTER THE LAST DAY OF LATE REGISTRATION.**

### PENALTIES

- Late payment fees will be charged if final payments are not paid by the due date.

### HOWARD UNIVERSITY INSTALLMENT PLAN

- This plan is five payments for spring semester beginning November 1.
- Late payment fees will be charged if final payments are not paid by the due date.
- There is a \$50.00 service charge for participation in the installment plan.
- For information, call Student Accounts (202) 806-2610/2600 or (877) 484-1526.
- **THERE IS NO INSTALLMENT PLAN FOR SUMMER SCHOOL.**

## SPECIAL NOTICE: OFFICIAL ENROLLMENT

- The mere possession of a computer printout 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.
- The only acceptable evidence of official enrollment is the appearance of the student's name on the official class lists, rosters, etc. issued by EM/Records.

### CLASS LISTS

The names of all officially registered students will appear on computer printed class lists.

### CHANGE OF PROGRAM INFORMATION

1. The first day to make a change of program is August 25, 2008.
2. The last day to add a course or change from one section to another of the same course is August 29, 2008.

#### NOTE:

**Change of Section** – If you are enrolled in one section of a course and wish to change to another section of the same course, a Change of Program form is needed. You must drop the section you **do not** want, and add the section you **do** want. The last day for such a change is August 29, 2008.

**Change of Status** – If you are enrolled in a course for "audit" or "pass/fail," and you wish to change to credit, you must drop the course for "audit" or "pass/fail," and add the course for credit. If you are enrolled in a course for credit, and you wish to change to "audit" or "pass/fail," you must drop the course for credit, and add the course for "audit" or "pass/fail." The last day for such a change is August 29, 2008.

3. The last day to drop a course (completely expunged from the record) is August 29, 2008. **After August 29, 2008 students must WITHDRAW from a course with a "W" grade.**

4. Each Change of Program form must include the signatures of the instructors whose courses you are **dropping or adding**, as well as the dean's signature.

5. **A \$20 fee will be charged starting August 30, 2008 for each course from which you are permitted to withdraw (e.g., One course = \$20 fee; two courses = \$40 fee; three courses = \$60 fee).**

### CHANGE OF PROGRAM PROCEDURES August 25 to 29, 2008

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.

### SPECIAL NOTICE REGARDING CHANGE OF PROGRAM CHARGES

Program changes can result in the assessment of two types of charges: (a) **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; and (b) the \$20

**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 below 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 value. Withdrawals processed by the deadline date for course ADDS are treated as course DROPS- i.e., such student's academic program. **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.

**NOTE:** Mere absence from class does not constitute withdrawal. A properly executed **Change of Program Form** 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 receiving formal permission for withdrawal.

---

#### WARNING ON DROPPING COURSES:

**Students who 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 registration, 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 the EM-RECORDS Office, Administration Building, Room 105, Howard University, 2400 6th St NW, 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 12<sup>th</sup> week of classes for the semester in which they wish to withdraw. The withdrawal form and instructions are available from the 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 EM/Records receives the completed withdrawal request form.
- By registering for courses, **students accept financial responsibility for payment** for those courses and for any other charges incurred while they are enrolled.
- **Financial aid may be adjusted or canceled** as a result of withdrawal and may require repayment of loan funds. Adjustments to financial aid awards will be calculated according to University and Federal refund guidelines based on the official withdrawal date.
- Once the withdrawal has been completed, **students will receive a grade of "W"** for each course.
- Students who reside in University housing are required to **check out of their residence hall within 24 hours** of completing the total withdrawal process.
- Completing a total withdrawal from the University requires that **students surrender all University property**, including, but not limited to library books, room keys, computer cards, and identification/access cards.
- Students who complete a total withdrawal from the University **must 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:

- **Veterans, students with disabilities, and students who have judicial stipulations** should report to the Office of Special Student Services, Suite 725, Howard Center **(2)**.
- **International students** must report to the Office of International Student Services, Rm. 119, Blackburn Center **(3)**.

**Students who reside in University housing** must report to the Office of Residence Life, Tubman Quadrangle **(4)**.

- **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, Scholarships, and Student Employment, Rm. 205 Administration Building to discuss the effect of withdrawal on their award(s) and potential financial aid overpayment **(5)**.

- **All students** must report to the Office of Student Financial Services, Rm. 218, Administration Building to discuss the status of and adjustments to their account. **(6)**.

- **All students** must report to EM/Records, Rm. 105 Administration Building to submit the completed Total Withdrawal Request form and surrender the student photo ID card **(7)**.

---

## 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, and then take it to the EM-RECORDS Office, Admin Rm 105. **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 Provost and Chief Academic Officer 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 Enrollment Management /Admission (EM/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

**NOTE:**

If the University cancels Registration, refund is 100%. Please also note that the above refund policies apply to total semester charges. For example, if a student who is paying on the deferred payment plan adjusts his/her program between the 8th and 40th day, no refund is due if only one-half of the total tuition and fees for the semester have been paid. 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. When current transcripts are not available from the other Dean's Office, the procedure for use of academic files should be followed.
3. The Dean's Office will forward the first two copies (white and blue) to EM/Records. The third copy (yellow) will be given to the student at the time of approval. Deans will keep the fourth and fifth (green and pink) copies.
4. All applications for Intra-University transfers must be received in EM/Records on:
  - April 1 for the Fall Semester
  - October 1 for the Spring Semester
  - April 15 for the Summer Session
5. When a request for transfer is denied, the same procedure will be followed.

### 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 Assoc. Dean of the Division of Fine Arts. 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 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, Gallaudet University, Georgetown University, George Mason University, George Washington University, Marymount University, Southeastern University, Trinity College, University of the District of Columbia, and University of Maryland-College Park.

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

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

Application forms for the Consortium are available in EM/Records- Room 105 of Administration Bldg. 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; carry as many hours at Howard University as at the other Consortium Institution.
3. Be in good academic standing.
4. Obtain the following approvals to participate in the Consortium.
  - a. **Fall and Spring Semesters/Summer Session**
    1. **ACADEMIC APPROVAL** —Your Academic Dean and Department Chairman
    2. **ADMINISTRATIVE APPROVAL**—Ms. Wanda M. Jones, Consortium Coordinator, Room 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.

In special courses, (such as private instruction in music or art, or tutorial study) if a special fee is charged, such a fee is not covered by the Consortium agreement and must be paid by the individual student to the institution administering the course.

The total number of 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.

As otherwise qualified, eligible employees and/or their dependent children are eligible to participate in the

Consortium Program, but cannot use Remission of Tuition to pay for Consortium courses. Employees and/or their dependent children must pay for Consortium courses in advance, and the deferred payment plan cannot be used.

**RULES, REGULATIONS, AND PROCEDURES IN EFFECT FOR HOWARD UNIVERSITY COURSE REPEATS AND INCOMPLETES ARE ALSO APPLICABLE FOR CONSORTIUM COURSE REPEATS AND INCOMPLETES.**

To drop a Consortium course, report immediately to the Consortium Coordinator and complete a Consortium withdrawal form.

Consortium grades for Howard University students are received in EM/Records and automatically recorded on the student's permanent academic record.

Consortium information and materials are available in EM/Records and in the Associate Vice President's office.

### **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. A visiting student cannot audit any UMCP courses.
3. Present to the UMCP coordinator the third copy (buff) of the Consortium Registration Form completed by the Howard University Consortium Coordinator.

### **ETHNIC 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:

---

### **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 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.

**Degree candidates in the Graduate School of Arts & Sciences 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.

---

“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 U.S. 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.

## **ACADEMIC PROBATION, SUSPENSION AND READMISSION POLICY**

**Effective Fall 1998**

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

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

### **Regulations Governing Students on Probation**

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

## **ACADEMIC SUSPENSION**

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

## **READMISSION AFTER ACADEMIC SUSPENSION**

1. Requests for readmission must be initiated by submitting to EM/Admission, at least 60 days prior to the registration period:
  - A. an application for admission to the EM/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 AND 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	(CxG) Grade Point Value
1	3	A	4	3 x 4 = 12
2	3	B	3	3 x 3 = 9
3	2	B	3	2 x 3 = 6
4	1	C	2	1 x 2 = 2
5	4	D	1	4 x 1 = 4
<b>Totals</b>	<b>13</b>			<b>33</b>
<b>Semester GPA = Total Grade Point Value ÷ Total Credits</b>				
<b>2.54</b>	<b>=</b>	<b>33</b>	<b>÷</b>	<b>13</b>

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.)**

#### INFORMATION AND GUIDELINES REGARDING THE ISSUANCE / DISTRIBUTION OF STUDENTS' ACADEMIC RECORDS

A. Academic departments may obtain copies of students' academic records, as needed, **from the office of their respective academic Deans**. If a student is not enrolled in the school/college with which a particular department is affiliated, a written request may be made to EM/Records for such student's record. A Cumulative Grade Report (CGR) will be furnished, if applicable.

B. Admission independently obtains Academic Records of returning students (FSR) thereby obviating the need for such students (i.e., applicants) to initiate requests for the same.

C. EM/Records is the University-designated office authorized to issue **official transcripts**, after the requests for same have been cleared by Student Financial Services, and for which the appropriate Transcript Fee (\$5 per copy) has been paid.

D. In **all** cases, copies of students' academic records that are forwarded to other units of Howard University are furnished without cost to the students.

## SEMESTER GRADES

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

## TRANSCRIPTS

Academic transcripts are issued by EM/Records, Room 105, 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 the BISON WEB to request transcripts and pay the fee with a credit card on-line. Students unable to use the BISON WEB to request a transcript on-line may submit that request in writing. Written requests for transcripts will be honored only if the following conditions are met: requests must

(a) contain the written SIGNATURE OF THE STUDENT OR FORMER STUDENT whose record is being requested;

(b) student must be CLEARED FINANCIALLY (have no "holds" on account especially holds by Student Financial Services

(c) 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 id number; and

(d) the request must be accompanied by a \$5.00 fee paid by check or money order payable to Howard University.

Students may incur additional fees or have personal checks denied in cases where checks are returned due to insufficient funds. Students who wish to review their grades or their complete academic record can go on-line to the BISON WEB and print out semester reports of their entire record. Unofficial transcripts are not provided to students. All transcript requests will be honored as expeditiously as possible (usually mailed out within 24 hours of receipt in the RECORDS office). 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 RECORDS website for information on additional policies that may apply.

#### SPECIAL NOTE:

**Each academic transcript issued by EM/Records 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.**

## CERTIFICATIONS

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 EM/Records. Some

certifications may be furnished directly to various individuals or agencies such as prospective employers, official investigators, lending institutions, or government agencies. 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. Certifications take time to process and mail so plan accordingly, especially during peak demand time.

## **PHOTO IDENTIFICATION CARDS**

Student photo ID cards are issued by the EM/Records 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.

Replacements of photo ID cards that are lost, stolen, or mutilated, may be obtained in EM/Records upon (a) filing an application for replacement b) presenting suitable photo identification of yourself and (c) paying a \$25 replacement fee. Hours of operation for this service are posted in EM/Records after the official registration period each semester.

## **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 8:30am to 7:00 pm Monday through Friday; 10:00am to 5:00pm Saturday.

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 8:30 am to 5:00 pm Monday through Friday.

## **COOPERATIVE EDUCATION PROGRAM**

The Cooperative Education (Student Career Experiential) Program has the overall objective of helping students to gain relevant "work experience" to their majors prior to completing course studies. Students who qualify are advised to submit 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.

## **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 Sharon P. Banks, who is located in the Office of the General Counsel Administration Building, Room 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 for Howard University is Barbara W. Williams, whose office is located in the Howard Center, Howard University, Washington, DC 20059, and can be reached at (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

Effective September 1994

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.**

## SPECIAL NOTICE REGARDING 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).

## SPECIAL NOTICE REGARDING 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.

## SIGNATURES REQUIRED FOR COURSE OVERRIDES IN EACH SCHOOL, COLLEGE, OR DIVISION

School/College/Division	Instructor	Department Chairman	Academic Dean	Associate Dean	Assistant Dean/ Director of Student Svcs./ Advisor
Allied Health Sciences	X				
Architecture and Design	X	X		X	X
Arts and Sciences	X	X			X
Business	X	X			X
Communications	X	X	X		
Dentistry				X	
Education	X	X	X		
Engineering and Computer Science	X	X			X
Fine Arts	X	X		X	
Graduate School of Arts and Sciences	X			X	
Medicine				X	
Nursing	X			X	
Pharmacy	X			X	
School of Divinity				X	
Social Work				X	

NOTE: The signatures indicated above are applicable for students enrolled in the particular School/College/Division, and for courses offered in such School/College/Division. Students seeking overrides for courses offered in a School/College/Division other than that in which the student (s) are enrolled, must:

1. Obtain written authorization from the instructor (s) [Department Chairperson(s) responsible for the course(s).
2. Obtain signature of the Dean (or Associate/Assistant Dean or other designated official) **of the School/College/Division in which the student is enrolled.**
3. Submit the completed form during the appropriate period to the Academic Advisor in the School/College/Division responsible for course overrides.

### 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 "close," 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. EM/Records does NOT APPROVE course overrides.

# 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, and Sociology. The Bachelor of Science degree is offered in Biology, Chemistry, Mathematics, Physical Education and Recreation, 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 junior (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

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 Orientation (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: 005, 006, 007, 009, 010, 011, 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 and/or 003 based on the student's

performance on the College Board Entrance Examination. Students earning a grade of "D" in English 003 must take English 004 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
- PHIL-159 Knowledge and Value
- (required of elementary education majors)

6. **Physical Education** — Four 1-hour courses are required, beginning with the first semester in residence. The courses must include: health, swimming, and two activity.

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
	<b>10</b>		<b>10</b>		<b>10</b>

### DEPARTMENTS IN EACH DIVISION OF ARTS AND SCIENCES

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

## 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 24 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 premedical and medical, or pre-dental and dental programs. These programs offer students an opportunity to pursue a joint program of requirements for the Bachelor of Science and Doctor of Medicine Degrees, or the Bachelor of Science and Doctor of Dental Surgery Degrees. There is also an option not to complete the baccalaureate degree requirement if there is evidence through high scores on standardized tests and a high performance in courses of outstanding college-level achievement. Application for admission to these programs must be made to the Pre-professional Education Program, Founders Library Room 338.

## Center for Preprofessional Education —Counseling for Health Professions

The Center for Preprofessional Education organizes and directs programs that strengthen the motivation and preparation of Arts and Sciences and Graduate students for success in the curricula for Health Education. The Center provides individualized counseling for the professions of:

Allied Health Sciences	Osteopathic Medicine
Aliopathic Medicine	Pharmacy
Dentistry	Podiatric Medicine Program
Optometric Medicine	Veterinary Medicine

## Special Programs Include

- Bachelor of Science/Doctor of Medicine (B.S./M.D.)
- Bachelor of Science/Doctor of Dental Surgery (B.S./D.D.S.)
- Prepharmacy
- Health Science Institute (HSI)
- High School/College Internship Program (HSCIP)

Inquiries about these programs (e.g. applications, test requirements) should be directed to the Center's office in Founders Library Rooms 335 and 336.

# 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 111 Satire and Comedy in the Ancient World	GERM 101 Literature of Love
CLAS 015 Intro to Humanities II	CLAS 113 Women in the Ancient World	GERM 107 Women in Literature
ENGL 014 Intro to Humanities I	CLAS 114 Love in Antiquity	GERM 109 Northern European Mythology and Fables
ENGL 015 Intro to Humanities II	ENGL 054 Afro-American Literature to 1940	GERM 111 Classic Films in English
SPAN 014 Intro to Humanities I	ENGL 055 Afro-American Literature Since 1940	RUSS 100 Russian Short Stories in English
SPAN 015 Intro to Humanities II	ENGL 180 Third World Literature Myth and Archetype	RUSS 101 Literature in Revolution
GERM 014 Introduction to Humanities I	ENGL 168 Modern Caribbean Literature	RUSS 103 Love and Hate in Literature
GERM 015 Intro to Humanities II	HUMA 107 Women in Literature	RUSS 109 Slavic Mythology
FREN 014 Introduction to Humanities I	SPAN 100 Hispanic Literature in English	FREN 100 Francophone Literature in English
FREN 015 Introduction to Humanities III	SPAN 107 Women in Literature	FREN 106 African Cinema
CLAS 016 Ideas in Antiquity	GERM 100 Individual and Society	FREN 107 Women in Literature
CLAS 101 Greek Literature		MUSC 100 Introduction to Music
CLAS 102 Roman Literature		ARTH 161 Art Appreciation
CLAS 103 Classical Art		THFD 010 Introduction to the Theatre
CLAS 108 Greek Drama		
CLAS 109 Classical Mythology		

### DIVISIONAL STUDIES B: SOCIAL SCIENCES (OPEN TO FRESHMEN)

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

### DIVISIONAL STUDIES C: SOCIAL SCIENCES OPEN TO SOPHOMORES

CLAS 110 Blacks in Antiquity	HIST 030 Introduction to African History	HIST 060 Introduction to East Asian Civilization
ECON 001 Principles of Economics I	HIST 031 Introduction to African History	HIST 061 Introduction to East Asian Civilization
ECON 002 Principles of Economics II	HIST 040 Introduction to the History of Latin America and the Caribbean	SOCI 198 Negro in America
ECON 199 Introduction to Urban Economics	HIST 041 Introduction to the History of Latin America and the Caribbean	ANTH 110 Introduction to Cultural Anthropology
POLS 003 Introduction to Comparative Politics	HIST 150 Introduction to European History	ANTH 120 Introduction to Biological Anthropology
POLS 005 Introduction to Asian Politics	HIST 051 Introduction to European History	AFST 101 African World
POLS 011 State and Local Politics	HIST 054 Introduction to England	AFRO 131 Black Philosophy I
POLS 143 Black Electoral Politics	HIST 055 Introduction to England	AFRO 133 Black Social and Political Protest
HIST 003 Europe and Wider World		AFRO 191 Contemporary Slavery
HIST 004 Europe and the Wider World		
HIST 009 U.S. History to 1865		
HIST 010 U.S. History Since 1865		

### DIVISIONAL STUDIES D: NATURAL SCIENCES

COMP 001 Life Sciences	MATH 015 College Algebra and Trigonometry	PHYS 001 The Astronomical Universe
COMP 002 Planetary Sciences	MATH 026 Calculus	PHYS 010 General Astronomy
COMP 003 Physical Sciences	PHYS 001 General Physics	PHYS 011 General Astronomy
COMP 004 Computers and Society	PHYS 002 General Physics	PSYC 050 Introduction to Psychology
CHEM 003 General Chemistry	PHYS 013 Physics for Science & Engineering Students	BIOL 101 General Biology I
MATH 006 College Algebra I	PHYS 014 Physics for Science & Engineering Students	BIOL 102 General Biology II
MATH 007 Pre-calculus		
MATH 009 Introduction to Statistics		
MATH 010 College Algebra II		

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

To maintain your eligibility to be considered for financial aid, you must meet the standards set forth in Howard University's financial aid policy on Satisfactory Academic Progress (SAP). Three components of your student record determine whether you meet SAP standards: Credits, grades and time frame. The requirements in each area vary according to your 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 policy is a federal requirement that includes, but is not limited to, 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

#### *Minimum Credits Earned*

Your enrollment status is evaluated at the end of each academic year to verify that you have earned the minimum number of credits required during the fall and spring semesters. You are required to complete at least 70 percent of all attempted hours of coursework each academic year to complete your program within 150 percent of the credit hours required for graduation. (For example, a student who attempts 16 hours during a given semester must earn at least 11 credit hours to be making satisfactory academic progress in this area.)

Note: Students who enroll for less than 15 or 16 credit hours per semester and/or have excessive unsatisfactory grades (i.e., 'W', 'U', 'F') risk exhausting their financial aid eligibility before completing all program requirements.

#### *Minimum Cumulative GPA*

As an undergraduate student, your cumulative grade point average (GPA) will be reviewed at the end of your first academic year (second semester of enrollment) and each subsequent academic year. Undergraduate students are required to maintain a minimum 2.0 GPA each academic year of attendance. Graduate and professional students are required to maintain the GPA required by their programs.

#### *Maximum Time Frame*

You can be considered for financial aid eligibility for only a limited time. At the end of each academic year, the credits you have attempted are reviewed to ensure that you are progressing at the required rate. You will be notified when you are within 24 credit hours (2 semesters) of reaching the expiration of your allowable time frame. Once your time frame has expired, you will have to use your own funds to continue your studies. **No exceptions can be made.**

### ***Financial Aid Probation***

You will be placed on financial aid probation for the next academic year of attendance if you fail to earn the minimum number of credits or the GPA required. While on financial aid probation, you may still receive financial aid. To be removed from probation, you must complete the minimum number of credits that were required in the term prior to your probation and/or you must achieve the required GPA. Your probationary status will be removed at the end of your probationary term if these conditions are met.

### ***Financial Aid Suspension***

If you fail to earn the required credits or achieve the required GPA while on financial aid probation, you will be placed on suspension. You will no longer be eligible to receive aid from any financial aid programs. To resume your eligibility to receive financial aid, you must complete, at your own expense, a regular semester at the University as a student in the full-time, half-time or less than half-time status from which you were originally suspended and attain the minimum credits earned and/or achieve the required cumulative GPA.

### ***Academic Suspension***

If you have been academically suspended from the University, you are not eligible for financial aid. Once you are re-matriculated (readmitted) by the University, you must complete the financial aid SAP appeal process. Your financial aid status and eligibility will be determined based on Satisfactory Academic Progress standards through a review of your academic transcript and the Verification of Academic Standing Form that you submit with your appeal

### ***Exclusions***

The following types of registration/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.

### ***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.
- 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.
- 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.

### ***Right to Appeal***

You may appeal the SAP decision to place you on 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.

If you were placed on financial aid suspension due to GPA or minimum credits earned, you must submit a Satisfactory Academic Progress Appeal Form. If you were academically suspended but have been readmitted to the University, you must submit a completed Satisfactory Academic Progress Appeal Form and a Verification of Academic Standing Form, (available from The Office of Financial Aid, Scholarships and Student Employment).

If you have failed to achieve financial aid SAP due to mitigating circumstances, you should submit the appeal form, and a letter of explanation with any other appropriate documentation attached. Mitigating circumstances would include extreme illness or injury, family crisis, death of immediate relative or additional credits earned from incomplete courses.

You can obtain a form from the Office of Financial Aid, Scholarship and Student Employment or by visiting the website at [www.howard.edu](http://www.howard.edu).

You may appeal to have your SAP status reviewed if, by attending a summer session, you increased your GPA or completed credits that helped you meet the minimum number of credits required for the year. Send your appeal with any required documentation to:

**The Office of Financial Aid, Scholarships and Student Employment  
Appeals Committee  
Administration Building, Room 205  
2400 6<sup>th</sup> Street NW  
Washington, D.C. 20059**

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

<p><b>FEDERAL FINANCIAL AID UNOFFICIAL WITHDRAWAL POLICY</b></p>
--

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 (received on behalf of student)

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 if 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.

## PRIVACY RIGHTS OF STUDENTS

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

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:

- (1) FINANCIAL RECORDS of parents
- (2) CONFIDENTIAL LETTERS and statements of recommendations entered in the file PRIOR TO JANUARY 1, 1975.
- (3) 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:
  - (a) cannot require as a condition of admission or award of financial aid, the waiving of right of access to letters of recommendation;
  - (b) must, upon request, furnish the names of all persons making confidential recommendations;
  - (c) shall use such letters ONLY for the purpose for which they were intended

b. FOR A HEARING to:

- (1) CHALLENGE the content of his/her education record and, if appropriate
- (2) CORRECT OR DELETE any inaccurate, misleading or inappropriate data contained therein. and
- (3) 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 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 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 and 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 EM/Records 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 Enrollment Management-RECORDS office 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 EM/Records. 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 Enrollment Management-RECORDS office. 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:
  - a. the types of educational records and information contained therein directly related to students and maintained by the University;
  - b. the name, position, and campus location of the official responsible for the maintenance of each type of record to which students have a right of access, and
  - c. the categories of information, if any, which the University has designated as directory information.
2. A student desiring to review a reviewable University record shall execute in writing a form entitled "Request for Review of Student Record" obtained from and provided by the office concerned. A record of all requests for review of records by students, including the disposition thereof, shall be maintained by all offices of the University in which such requests are made. In instances in which a student requests a review of the contents of a University record, the office involved shall provide for such review with an appropriate official of the office within a reasonable time. Costs incurred in connection with furnishing a student a copy of anything contained in the University record and requested by such student will be borne by the student. Such appropriate costs will be established by the Vice President for Fiscal Affairs in consultation with the 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:
  - a. Advance notice of the date, time, and place of the scheduled hearing
  - b. Personal appearance
  - c. To present their case or have the same presented in their behalf by anyone of their choice;
  - d. To present evidence and to call witnesses.

6. The hearing officer will render a written decision and provide the student petitioner and the University representative with a copy of the decision within a reasonable period following the conclusion of the hearing. Where the student involved receives an adverse decision, he shall have a right to petition the 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 EM/Records, Room 105, 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, Room 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. The creation and maintenance of a community where there is freedom to teach and to learn, however, is dependent on maintaining and appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of insidious 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.

In furtherance of these principles, Howard University has established expected norms of behavior and activities that are described in this Student Code of Conduct ("Code"). Circumstances that reasonably indicate a violation of any of the Code's tenets will result in adjudication through the University's judiciary system.

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

It is the responsibility and duty of students to become acquainted with all provisions of the Student Code of Conduct. It will be presumed that every student has knowledge of the Code from the date of his/her initial enrollment at the University. It will be assumed that any student participating in any program or activity of the University has consented to all provisions of the Code.

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

The Student Code of Conduct applies to incidents occurring on campus and in some situations off the campus, provided that an infraction involves a student or a student organization that has an affiliation with the University. Incidents and events that violate this Code and that involve Howard University students or organizations occurring at institutions part of the Washington Metropolitan Area Consortium of Universities are subject to Howard University judicial action.

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

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

Judicial action against any student committing a violation of the Code of Conduct off-campus will be considered on a case-by-case basis upon filing by a complaint 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 submit it to that office not later than 10 working days after the violation. After review of the form, ODSSS will make a determination of its appropriateness for University judicial action. Specifically excluded from this provision are landlord/tenant disputes, personal business matters with off campus entities and domestic issues. Judicial action will be taken against any student convicted of a felony.

All persons who are not students of the Howard University Community who violate the Code are subject to being barred from all University-owned and operated property and all University-sponsored events.

## SECTION II: COOPERATION WITH LAW ENFORCEMENT AUTHORITIES

The University cooperates fully with law enforcement authorities. Violations of the Code, which are also violations of federal or local law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently at the University and in the criminal justice system.

The Campus Police Department (CPD) works closely with area law enforcement agencies, particularly the Washington, DC Metropolitan Police Department (MPD). A police sub-station located at 2200 Georgia Avenue, NW is operational and fully staffed 24 hours a day by CPD officers and during specified hours by MPD officers. CPD officers have full powers of arrest, search and seizure on all University-owned and operated property, and are usually the first respondents to calls for police services on campus. However, complainants may request that MPD respond to any reported offense or incident. CPD investigators also cooperate fully with specialized units of the MPD in coordinating efforts to solve crimes of a mutual concern.

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

All officially enrolled students shall have the following rights, freedoms, and responsibilities:

A. General Rights and Freedoms Students have the following rights and freedoms:

1. 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, provided that such activity is conducted in a legal manner, is in accord with University regulations, and does not abridge the rights of others.
2. Students have the right of fair access to all educational opportunities and benefits available at the University in an environment that is safe, free of invidious harassment, discrimination, or intimidation.
3. Students have the right to privacy in accord with the policy expressed in the Family Educational Rights and Privacy Act of 1974 (FERPA).

B. Procedural Rights and Freedoms Students accused of violating that Student Code of Conduct have the following rights:

1. To have access to all University policies and procedures regarding the functioning of the judiciaries.
2. To be informed of and to have explained as required the charges pending against him/her.
3. To be free from any form of intimidation by University charging officers to coerce admissions.
4. As:
  - a. The accused: To face his/her accuser(s) and have the opportunity to cross-examine same and any witnesses.
  - b. The complainant: To question the accused and any witnesses.
5. To be free from any searches or seizures unless based on substantiated reasonable cause. Searches and seizures may be made by the Vice President for Student Affairs and his/her designee, housing staff, University officers and officials, and Campus Police.
6. To a fair and impartial judicial hearing before and appropriately appointed judicial board, appeal board, or Administrative Hearing Officer.

### C. Responsibilities

All Students share the following responsibilities:

1. To read, become familiar with and adhere to the Student Code of Conduct, the University's Code of Ethics and Conduct, the Academic Code of Conduct, the H-Book, and the relevant school/college bulletins.
2. To respect the personal and property rights of others and to act in a responsible manner at all times.
3. To protect and foster the intellectual, academic, cultural, social and other missions of the University.
4. To observe the laws of local, state, and federal governments.
5. Students have the right responsibility to report to administrators, academic and behavioral misconduct in the University environment.

#### **SECTION IV: EMERGENCY ACTION**

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

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

Therefore, if at any time, the President or the Dean for Special Student Services deems, for cause, that the behavior of any student poses a reasonable threat to University property or the safety, health, or welfare of the University Community, they may take emergency administrative action to immediately suspend that student's registration until a hearing is convened and a decision rendered. ODSSS should convene such a hearing within seven business days of the termination action barring extenuating circumstances.

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

A student charged with a crime by any local, state, or federal entity may after consultation with the Office of General Counsel, University Counseling Service, and University Health Services be suspended by the Dean of Special Student Services from the date of the charge until a judicial hearing can be convened if: (1) their presence is considered a danger to the health and welfare of the Howard University Community, or (2) their presence would otherwise interfere with the mission of the University. The hearing, except in rare and extenuating circumstances, will be held within 10 days of the charge.

It is the University's policy that a student convicted of a felony shall be expelled from the institution. The decision on the continued enrollment of any student convicted of a misdemeanor will be made on a case-by-case basis.

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

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

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

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

If a determination is made by ODSSS that a meritorious and/or valid allegation of a violation of the Code has occurred, the complainant(s) and the accused are contacted by ODSSS.

Each party will be required to put in writing their version of what occurred, including providing any additional information or clarification of the form filed.

The accused will be informed of the allegation and related information, given an opportunity to provide his/her version of the facts, and allowed to plead "Guilty" or "Not Guilty". Statements of the complainant and accused are shared with the other if requested.

If the accused fails to respond to the above within five (5) working days of the date of the communication, the Dean for Special Student Services may still proceed with scheduling and convening a hearing to adjudicate the matter.

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

All "Guilty" pleas by the accused will result in an ODSSS review of the case and determination of appropriate sanction(s) to be imposed. The complainant will receive written notification of the sanction(s) and the timeline and deadlines required for their completion. The sanction(s) may be appealed in writing to ODSSS. Use the Process for Filing and Appeal outlined in Section XVI.

#### **SECTION VIII: PROHIBITED BEHAVIORS**

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

##### A. Safety

1. Causing or creating a fire or any other condition that jeopardizes the safety of individuals.
2. Tampering with safety measures or devices, such as alarm systems, fire extinguishers, exit signs, emergency phone systems, smoke or heat detectors, fire hoses, security systems, locked exterior doors, and sprinkler systems.
3. 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.
4. Falsely reporting the presence of a bomb or any other dangerous device.

##### B. Firearms

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

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

##### D. Harassment

Engaging in verbal or physical behavior directed at an individual or group that, according to a person of reasonable sensibilities, is likely to provoke an immediate and negative response. This behavior may:

1. Involve an express or implied threat to another person's academic pursuits, University employment, or participation in activities sponsored by the University or organizations or groups related to the University, or;
2. Be engaged in for the purpose of interfering with such pursuits, employment or participation, or;
3. Create and intimidating or demeaning situation or environment and inflicting psychological or emotional harm, or causing undue stress or harmful feelings.

##### E. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, electronic, visual, or physical conduct of a sexual nature when:

1. Submission to such conduct is explicitly or implicitly made a term or condition of employment or status in an academic course, program, or activity; or
2. An individual's submission to or rejection of such conduct is used as a basis for an academic or employment decision affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance; or
4. Such conduct, in intent or effect, creates an intimidating hostile or offensive environment for working or learning.

**F. 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 or bodily harm constitutes an assault. An assault may be committed without actually touching or striking, or doing bodily harm.

**G. Sexual Assault**

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

**H. 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.

**I. Physical Assault With a Weapon**

An encounter that includes the use or the threatened use of weapons or objects which are used as weapons or which may be construed as weapons.

**J. Alcoholic Beverages**

1. The sale, service or consumption of an alcoholic beverage, drinking or possessing alcoholic beverages in classrooms and/or laboratories is prohibited.
2. Consumption of alcoholic beverages in the residence halls not in accordance with the District of Columbia laws pertaining to the purchase and consumption of such beverages will not be permitted in the public or common areas of the building.
3. Student organizations affiliated with schools and colleges may not serve alcoholic beverages at events without the express 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. Alcoholic beverages may not be consumed outside of the designated areas for the event within the building where the respective school or college is housed.
4. Student organizations serving alcoholic beverages at off-campus events may not identify these events as University-sponsored or sanctioned.
5. After consuming alcoholic beverages students must assume full responsibility for their conduct as it relates to the need for good judgment, moderation, respect for the rights of others and the legal regulations of the jurisdictions involved.

**K. Drugs**

The University has a "zero" illegal drug tolerance policy that expressly precludes:

1. Possession or use of a controlled substance (i.e., narcotics or drugs) in any form without a valid medical prescription.
2. Distribution and/or sale of a controlled substance.
3. The illegal possession and/or use of drug paraphernalia. Such drug paraphernalia may include all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, or concealing, or used to facilitate, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body.
4. Accessory to drug use, possession, or sale. This means aiding and abetting the illegal possession, sale, or use of controlled substances.

**L. Hazing**

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

**M. Forgery, Fraud, or Dishonesty**

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

**N. Property Damage**

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

**O. Theft**

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

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

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

**Q. 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.

**R. Compliance**

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

**S. Smoking**

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

**T. Disruptive Conduct**

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

**U. Electronic Communication**

Using University telecommunications and data communication networks for illegal or inappropriate purposes.

**V. Harboring**

Knowingly harboring or transporting to University owned and operated property a fugitive, student, employee, or any other individual who has been officially barred from the University of who is wanted by law enforcement authorities.

**W. Contracts**

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

**X. Established Policies and Procedures**

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

**Y. Violation of the Criminal Codes of the Local, State, or Federal Government**

This section covers on and off-campus actions or activities.

**Z. Embezzlement**

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

**AA. Contempt of/ or Interference with Any Judicial Program Actions or Activities**

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

**BB. Media Contact**

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

**CC. Presenting False Testimony**

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

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

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

**A. Judicial Boards**

The University-wide judicial boards are composed of a pool of students, faculty, and administrators appointed and trained by ODSSS. These appointments are made by ODSSS and may be qualified volunteers or nominations submitted by University officers, deans of the schools and colleges, the Faculty Senate, the Howard University Student Association (HUSA), and undergraduate and graduate student governing bodies using their own internal policies for such selection. Names of nominees to sit on judicial boards for an academic year must be received not later than the end of the second week of classes of the fall semester of that year so their eligibility may be determined by ODSSS. The judicial boards have jurisdiction over students in all schools, colleges, and programs who are subject to the Code. They are responsible for reviewing and evaluating all of the relevant information, conducting hearings, rendering a decision of guilt or innocence, and making their decisions and recommendations for sanctions, if any, to the Dean for Special Student Services.

The memberships of the judicial boards are composed as follows:

- 9 Members
- 4 Students
- 5 Faculty Members and/or Administrators

The qualifications for board membership are as follows:

1. Undergraduate Students
  - a. Validated for the semesters of service
  - b. In good academic and financial standing
  - c. At least 12 credits earned at time of appointment
2. Graduate/Professional Students
  - a. Validated for the semesters of service
  - b. At least one semester of enrollment by the time of appointment
  - c. In good academic and financial standing
3. Faculty
  - Must have been a member of the University faculty for a minimum period of one year at the time of appointment.
4. Administrator/Staff
  - Must have been an employee of the University for a minimum of one year at the time of appointment.
5. Chair:
  - The Dean for Special Student Services will appoint a faculty member or administrative staff member of each board to Chair that board.

**B. Administrative Hearings**

Adjudication of a violation of the Code may be handled through an administrative hearing process by an Administrative Hearing Officer. An administrative hearing may be used under any of the following circumstances:

1. A student charged with a violation elects that administrative hearing process in lieu of a University-wide judicial board or appeal board hearing.
2. It is not possible or practical to convene a judicial board or appeal board at the time the case is scheduled (e.g., summer

sessions, semester breaks, spring break, etc.) and the interest of the University would be better served by having the case heard in a more expeditious time-frame.

3. The nature of the case is such that the Dean for Special Student Services feels the best interest of the student and/or the University would be better served by the use of an administrative hearing.

**C. Administrative Hearing Officer**

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

An administrator will be deemed qualified to be a hearing officer if he/she has been employed by the University for at least one year, and has received the necessary training from ODSSS.

**D. Appeal Boards**

Any student found "Guilty" by a University-wide judicial board or hearing officer and given sanctions may appeal the decision. (See Section XVI: Appeal of a Judicial Hearing Decision). The request for reconsideration of a finding or sanction(s) is received and acted upon by one of the two appeal boards, one for undergraduate and one for graduate/professional students. Their memberships are composed as follows:

- 5 Members
- 2 Students
- 3 Faculty Members and/or Administrators

Members of the appeal boards must meet the same qualification standards as members of the University-wide Judicial Board. No judicial board member hearing a case originally may be on the board hearing the appeal of that 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.

**E. Administrative Appeal Hearing**

An appeal of a ruling by a University-Wide Judicial Board may be handled through an administrative hearing process by an Administrative Appeal Hearing Officer. An administrative appeal hearing will be convened at the sole discretion of the Dean for Special Student Services. In addition, a student filing an appeal may elect to request such a hearing.

**F. Administrative Hearing Appeal Officers**

Administrative Appeal Hearing Officers are selected and trained by the Dean for Special Student Services. Each such hearing will be assigned an Officer selected from the pool of qualified and trained persons. The Administrative Appeal Hearing Officer is responsible for meeting with the Chairperson of the original 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.

**SECTION X: HEARING PARTICULARS**

**A. Notification of Hearing**

The members of the appropriate judicial board (or the hearing officer, as appropriate), the accused student(s), and the complainant(s) are notified by ODSSS by mail, at the local address of record, or in person, of the date, place, and time of a scheduled hearing not less than ten (10) working days prior to the hearing date (excluding holidays). Both the complainant and the accused are informed in the letter that they should contact their witnesses and inform them of the hearing. Witness lists are to be submitted to ODSSS at least two (2) days prior to the hearing. Upon request, ODSSS will make copies of the witness lists available to the opposing sides. Upon request,

ODSSS will provide letters for faculty members of students absent from class because of participation in a judicial program hearing explaining the students' absences from classes.

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

If either the accused of the complainant cannot attend a scheduled hearing, he/she must notify ODSSS as soon as this fact is known. Documentation of extenuating circumstances must be provided. Failure to adhere to this policy may result in additional judicial action.

**C. Relevant Document Access**

The accused 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 the hearing officer for review prior to a hearing.

**D. Briefings**

Board Chairs and hearing officers are briefed by ODSSS. Members of judicial and appeal boards are briefed by the Chair of their Boards.

**E. Failure to Attend**

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

**F. Campus Police Officers Attendance at Hearings**

The Campus Police officer(s) who took the report and/or investigated the incident may be asked to attend and/or participate in a hearing as a witness when such attendance or participation will facilitate the finding of facts.

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

Howard University judicial proceedings are not subject to standard legal rules of evidence or civil or criminal courtroom procedures and protocols.

Rather, board and administrative hearing officers shall make a determination based on the preponderance of the evidence submitted. The accused and the complainant are both free to consult legal counsel in preparing for a hearing; however attorneys are NOT allowed to attend a judicial hearing or to represent a student in a hearing. However, a student may elect to have a peer advisor at a hearing.

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

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

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

**A. Closed Hearings**

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

**B. Witnesses**

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

**C. Postponement**

A one-time request for postponement by either the accused or the complainant(s) will be considered by ODSSS, and granted only when ODSSS deems that there is a compelling reason for the delay. ODSSS will set a new date for the hearing and notify all parties involved.

**D. Quorum Requirement**

A simple majority of appointed board members is considered the quorum necessary to conduct business, including receiving evidence and rendering a decision.

**E. Role of the Chair**

The Chair of a judicial board has the responsibility of conducting the hearing in a fair and equitable manner and of taking such action as necessary to

sanction or mitigate disruptive or inappropriate behavior. He/she also writes and signs the board hearing report and submits it to ODSSS.

**F. Burden of Proof**

The burden of proof rests with the complainant who must establish the guilt of the accused. The accused is expected, however, to be prepared to

respond to charges against him/her with material witnesses as necessary. Decisions are made based on preponderance of the evidence presented.

**G. Making a Record of the Hearing**

The proceedings of a hearing may be recorded on an audio taping device, or by a court reporter, as determined by ODSSS in its sole discretion. In all

other events notes taken by a member of the board designated by the Chair will be used as the record. A student filing an appeal may request a copy of the audio recording, transcript, or official notes of the hearing. Costs incurred in producing the record of the hearing will be borne by the student.

A summary of the Chair's hearing report will be provided at no cost.

**H. Steps in the Hearing**

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

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

1. Deliberations are held in private with only board members and ODSSS staff present

2. Boards will consider all information in the case file, and all testimony and evidence presented during the hearing.

3. Evidence of prior violations of the Code may be considered only after a determination of guilt has been made as part of the process of determining sanctions.

4. Verdicts of "Guilty" or "Not Guilty" and any recommended sanctions shall be made by a simple majority vote of the Board.

5. The Chair of the Board prepares a written report of the hearing's finding(s), including the basis(es) for the finding(s) and submits it to ODSSS. For those findings of "Guilty" there should be recommendations for sanctions. The Chair signs the report on behalf of the board. The report is reviewed by ODSSS for final ruling and notification to the accused and complainant. A copy of the report is available in the ODSSS office for review by board members.

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

**A. Closed Hearings**

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

**B. Witnesses**

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

**C. Postponement**

A one-time request for postponement will be considered by ODSSS, and granted only when ODSSS deems that there is a compelling reason for the delay.

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

The Administrative Hearing Officer has the responsibility of conducting the hearing in a fair and equitable manner and of recommending such action(s)

as necessary to sanction or mitigate disruptive or inappropriate behavior.

**E. Burden of Proof**

The burden of proof rests with the complainant who must establish the guilt of the accused by a preponderance of the evidence. The accused is expected, however, to be prepared to respond to charges against him/her with materials witnesses as necessary.

**F. Making a Record of the Hearing**

The proceedings of a hearing may be recorded on an audio taping device, or by a court reporter, as determined by ODSSS in its sole discretion. In all

other events notes taken by someone designated by the Officer will be used as the record. A student filing an appeal may request a copy of the hearing record and will be charged a reasonable fee for reproduction costs incurred by ODSSS.

**G. Steps in the Hearing**

Hearing shall follow a standardized format.

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

1. The administrative hearing officer takes into consideration all information in the case file, and all testimony presented in the hearing.
2. Evidence of prior violations of the Code may be considered in determining sanctions if the accused is found guilty.
3. The hearing officer prepares a written report and submits it to ODSSS including any recommendations for sanctions. The report is reviewed by ODSSS for final ruling and notification to the accused and complainant.

I. Judicial Hearing Conduct

Both the complainant and they accused are expected to conduct themselves appropriately, and to take direction at all times from the Chair. Failure to do so may result in expulsion from the hearing and the lodging of additional judicial charges.

**SECTION XIII: NOTIFICATION OF HEARING OUTCOME**

The Dean for Special Student Services reviews recommendations of the board or hearing officer and makes a final determination on sanctions. ODSSS will then disclose in writing the decision and any sanctions to both parties no more than twenty (20) working days of receiving the report. ODSSS reserves the right to delay notification for cause. When deemed necessary or appropriate by ODSSS, it shall notify relevant University officers, officials, units and organizations or hearing outcomes and sanctions.

**SECTION XIV: DISCIPLINARY SANCTIONS**

The intention of imposing disciplinary sanctions for violations of the Student Code of Conduct is to educate students about responsible behavior as members of the Howard University Community, to maintain order, and to protect the rights of others. Students found guilty of violating the Code are notified of those sanctions by ODSSS, which monitors their appropriate completion. There is no automatic sanction for any particular offense with the exception of automatic expulsion for a felony conviction. Judicial boards and administrative hearing officers evaluate each case individually and determine sanctions consonant with the severity of the offense and in relation to sanctions for like offenses.

A. General Terms:

1. Parents of a minor or dependent student who receive a disciplinary sanction from the University may be notified of that action by the Vice President for Student Affairs, or as delegated, by the Dean for Special Student Services
2. 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.
3. 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.
4. Students who have not completely fulfilled their sanctions may be allowed to participate in General 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.
5. The imposition of sanctions will be a matter of record in the ODSSS. Unless otherwise stated, all sanctions imposed by the University are effective immediately.

B. Types of Disciplinary Sanctions:

One or more of the following sanctions may be imposed for each violation of the Student Code of Conduct.

1. Disciplinary Warning or Reprimand  
A disciplinary warning or reprimand is an official statement of censure. It is used when a student's behavior is unacceptable but is considered to be minor and/or unintended. The warning or reprimand is sent in writing to the student found guilty in a judicial action. It

includes a warding that any other violation of the University's Code for which the student is found guilty will result in more severe disciplinary action.

2. Letter of Apology to the Aggrieved Party  
A student found guilty may be required to write a letter of sincere apology to the aggrieved party specifying regret for the behavior or action exhibited. A copy of the letter must be provided to ODSSS. If it is found that the letter has not been appropriately done, rewriting will be required until it is done appropriately.
3. Requirement to Seek Counseling  
This sanction may be imposed in cases where a student in the adjudication process is deemed to have manifested behaviors and/or attitudes inhibiting their ability to function effectively as a member of the University Community. The student receiving this sanction would be required to provide evidence to ODSSS of having sought, and made reasonable continued steps towards receiving counseling by a qualified professional.
4. Participation in or Conducting Special Workshops or Seminars

In some instances students found guilty may be required to participate in, or to develop, advertise, and present special workshops or seminars related to the committed violation. The purpose of these special workshops is to increase and/or enhance knowledge and understanding of a particular topic related to the offense. In such instances, students are required to present a typed, well-written summary of the activity to the ODSSS within 48 hours of the event. Failure to comply with this sanction may result in the imposition of additional sanctions.

5. Research Assignments

A student may be required to complete a research assignment on a topic related to the committed offense. The research assignment must be completed by a specified deadline, must be thorough, comprehensive, typed and scholarly. The completed project must also conform to other specification given by the judicial officer or judicial body. Failure to comply with this sanction or its terms may result in the imposition of additional sanctions.

6. Mandatory University or Community Service

Students who are found guilty of violating the Code may be given work assignments at the University or in the local community. Mandatory service is designed to benefit the student, the University, and/or the community. A student may propose a community/University service project of a constructive or educational nature. On-campus assignments may include, but are not limited to, working with the Physical Facilities Management, Food Services, Residence Life, HUSA, or any other designated University department or unit. Off campus assignments will usually be made in conjunctions with a human service or volunteer service agency. All assignments must be completed within a designated time period and to the satisfaction of the assigned supervisor. Students who fail to complete their assignments, those who do so in an unsatisfactory manner, or those who fail to complete the project within the specified time period, may be subject to the imposition of additional sanctions.

7. Restitution

Restitution is reimbursement paid or tendered to compensate for personal injury or for damage to or misappropriation of University or personal property. It may be in the form of money or services, subject to the discretion of the hearing officer of judicial board, and with the concurrence of the Vice President for Student Affairs and the Dean for Special Student Services. Students who fail to make restitution as required may be subject to the imposition of additional sanctions.

8. Disciplinary Probation

During the stated period of disciplinary probation, the student shall be denied participation in intramural, intercollegiate, and club sports. Such students 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 placed on disciplinary probation are expected to demonstrate a positive change in their behavior. Students participating in an activity described in this paragraph and

receiving a scholarship for such participation may have that scholarship suspended or terminated. It will depend on the nature of the offense and the controlling terms of the scholarship award. Decisions regarding scholarships will be made collaboratively by the Vice President for Student Affairs, the Dean for Special Student Services, and other appropriate University officials.

#### 9. Limited Term Suspension

Suspension is used in cases of serious misconduct or in cases when the student has violated the condition of his/her disciplinary probation, or has failed to meet stipulations of lesser sanctions. A student found guilty of a violation during the period in which he or she is on disciplinary probations, or who commits an offense serious enough to warrant suspension may be suspended from the University for the remainder of that semester or term, or any portion thereof, for the next semester or term, or for any other additional periods deemed appropriate. Suspensions are recorded on the student's permanent record (official transcript). Students suspended from the University are required to return their student identification card and room keys and may not return to the campus for the duration of their suspension (barred) except to conduct official business with judicial program staff, and then only with the prior permission of the ODSSS. 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. During the period of suspension the student is not eligible or entitled to receive any University services or benefits.

#### 10. Indefinite Suspension

Indefinite suspension adheres to 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 the appropriate hearing body desires that evidence of rehabilitation be presented by the student before he or she is readmitted to the University.

#### 11. 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 to apply for readmission to the University and is permanently barred from Howard University owned and operated buildings and from all University-sponsored events. Expulsions are recorded on the student's permanent record (official transcript). Students expelled from the University are required to return their student identification card and their room keys and may not return to the campus. If an expelled student returns to campus, he or she will be charged with unlawful entry and may be arrested. An expelled student's relationship to the University is severed permanently.

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

A student temporarily suspended will only be considered for readmission after filing a Request for Readmission After Judicial Suspension form with the Office of the Dean for Special Student Services. The submission will be reviewed to determine if all stipulations have been met to be considered for readmission.

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

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

A. Criteria for an Appeal: a "guilty verdict and/or the imposition of any sanctions may be appealed 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.

i. The process leading up to or during the original hearing was inappropriate or flawed to the extent that the hearing was not a fair and impartial one.

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

iii. New Evidence: Relevant NEW evidence has surfaced which can be produced and substantiated which was not available prior to the original hearing but becomes available or known and could have materially affected the decision or findings of the board or hearing officer. Proof that the information is newly available is required.

iv. Disproportionate Sanction: The sanction levied is manifestly unjust because it is overtly disproportionate to the offense, or is not in line with sanctions levied for similar offenses.

#### B. Process for Filing and Appeal of Judicial Action

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

#### C. Appeal Review Process

The written appeal will be reviewed by the Office of the Dean for Special Student Services to determine if it meets one of the three required criteria.

If so, the case file will be passed on to the Chair of the appropriate appeal board. The Chair of the appropriate board will notify the student of the hearing date, time, and location. In the event an appeal board cannot be composed, including periods when the University is not in session, the Dean for Special Student Services will appoint an Administrative Appeal Officer.

#### D. Appeal Hearing

Appeal hearings will be limited to a presentation of evidence by the appellant that directly addresses one of the bases for 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.

E. Remedies on Appeal The following actions may be taken by simple majority vote of those appeal board members present:

1. Affirm the findings of the original board or hearing officer
2. Affirm the findings but change the sanction(s) levied
3. Overturn the findings of the original board or hearing officer and remand to the original board for a new hearing.

#### F. Notification of Finding

The results of an appeal board hearing will be sent by the Chair directly to the appealing student, the original complainant and ODSSS, within 10 working days of the board's decision. If the case is remanded for a new hearing, the ODSSS will contact the student about that new hearing. At the discretion of the Dean for Special Student Services, a different University wide judicial board may be asked to hear the case.

#### G. Limitations

1. Each case may be appealed only once. Therefore the finding of the designated appeal board is final and binding.
2. Only the accused may file an appeal.
3. Appeals filed after the stated deadline will not be considered except in special circumstances as determined by the Dean for Special Student Services.

#### H. 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 or in place pending the appeal process.

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

A. Periodic Review: The ODSSS will conduct a complete review the Code periodically, but not more than every two (2) years, to determine if the document should undergo a full revision process.

B. Procedure for Revision: If it is determined that the Code is in need of revision, the procedure for developing a new document for recommended

approval by the Board of Trustees will be as follows:

1. Code Portion: A committee composed of faculty, administrative staff and students will be appointed by ODSSS to review "code" portion of the document and to make recommendations for changes.
2. Judiciaries Portion: The FordRAPIDTM process will be used to review the "judiciaries" part of the document. A team composed of faculty, administrative staff, and students will be appointed by ODSSS to go through this process and to make recommendations for changes.
3. The draft of the revised document with input from the groups in Items 1 and 2 above is completed by ODSSS and forwarded to the Vice-President for Student Affairs, the Office of the Provost, and the Office of the General Counsel for review and comment.
4. An open forum, appropriately advertised, will be held to allow for discussion of proposed changes to the Code. Comments and concerns will be considered in completing the final draft.

C. Forwarding for Approval

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

D. 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 to the President for approval.

#### SECTION XVIII: PUBLICATION AND DISTRIBUTION

The Student Code of Conduct and Judiciaries will be published in the H-Book. Copies of a stand-alone version will be available in the Office of the Dean for Special Student Services. In addition, stand-alone versions shall be made available, upon request, to the offices of all cabinet officers, deans and directors, student government organizations, Campus Police, the Dean for Residence Life and other campus units and organizations.

**Recommended Approval by the Committee on Review of the Judicial Boards, April 8, 1999.**  
**Revised: 7/30/99**

**The Howard University Student Code of Conduct and Judiciaries**  
**Division of Student Affairs**  
**Office of the Dean for Special Student Services**  
**Howard University, Suite 725**  
Washington, DC 20059

### ACADEMIC CODE OF STUDENT CONDUCT

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

#### Definitions of Academic Infractions

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

This offense shall include (but is not limited to) utilization of the assistance of any additional individual(s), organization, document,

or other aid not specifically and expressly authorized by the instructor or department involved. (Note: This infraction assumes

that with the exception of authorized group assignments 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).

#### Administration of the Code

The authority and responsibility for the administration of this Academic Code of Conduct and imposition of any discipline upon

any particular student shall vest in the faculty of the School or College in which the student is enrolled but may be delegated by the faculty to the Dean of the School or College in which the student is enrolled. The Dean shall be assisted in this responsibility by

any faculty members and administrative officers in the School or College the Dean shall consider appropriate. Any student accused

of an infraction of this Code shall have a right to a limited hearing, as described herein, of the charges against him before a committee of faculty members, at least three in number, none of whom shall be the accuser or witness to the alleged infraction. The committee may be either a standing committee of the School or College, whose responsibilities are considered appropriate by the Dean to conduct a hearing under this Code, or a committee appointed by the Dean for the special purpose of conducting only a particular hearing or all such hearings that may arise during an annual period. The hearing committee shall be chaired by a member designated by the Dean and the chairperson shall have the right to vote in cases of a tie vote.

#### Procedure

1. Any faculty member who has knowledge of an infraction of this Code shall assemble all supporting evidence and identify any additional witnesses to the infraction and make this information known to the Dean of the School or College in which the student is enrolled as soon as possible after the date of the Infraction.

2. Upon being notified of an alleged infraction of this Code, the Dean shall, as soon as possible, consider the weight of the assembled evidence and, 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 as soon as possible after notification to the accused of the charge(s) against him/her. The Dean shall similarly notify the hearing committee members of the time and place of the hearing together with identification of the accuser and accused.

3. The "limited hearing" authorized by this Code is not an adversarial proceeding. Constitutional principles of "due process" are not applicable to these proceedings. The faculty member concerned shall present the case for the University. Both 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 then recommend the disciplinary penalty to be imposed upon the student. The chairperson of the committee shall transmit the results and recommendation of the hearing committee to the Dean as soon as possible after the hearing.

5. Upon receipt of the results and recommendations of the hearing committee, the Dean shall, as soon as possible, notify the student of these results and recommendations, including notification that the student may appeal directly to the Dean for mitigation of any disciplinary penalty recommended by the hearing committee. The student shall have five working days to make such appeal from date of receipt of notification.

6. After hearing any appeal from a student, the Dean shall be authorized to determine the appropriate academic penalty under the circumstances. The Dean may sustain the recommendation of the Committee concerning the penalty or may reduce or

increase the severity of the penalty. The Dean's decision shall be communicated to the student as soon as possible and shall be final.

#### **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).

#### **Adopted by the Board of Trustees (January 24, 1987)**

### **DEGREE REVOCATION PROCEDURES**

1. **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.

2. **Notice** —The Dean of the School or College involved shall provide the graduate with written notice of:

- a. the University's specific findings with regard to the graduate's academic record and its intention to revoke the degree;
- b. the graduate's opportunity to respond in order to present evidence that the record is incorrect;
- c. the graduate's right to be represented or assisted in responding to the University's findings, by other parties, including an attorney at the graduate's expense; and
- d. a 60-day limit to respond to the notice.

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

- a. A person designated by the Dean of the College or School in which the graduate was enrolled shall review the graduate's evidence and the University's evidence.
- b. The Dean's designee, based upon his or her review of the evidence of record, shall submit to

the Dean his or her written recommendation concerning revocation of the graduate's degree.

c. The Dean, based upon his or her review of the designee's recommendation, shall submit to the 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 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.

4. **No Response Received** — In cases where no response to the initial notice is received by the University after 60 days, the

existing record shall be reviewed as noted above.

Thereafter, 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.

5. **Petition to Reopen Decision** — The University shall allow any affected graduate to petition the University to reopen the revocation decision, provided the graduate establishes that 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)**

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

2 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.

#### **Nonmedically 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 nonprescribed 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 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?

## ENROLLMENT MANAGEMENT

### 1. EM/Admission

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

### 2. EM/Records

Updates the Student Reference Manual and Directory of Classes (posted on-line).

Certifies students' enrollment status.

Prepares new student Photo ID Cards.

Maintains students' address data.

Processes all course overrides (These are **approved** only by the respective Schools/Colleges/Divisions).

Provides Official Academic Transcripts.

Maintains all academic records.

Provide services for Consortium and Domestic Exchange.

## OFFICE of FINANCIAL AID, SCHOLARSHIPS and STUDENT EMPLOYMENT

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 Financial Aid Office for guaranteed student loans, federally Insured loans, state and private scholarships, etc., are sent to Student Financial Services for deposit to students' account.

### Advisory/Registration Units

Responsible for academic advising.

### International Student Services

Processes U.S. immigration forms and certifies loan and scholarship documents from foreign governments. Advises international students on financial, immigration, and other problems.

## STUDENT FINANCIAL SERVICES

### 1. Student Accounts

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. Issues validation stickers to paid registrants.

### 2. 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.

### Special Student Services/Veterans Affairs

Providing 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" for Former Students Returning (FSR).

### Student Housing and Residence Life

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

### Treasurer

Authorizes all exception billing when less money than that required by the University Board of Trustees is accepted in permitting registration. Counseling students with financial problems will be done by the Office of the Vice President for Business and Fiscal Affairs.

# CODE SHEET

## States and Possessions

AL Alabama	KY Kentucky	ND North Dakota	<b>U.S. Possessions</b>
AK Alaska	LA Louisiana	OH Ohio	YE American Samoa
AZ Arizona	ME Maine	OK Oklahoma	(also AS)
AR Arkansas	MD Maryland	OR Oregon	PQ Canal Zone
CA California	MA Massachusetts	PA Pennsylvania	YF Canton and
CO Colorado	MI Michigan	RI Rhode Island	Enderbury Islands
CT Connecticut	MN Minnesota	SC South Carolina	YD Guam
DE Delaware	MS Mississippi	SD South Dakota	MP Mariana Island
DC District of Columbia	MO Missouri	TN Tennessee	MQ Midway Island
FL Florida	MT Montana	TX Texas	PS Palau Islands
GA Georgia	NE Nebraska	UT Utah	PR Puerto Rico
HI Hawaii	NV Nevada	VT Vermont	PI Trust Territory Pacific Island
ID Idaho	NH New Hampshire	VA Virginia	VU Virgin Islands
IL Illinois	NJ New Jersey	WA Washington	WQ Wake Island
IN Indiana	NM New Mexico	WV West Virginia	
IA Iowa	NY New York	WI Wisconsin	
KS Kansas	NC North Carolina	WY Wyoming	

## International Countries

AD Aden	EC Ecuador	LS Liechtenstein	SN Singapore	CA Catholic
AF Afghanistan	EG Egypt	LH Lithuania	LO Slovakia	CB Christian Brethren
CT African Republic	ES El Salvador	LU Luxembourg	SI Slovenia	CC Church of Christ
AL Albania	ER Eritrea	MS Macao	SO Somalia	CG Church of God
AG Algeria	EN Estonia	MK Macedonia	SF South Africa	CH Christian
AN Andorra	ET Ethiopia	MA Madagascar	SP Spain	CM Christian
AO Angola	FA Falkland Islands	YA Malagasy	YB Sri Lanka	Methodist
AV Anguilla Island	(Malvinas)	Republic	SU Sudan	Episcopal
AC Antigua and Barbuda	FO Faroe Islands	MI Malawi	NS Suriname	CO Church of God in Christ
AR Argentina	FJ Fiji	MY Malaysia	WZ Swaziland	CS Christian Scientist
AM Armenia	FI Finland	MV Maldives	SW Sweden	DC Disciplines of Christ
AW Aruba	FR France	ML Mali	SZ Switzerland	EC Ecumenical
AS Australia	FG French Guiana	MT Malta	SY Syria	EP Episcopalian
AU Austria	FT French Guinea	MB Martinique	TW Taiwan	ES Ethical Culture Society
AJ Azerbaijan	FP French Polynesia	MR Mauritania	TI Tajikistan	EU Evangelical United Brethren
BF Bahamas	GB Gabon	MP Mauritius	TZ Tanzania	EV Evangelical
BA Bahrain	GA Gambia	MX Mexico	TH Thailand	GO Greek Orthodox
BG Bangladesh	GG Georgia	MD Moldova	TO Togo	HI Hindu
BB Barbados	(Republic)	MN Monaco	TN Tonga	HO Holiness
BO Belarus	GM Germany	MH Montserrat	TD Trinidad & Tobago	IF Ifaism
BE Belgium	GH Ghana	MO Morocco	TS Tunisia	IM Islam
BH Belize	GI Gibraltar	MZ Mozambique	TU Turkey	UP Ukraine
DM Benin	UK Great Britain	BM Myanmar (Burma)	TK Turks & Caicos Island	JE Jewish
BD Bermuda	GR Greece	WA Namibia	UG Uganda	JW Jehovah's Witness
BL Bolivia	GL Greenland	NR Nauru, Republic of	UY Uruguay	LE Lutheran
BN Bonaire	GJ Grenada	NP Nepal	UZ Uzbekistan	ME Methodist
BK Bosnia & Herzegovina	GP Guadeloupe	NL Netherlands	VE Venezuela	MM Mormon
BC Botswana	GT Guatemala	NB New Guinea	VM Vietnam	MO Moslem
BR Brazil	GV Guinea	Island	YM Yemen	MR Moravian
BI British Virgin Islands	PU Guinea-Bissau	NZ New Zealand	ZR Zaire Republic	NA Nazarene
BX Brunei	GY Guyana	NU Nicaragua	ZA Zambia	NO Nondenominational
BU Bulgaria	HA Haiti	NG Niger	ZI Zimbabwe	OO Undetermined
UV Burkina Faso	HO Honduras	NI Nigeria		OR Orthodox or Armenian Orthodox
BY Burundi	HK Hong Kong (SRA)	NO Norway		OT Other
CB Cambodia	HU Hungary	MU Oman		PE Pentecostal
CM Cameroon	IC Iceland	PK Pakistan		PR Protestant
CA Canada	IN India	PM Panama		PS Presbyterian
CC Canary Islands	ID Indonesia	PA Paraguay		QU Quaker, Society of Friends
CV Cape Verde Islands	IR Iran	PE Peru		RC Roman Catholic
CJ Cayman Islands	IZ Iraq	RP Philippines		SD Seventh Day Adventist
CD Chad	EI Ireland	PL Poland		SK Sikh
CH Chile	IS Israel	PO Portugal		UC United Church of Christ
CH China (PRC)	IT Italy	QA Qatar		UI Universalist
CO Colombia	IX Ivory Coast	RO Romania		UM United Methodist
CS Costa Rica	JM Jamaica	RS Russia		UN Unitarian
HR Croatia	JA Japan	RW Rwanda		ZO Zoroastrian
CU Cuba	JO Jordan	SJ St. Bartholomew		
CX Curacao	KZ Kazakhstan	SC St. Kitts and Nevis		
CY Cyprus	KE Kenya	ST St. Lucia		
EZ Czech Republic	KN Korea (North)	VC St. Vincent & the Grenadines		
DA Denmark	KS Korea (South)	SM San Marino		
DJ Djibouti	KU Kuwait	SA Saudi Arabia		
DO Dominica	KG Kyrgyzstan	YC Scotland		
DR Dominican Republic	LA Laos	SG Senegal		
	LG Latvia	SR Serbia		
	LE Lebanon	SE Seychelles		
	LT Lesotho	SL Sierra Leone		
	LI Liberia			
	LY Libya			

## Religious Preference

AG Agnostic  
 AM African Methodist Episcopal  
 AN Anglican or English Catholic  
 AO American Orthodox  
 AP Apostolic  
 AT Atheist  
 AZ African Methodist Episcopal  
 BA Baptist  
 BH Bahai  
 BM Black Muslim  
 BR Brethren  
 BU Buddhist

## Schools/Colleges/Divisions and Majors

### UNDERGRADUATE

#### College of Arts and Sciences

0000 Undetermined  
 ADJM Administration of Justice  
 AFAM Afro-American Studies  
 ANTH Anthropology  
 ARFS African Studies  
 BIOL Biology  
 CHEM Chemistry  
 CLSZ Classical Civilization  
 DANC Dance Arts  
 ECON Economics  
 ENGL English  
 FASM Fashion Merchandising  
 FREN French  
 GERM German  
 HIST History  
 INTD Interior Design  
 LATN Latin  
 MATH Mathematics  
 MUSC Music  
 PHED Physical Education  
 PHIL Philosophy  
 PHYS Physics  
 POLS Political Science  
 PRPH Pre-pharmacy  
 PRPO Pre-podiatry  
 PSYC Psychology  
 RECR Recreation  
 RUSS Russian  
 SOCI Sociology  
 SPAN Spanish  
 THEA Theatre Arts

#### School of Business

ACCT Accounting  
 FINC Finance  
 HOSP Hospitality Management  
 INSA Information Systems and Analysis  
 INSU Insurance  
 INTB International Business  
 MGMT Management  
 MKTG Marketing

#### Schl of Communication

COMM Communication Sciences and Disorders  
 HUMC Human Communication Studies  
 IOUR Journalism  
 RTVF Radio-TV-Film

#### School of Education

HUMD Human Development

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

ARCH Architecture  
 CHEG Chemical Engineering  
 CIVL Civil Engineering  
 ELEC Electrical Engineering  
 MECH Mechanical Engineering  
 SYCS Systems and Computer Science

#### College of Pharmacy, Nursing & Allied Health

CLAB Clinical Laboratory Science  
 HLMN Health Management  
 NTRS Nutritional Sciences  
 NURS Nursing  
 NUTR Nutrition  
 OCCP Occupational Therapy  
 PHAS Physician Assistant  
 PRPT Pre-physical Therapy  
 RADT Radiation Therapy

### GRADUATE

#### School of Arts and Sciences

ANAT Anatomy (MS, Ph.D.)  
 ART Art (MA)  
 ATMS Atmospheric Sciences (MS, Ph.D.)  
 CHEM Chemistry (MS, Ph.D.)  
 ECON Economics (MA, Ph.D.)  
 AFRS African Studies (MA, Ph.D.)  
 BIOC Biochemistry (MS, Ph.D.)  
 BIOL Biology (MS Ph.D.)  
 CHEG Chemical Engineering (MS)  
 CIVL Civil Engineering (M Engr.)  
 COMM Communication Sciences & Disorders (MS, Ph.D.)

ELEC Electrical Engineering (M Engr., Ph.D.)  
 ENGL English (MA, Ph.D.)  
 FREN French (MA)  
 GENE Genetics (MS, Ph.D.)  
 HIST History (MA, Ph.D.)  
 HUMC Human Communications Studies (MA, Ph.D.)  
 HUMD Human Development (MS)  
 MATH Mathematics (MS, Ph.D.)  
 MECH Mechanical Engineering (M Engr., Ph.D.)  
 MICR Microbiology (Ph.D.)  
 NTRS Nutritional Sciences (MS Ph.D.)  
 PHGY Pharmacology (MS, Ph.D.)  
 PHIL Philosophy (MA)  
 PHSI Physiology (Ph.D.)  
 PHTH Physical Education (MS)  
 PHYS Physics (MS Ph.D.)  
 POLS Political Science (MA, Ph.D.)  
 PSYC Psychology (MS, Ph.D.)  
 PUAD Public Administration (MAPA)  
 SOCI Sociology (MA, Ph.D.)  
 SPAN Spanish (MA)  
 SWRK Social Work (Ph.D.)  
 SYCS Systems and Computer Science (MCS)

#### CAS/Division of Fine Arts

RT Art (MFA)  
 MUSC Music

#### School of Business

BUSA Business Administration  
 HLSA Health Services Administration

#### School of Communications

FILM Film (MFAF)

#### Divinity School

RELI Religion

#### School of Education (M.A.T., M.Ed., Ed.D., CERT. A.G.S. ONLY;

**MA and Ph.D. offered from Graduate School of Arts and Sciences)**  
 COUG Counseling & Guidance  
 COUP Counseling Psychology  
 CTEL Curriculum & Teaching (Elementary)  
 CTSC Curriculum & Teaching (Secondary)  
 ECHE Early Childhood Education  
 EDAD Educational Administration  
 EDPS Educational Psychology  
 EDSU Educational Supervision  
 READ Reading  
 SCHP School Psychology  
 SPED Special Education

#### Division of Nursing

NURS Nursing

### PROFESSIONAL

#### College of Dentistry

DENT Dentistry  
 DHYG Dental Hygiene  
 PGDN Post-Graduate Dentistry

#### College of Medicine

MED Medicine

#### School of Law

LAW Law

#### School of Social Work

SWRK Social Work (MSW)

#### Division of Allied Health Sciences

PHTH Physical Therapy (MPT)

#### School of Pharmacy

PHCY Pharmacy

### Degrees and Certificates

BARCH Bach. of Architecture  
 BA Bachelor of Arts  
 BBAAC Bach. of Bus. Admin — Accounting  
 BBAIS Bach. of Bus. Admin — CBIS  
 BBAFN Bach. of Bus. Admin — Finance  
 BBAHM Bach. of Bus. Admin — H/M Mgmt  
 BBAIN Bach. of Bus. Admin — Insurance  
 BBAIB Bach. of Bus. Admin — Int'l Business  
 BBAMG Bach. of Bus. Admin — Mgmt  
 BBAMK Bach. of Bus. Admin — Marketing  
 BFA Bachelor of Fine Arts  
 BMUSC Bachelor of Music  
 BMUSE Bachelor of Music Education  
 BS Bachelor of Science  
 BSCHC Bachelor of Sci. in Chem. Eng'g.  
 BSCIV Bachelor of Sci. in Civil Eng'g.  
 BSCLS Bach. of Sci. in Clinical Lab. Sci.  
 BSLEE Bachelor of Sci. in Elec. Eng'g.  
 BSHS Bach. of Sci. in Health Sciences  
 BSME Bachelor of Sci. in Mech. Eng'g.  
 BSNUR Bachelor of Sci. in Nursing  
 BSNS Bachelor of Sci. in Nutritional Sci.

BSOCT Bachelor of Sci. in Occ. Therapy  
 BSPHY Bachelor of Sci. in Physician Assistant  
 BSRTT Bachelor of Sci. in Radiation Therapy  
 BSSCS Bachelor of Sci. in Sys & Comp Sci.  
 CERGS Certificate of Advanced Graduate Study  
 CERRH Certificate of Dental Hygiene  
 CERAG Certificate of Advanced General Dentistry  
 CERMU Certificate in Music Therapy  
 CEROS Certificate in Oral & Maxillofacial Surgery  
 CEROT Certificate in Orthodontics  
 CERPD Certificate in Pediatric Dentistry  
 CERPA Certificate as Primary Care Physician Asst  
 CERRT Certificate in Radiation Therapy  
 DDS Doctor of Dental Surgery  
 EDD Doctor of Education  
 MD Doctor of Medicine  
 DMIN Doctor of Ministry

DPHAR Doctor of Pharmacy  
 PHD Doctor of Philosophy  
 JD Juris Doctor  
 MAT Master of Arts in Teaching  
 MA Master of Arts  
 MARS Master of Arts in Religious Studies  
 MBA Master of Business Administration  
 MDIV Master of Divinity  
 MED Master of Education  
 MEG Master of Engineering  
 MFA Master of Fine Arts  
 MFAF Master of Fine Arts in Film  
 MMUSC Master of Music  
 MMUSE Master of Music Education  
 MPA Master of Public Administration  
 MSA Master of Science in Architecture  
 MSN Master of Science in Nursing  
 MSW Master of Social Work  
 MS Master of Science  
 MSCS Master of Sys & Comp Sci.  
 MPT Master of Physical Therapy  
 NODEG Nondegree

**Ethnic Origin**

Ethnic Origin Data is required for compliance reporting to the Office of Civil Rights Planning in the U.S. Dept. Of Education.

**Code**

- 1 Black Non-Hispanic
- 2 American Indian and or Alaskan Native

- 3 Asian and or Pacific Islander
- 4 White Non-Hispanic
- 5 Hispanic
- Codes 1-5 used only by citizens of the United States or resident aliens with "PR" visa.
- 6 Non-Resident Alien
- 7 Other