HOWARD UNIVERSITY
STUDENT HANDBOOK
2016–2017

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*EXCEPT WHERE INDICATED

ACKNOWLEDGEMENTS

THE OFFICE OF STUDENT LIFE & ACTIVITIES WOULD LIKE TO THANK ALL UNIVERSITY OFFICIALS, PROGRAMS, OFFICES AND DEPARTMENTS THAT CONTRIBUTED TO THE SUCCESS OF THE H- BOOK.

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HOWARD UNIVERSITY POLICY ON EQUAL OPPORTUNITY
Howard University does not discriminate on the basis of race, color, national or ethnic origin, sex, marital status, religion, handicap, age, sexual preference, political affiliation or any other as is prohibited by Federal or District of Columbia law. This policy covers administration of the University’s educational policies, admission policies, scholarship and loan programs and other University administered programs and employment. Inquiries regarding provisions for handicapped persons, equal opportunity and Title IX should be addressed to the following offices listed below: Section 504 Coordinator (handicapped), Office of Student Services, Howard Center, 7th floor, (202) 238-2420; Title IX Coordinator, Carol McKinnon, Office of the Provost Administration Building, 2400 6th Street, NW, Suite 306, Washington, DC 20059, (202) 806-2550.
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Letter from the President

August 1, 2016

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

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

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

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

As you begin the academic year, do not forget to enjoy your journey. Upon completion of your program of study, you will graduate from Howard, one of our nation's greatest universities, and go forward to make unique contributions to our nation and the global community. When that day comes, I hope you will remember the good times and the wonderful academic experiences you had as a student at the Capstone.

Again, welcome to the Howard University family.

In Truth and Service,

Wayne A.I. Frederick, M.D., MBA
President
ACADEMIC AFFAIRS
August 1, 2016

Dear Class of 2020,

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

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

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

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

Sincerely,

Anthony K. Wutoh, Ph.D, R.Ph.
Provost and Chief Academic Officer
ACADEMIC POLICIES
Student Academic Grievance Procedures
The Informal Procedure Process
1. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g. grade dispute with instructor.

2. If the student is unable to resolve the dispute with the primary party of the dispute then, the student is advised to seek the intervention of their department chairperson.

3. All disputes which are not resolved at the departmental level are then brought to the Dean’s Office, where upon the Dean or his designee will seek to reach an informal resolution through mediation between the parties.

4. If the mediation at the Dean’s level fails, then the student’s grievance is consigned to the committee designated by the school/college to address student grievances herein referred to as the Student Grievance Committee.

The Formal Process
1. Student grievances which are consigned to the Student Grievance Committee must be specified in writing and given to the Dean or his designee.

2. A student written statement, along with supportive evidence, constitutes a case document which will be submitted to each member of the committee.

3. The second party to dispute is also requested to provide the Office of the Dean with their account of the matter in dispute, which becomes part of the case document that is forwarded to the committee.

4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.

5. After the date has been set, each party to the dispute is sent a certified letter which informs them of the charges, date of the meeting, as well as a statement requesting their presence.

6. During the hearing, the student presents their case; after the accused party is allowed to present the other side, each side is permitted to have witnesses to testify on their behalf.

7. Following the hearing, members of the committee after deliberation on their assessment of the case should be resolved.

8. The committee’s decision is sent to the Dean of the School/College in the form of a recommendation.

9. The Dean then informs the student in writing of the decision, which may be based upon the committee’s recommendation or upon a modification of it.

Approved by the Board of Trustees on April 23, 1994
READMISSION AFTER ACADEMIC SUSPENSION
A student, after being suspended, is not eligible to apply for readmission for at least one semester. A request for readmission shall be initiated by a written application to the Dean. A faculty committee shall review the case and render a decision based on the academic achievement level during the period of enrollment and other relevant factors. Such decisions made 30 days prior to the registration period shall be valid for the next registration period.

Readmission Procedures
In the event that your attendance is interrupted, please follow the procedures listed below:
A. Students upon graduation, cannot return to the same school or status (as an FSR), but must be considered either graduate/professional, unclassified, or seeking another undergraduate degree and must pay the $25.00 application fee.
B. Regulations relating to returning students require that all students who are absent from or not registered at the university for one entire semester (Summer School not Included) must apply in advance for readmission.

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

Definitions of Academic Infractions
1. Academic Cheating—any intentional act(s) of dishonesty in the fulfillment of academic course or program requirements. This offense shall Include (but is not limited to) utilization of the assistance of any additional individual(s), organization, document, or other aid not specifically and expressly authorized by the instructor or department involved. (Note: This infraction assumes that with the exception of authorized group assignment or group take-home assignments, all course or program assignments shall be completed by an individual student only without any consultation or collaboration with any other individual, organization, or aid.)

2. Plagiarism—to take and pass off intentionally as one’s own the ideas, writings, etc. of another without attribution (without acknowledging the author).

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

Administration of the Code
This Academic Code of Student Conduct applies in all schools and colleges. In professional schools and colleges that have adopted honor codes, the honor code may supersede this Code. The authority and responsibility for the administration of this Academic Code of Conduct and imposition of any discipline upon any particular student shall vest in the Dean and faculty of the School or College in which the student is enrolled but may be delegated by the faculty to the Dean of the School or College in which the student is enrolled. The Dean shall be assisted in this responsibility by any faculty members and administrative officers in the School or College the Dean shall consider appropriate. Any student accused of an infraction of this Code shall have a right to a limited hearing, as described herein, of the charges against him before a committee
of faculty members, at least three in number, none of whom shall be the accuser or witness to the alleged infraction. The committee may be either a standing of the School or College, whose responsibilities are considered appropriate by the Dean to conduct a hearing under this code, or a committee appointed by the Dean for the special purpose of conducting only a particular hearing or all such hearings that may arise during an annual period. The hearing committee shall be chaired by a member designated by the Dean and the chairperson shall have the right to vote in cases of a tie vote.

Procedure
1. Any faculty member who has knowledge of an infraction of this Code shall assemble all supporting evidence and identify any additional witnesses to the infraction and make this information known to the Dean of the School or College in which the student is enrolled at least ten (10) business days after the date of the infraction.

2. Upon being notified of an alleged infraction of this Code, the Dean shall, as soon as possible, consider the weight of the assembled evidence and, if the Dean considers the evidence sufficient to warrant further action the dean shall notify the alleged offender of the charge(s) against them together with a designation of a hearing time and place where the accused may respond to the charge(s). The hearing date shall be no later than ten (10) business days after notification to the accused of the charge(s) against them. The Dean shall similarly notify the hearing committee members of the time and place of the hearing together with identification of the accuser and accused.

3. The “limited hearing” authorized by this Code is not an adversarial proceeding. Constitutional principles of “due process” are not applicable to these proceeding. The faculty member concerned shall present the case for the University. Both shall be allowed to present witnesses and evidence in support of their positions concerning the charge(s). However, no legal counsel for either side shall be allowed. The members of the hearing committee may question the accused and the accuser and examine all evidence presented. The standard of proof for the proceeding under this Code shall be the standard of “substantial evidence.” The proceedings may be tape recorded but will not be transcribed.

4. After the hearing of the charge(s) against the accused, the hearing committee shall, in closed session, vote by secret ballot to sustain or reject the charge(s). If the charges are sustained, the committee shall transmit the results and recommendation of the hearing committee to the Dean five (5) business days after the hearing.

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

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

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

Approved by the Board of Trustees on June 29, 2010

ACADEMIC PROBATION, SUSPENSION AND READMISSION POLICY
Effective Fall 1998*, the probation, suspension, and readmission regulations of the undergraduate schools and colleges are revised to read as follows: A student enrolled in any of the undergraduate schools and colleges whose cumulative grade point average is less than 2.0 at the end of the first semester or any subsequent semester will incur academic probation.

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

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

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

Readmission After Academic Suspension
1. Requests for readmission must be initiated by submitting at least sixty (60) days prior to the registration period:
   A. An application for admission to the Office of Enrollment Management; and,
   B. A completed petition for readmission to the school or college in which the student was last enrolled. The request should include a description of the student’s activities during the suspension period, the steps that have been taken to ensure success if the request is approved, and appropriate supporting documentation.
2. Requests for readmission will be reviewed by an admission committee, which will render a decision based on the student’s previous academic record, contents of the request for readmission, and other relevant factors.

3. Upon readmission after suspension, students must adhere to the conditions outlined below. Failure to meet these stipulations will result in suspension from the University.
   A. Establish and maintain contact (at least once per month) with designated school/college advisor (Dean, faculty advisor, advisory center, or student services unit) for academic advising, counseling, assistance, and referral to support services.
   B. Enroll in appropriate courses in the Center for Academic Reinforcement and/or other support programs as stipulated by the admission committee.
   C. Enroll in a maximum of thirteen (13) credit hours if full-time, and seven (7) credit hours if part-time, until the cumulative grade point average meets the requirement for removal of probation.
   D. Remove all deficiencies during the next semester of enrollment (or the next semester when the courses are offered) before proceeding with the published program for their degree.
   E. Earn a minimum grade of C in each course or earn the required grade point average stipulated by the admission committee until the cumulative grade point average meets the requirements for the removal of probation.

Approved by the Board of Trustees on June 6, 1998

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

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

STUDENT PRIVACY RIGHTS
This information is designed to ensure that University policy conforms to the regulations set forth in the Family Educational Rights and Privacy Act (hereinafter referred to as “FERPA”). FERPA affords each student attending an institution of postsecondary education the right to inspect and review their “education records,” request an amendment of “education records” that are inaccurate or misleading, and exercise some level of control over the disclosure of their “education records” and the personally identifiable information contained therein. Further, unless required by law, information contained in the student’s “education record” shall not be disclosed or used for purposes other than authorized University purposes, without the student’s express written consent. Student files shall be retained for a reasonable period of time. The Office of the Provost is charged with the responsibility of implementing the policy within the FERPA and University guidelines.
1. DEFINITIONS
   A. “Education Records”: those records, files, documents, and other materials which contain information directly related to a student and are maintained by an educational institution or by a person acting for such institution. This term DOES NOT INCLUDE:
      • Records of instructional, supervisory, and administrative personnel in the sole possession of the maker of those records that are not accessible or revealed to any other person except a substitute
      • Records maintained by a “law enforcement unit” of the educational institution created by that “law enforcement unit” for the purpose of law enforcement
      • Employee files made and maintained in the normal course of business, if the person is employed by the institution but not in attendance at the institution
      • Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in his professional capacity, when records are made, maintained, or used only in connection with providing treatment to the student and are not available to anyone other than persons providing treatment
   B. Directory Information: information contained in a student’s “education record” that is generally not considered to be harmful or an invasion of privacy if disclosed.
   C. “Legitimate Educational Interest”: exists when there is a need to know the information at issue in order for a University official to perform their professional responsibilities for the University.
   D. “Law Enforcement Unit” Records: records that are (a) created by a law enforcement entity, (b) created for a law enforcement purpose, and (c) maintained by a “law enforcement unit” (this includes, but is not limited to, Howard University Campus Police Department).

2. INFORMATION THAT CAN BE DISCLOSED BY THE UNIVERSITY
   A. Written Consent. The University may disclose information from records subject to FERPA if the student has provided written consent to disclosure of information contained within the education record.
   B. Directory Information. The University may release the following information (a non-exhaustive list) without the written consent of the student, unless the student specifically requests, in writing, that no such data be released: name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, school or college, credit hours earned, degrees earned, enrollment status, participation in officially recognized sports and activities, and honors and awards received.
   C. Exception to the Written Consent Requirement. In the absence of a student’s written consent, the University may disclose information contained in their “education record” to the following persons or in the following situations:
      1. Other school officials with a “legitimate educational interest”: FERPA permits the disclosure of information from a student’s “education records” to other University officials, without the student’s consent, as long as the University uses reasonable methods to ensure that the University officials obtain access only to those “education records” in which they have “legitimate educational interests”.

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

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

4. **In connection with certain disciplinary proceedings involving alcohol, drugs, crimes of violence, or non-forcible sex offenses:** FERPA allows the University to disclose information in an “education record” of any student concerning disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the University community. This exception also allows an institution of higher education to disclose, to a parent or legal guardian, information regarding any violation of Federal, State, or local law, or University policy governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the University determines the student has committed a disciplinary violation with respect to such use or possession.

5. **Other schools in which a student seeks or intends to enroll:** FERPA permits the University to disclose student record information to officials at another institution when a student seeks or intends to enroll in the other institution. If information is sought by another institution, the University will make a reasonable attempt to notify the student that it intends to release student record information in a particular instance.

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

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

8. **Recognized Organizations for Studies and Accrediting Organizations:** FERPA permits the release of information contained in “education records” to organizations conducting studies for, or on behalf of, educational institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, and to accrediting organizations desiring information to carry out their accrediting functions. **NOTE:** each organization must agree that personally identifiable information may not be released or retained after its purpose is served.
9. **Subpoena:** FERPA permits educational institutions to produce information contained in “education records” as to the entity or persons designated in a Federal grand jury subpoena and the entity or persons designated in any other subpoena issued for a law enforcement purpose. **NOTE:** Incumbent upon the University to notify a student if the University is presented with a subpoena for their record or a judicial order requiring the release of such data.

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

3. **INFORMATION NOT PROTECTED UNDER FERPA**

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

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

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

4. **INFORMATION NOT AVAILABLE TO STUDENTS UNDER FERPA**

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

It is the policy of the board of trustees of Howard University that: students should have access to information about themselves in the university record keeping systems. An individual student shall be accorded the right to correct or amend, upon reasonable request, an inaccurate record. Information contained in a student’s educational record file shall not be disclosed or used for purposes other than authorized university purposes without their written consent, unless required by law. Student files shall be retained for a reasonable period of time. The Office of the Provost is hereby charged with the responsibility of implementing the policy within the following guidelines.

Guidelines

1. **Confidential Nature of Student Records.** Student educational records, except as herein set forth in this policy statement, shall be kept confidential, with respect to requests made by all persons other than appropriate school officials, as determined by the President, or other Executive level officers of the University or parents of a dependent student, as defined for Income tax deduction purposes in Section 152 of the U.S. Internal Revenue Code.

2. **Release of Information to Investigators.** When written consent has been received by the university from a student who is the subject of a governmental or employment investigation, information requested by such investigator from records or such students may be released through authorized staff personnel of the university within whose offices such records are maintained upon proper identification of the investigator. Investigators must adequately identify themselves through the display of official credentials, indicate the agency they represent and demonstrate a satisfactory basis for their request. Even as to such investigators, information in student records not prioriy released will be withheld if a student timely notifies the Office of Enrollment Management in writing that they have withdrawn their prior consent. Student consent forms with reference to their educational records should be filed with the Office of Enrollment Management who will in turn notify appropriate offices of the university that such consent has been given and in the event such consent is withdrawn will direct these offices to discontinue release of such information.

3. **Student Educational Records.** The Office of the Provost shall prepare annually a list of the various categories of student educational records extant in the university. This list shall be promulgated in such ways as to afford students an opportunity to know of the kinds of records kept and their location. The list shall contain a summary explanation of the kinds of records kept under each category (i.e., Academic Records, etc.), and the cost, if any, which will be charged to the parent or student for reproducing copies of such records. It shall be known as the Student Educational Records List.

4. **Student Addresses and Telephone Numbers.** Officers and employees of the University will not normally release addresses or telephone numbers of students to persons not officially connected with the University. There may be an exception in cases of emergencies. Requests under claimed emergencies will be referred to the Office of the Dean for Student Services or the Office of the Dean of Residence Life for the purpose of making a judgment as to whether, under the circumstances, such information should be released.

5. **Student Review of Records.** A student may make a written request to review an educational record of a type found on the Student Educational Record List at any appropriate university office at any reasonable time. Upon receipt of such requests, the office involved will make the arrangements necessary to accommodate requests.
for review of student records as soon thereafter as practicable. A student may waive in writing the right to review letters of recommendation written in their behalf or at their request, which has been placed in their educational record after January 1, 1975. If a student challenges the contents of their student educational records on the grounds that they are either inaccurate, misleading or otherwise recorded in violation of their rights, they shall be accorded a hearing in order to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein, and to insert into such record, where found to be warranted, a written explanation from an appropriate source respecting the content of such records. The hearing shall be conducted by a person designated by the President of the University or his designee. Such person shall not have a direct interest in the outcome of the hearing. It should be expressly understood that such a hearing is not to be used as a forum to contest whether a teacher should have assigned a higher grade because a student or parent believes that the student was entitled to a higher grade.

6. Records Not Subject to Review. Records maintained by the university with respect to which a student does not have a right of review, include, but are not limited to, instructors’ or administrators’ notes, financial statements submitted by parents in support of applications for financial aid, and letters of recommendation received by the university prior to January 1, 1975.

7. Faculty Review of Student Academic Record. Individual faculty members may review academic records of their students with the students’ consent, except that such consent shall not be necessary for faculty members who serve as advisors and other administrative officers or counselors of the University in the discharge of their official functions.

8. Research Involving Student Records. The University recognizes research by graduate students, faculty, and administrative staff as a fundamental component of its overall mission. Occasionally such research involves the use of data which is to be extracted from student records which are essentially confidential. Approval to conduct such research must first be obtained from the person in charge of the involved discipline(s) and, following this, authorization to utilize student records must be obtained from the administrative officer under whose jurisdiction the records which are to be utilized are maintained. In such instances, the administrative officer maintaining custody of such records shall make every effort to insure the anonymity of identifying information contained in the records utilized.

9. Removal of Records from Custodial Office. Except, as required, in cases involving litigation, a student’s permanent academic record may not be removed from the Office of Enrollment Management. Copies of the content of such records may be made available to administrative staff officials in conducting official business involving such records.

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

11. Requests for Judicial Process. When any subpoena or other judicial order is issued requesting information about a student, the officer receiving the order or subpoena shall immediately contact the Office of the General Counsel.

Approved by the Board of Trustees on September 27, 1975

THE RIGHTS OF STUDENTS REGARDING THE RECORDS MAINTAINED BY HOWARD UNIVERSITY

1. The University will, at least annually, provide notice to students of the following:

   A. The types of educational records and information contained therein which are directly related to students and maintained by the University;
   B. The name, position, and campus location of the official responsible for the maintenance of each type of record to which students have a right of access; and
   C. The categories of information, if any, which the University has designated as directory information.

2. A student desiring to review a reviewable university record shall execute in writing a form entitled “Request for Review of Student Record” obtained from and provided by the office concerned. A record of all requests for review of records by students, including the disposition thereof, shall be maintained by all offices of the University in which such requests are made. In instances in which a student requests a review of the contents of a university record, the office involved shall provide for such review with an appropriate official of the office within a reasonable time. Costs Incurred in connection with furnishing a student a copy of anything contained in the university record and requested by such student will be borne by the student. Such appropriate costs will be established by the Senior Vice President and Chief Financial Officer in consultation with the Provost.

3. A student, who after having reviewed a university record, is of the opinion that such record contains information or material which is inaccurate, misleading or should not be maintained by the university, must first execute in writing a form entitled, “Request for Purge/Removal of university Record” obtained in the office concerned. Upon the receipt of such request, the administrative officer of the office involved shall carefully review the request and make an appropriate disposition. In considering such request, the University official(s) involved will make a diligent effort to resolve the matter informally, amicably and in the best interests of the student and the university. If the student making the request objects to the action taken, he/ she may request in writing a hearing in which the propriety of the action taken may be contested. It should be expressly understood that such a hearing is not to be used as a forum to contest whether a teacher should have assigned a higher grade because a student believes that they were entitled to a higher grade.

4. Upon notice that the student wishes to have a hearing, the office involved shall notify in writing the Office of the General Counsel of the University. A hearing officer, for the purpose of hearing appeals requested by students, shall be designated by the Office of the General Counsel. The hearing officer shall schedule the date, time and
place of such hearing. Upon notice from the hearing office, the dean or director of the office involved shall provide written notification to the student as to the date, time and place of the hearing. The dean or director will select one person to be the University representative at such hearing.

5. At all such hearings, the student and the university representative will be accorded the following procedural rights:
   A. Advance notice of the date, time and place of the scheduled hearing;
   B. Personal appearance;
   C. To present their case or have the same presented in their behalf by anyone of their choice; and
   D. To present evidence and to call witnesses.

6. The hearing officer will render a written decision and provide the student petitioner and the university representative with a copy of the decision within a reasonable period following the conclusion of the hearing. Where the student involved receives an adverse decision, he shall have a right to petition the Provost for an appeal. Both the student and the University representative may submit a written argument in support of their position.

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

DEGREE REVOCATION PROCEDURES
1. Scope
   These procedures apply only to cases in which a university degree has been awarded but the record later shows:
   
   A. The graduate’s academic record, following a correction, indicates that the graduate fails to meet academic requirements for graduation; and
   B. Facts which, if known at the time of the awarding of a degree, would have resulted in a decision not to award the degree, without any further proceedings.

2. Notice
   The dean of the school or college involved shall provide the graduate with written notice of:
   
   A. The university’s specific findings with regard to the graduate’s academic record and its intention to revoke the degree;
   B. The graduate’s opportunity to respond in order to present evidence that the record is Incorrect;
   C. The graduate’s right to be represented or assisted in responding to the University’s findings, by other parties, Including an attorney at the graduate’s expense; and
   D. A 60-day limit to respond to the notice.
3. Review
In all cases where the graduate elects to respond to the University’s findings either in person or in writing, the following review procedures shall be used.

A. A person designated by the dean of the college or school in which the graduate was enrolled shall review the graduate’s evidence and the University’s evidence.
B. The dean’s designee, based upon their review of the evidence of record, shall submit to the dean their written recommendation concerning revocation of the graduate’s degree.
C. The dean, based upon their review of the designee’s recommendation, shall submit to the Provost their written recommendation concerning revocation of the graduate’s degree.
D. The Provost, based upon their review of the prior recommendations, shall forward the record and their recommendation to the Office of the General Counsel for review.
E. The General Counsel’s Office, based upon their review of the record and prior recommendations, shall submit their recommendations, the record and all prior recommendations to the President for final action, subject to approval by the Board of Trustees.
F. Records and Articulation shall provide the affected graduate with written notice, in the manner described in Section A, of the University’s final decision concerning revocation of the graduate’s degree.

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

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

Approved by the Board of Trustees on April 25, 1987

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

2. Written notice shall be provided by:
   A. Certified mail, return receipt requested to the most recent permanent address contained in the graduate’s academic records;
   B. Regular first-class mail to the last known address locally; and
   C. First-class mail to the last known address of the graduate’s parents or guardians.

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

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

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

The Offices of Enrollment Management (EM) are located in the Mordecai Wyatt Johnson (Administration) Building and consist of the following operational units: Office of Admission, Office of the Registrar, Office of Financial Aid and the Office of the Bursar

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

Office of Admission
The office is responsible for recruiting prospective undergraduate students, processing applications and communicating decisions for admission to the University. Campus Tours and Informational Sessions originate in the Welcome Center, Suite 101 of the Administration Building.

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

Readmission Procedures for Former Students Returning (FSR) - Students who are not enrolled during the current semester (summer session not included), but who have previously attended Howard University may resume matriculation by applying as a
Former Students Returning (FSR). FSRs in good academic standing and without outstanding financial obligations must submit an application following the appropriate deadlines. A new application fee or enrollment fee are not required; however, an official transcript from each post-secondary institution attended since last enrolled must be provided. Upon readmission, FSRs must receive a medical clearance from the University Student Health Center and revised academic scheme before they can complete the registration process. In general, FSRs are readmitted to the last school in which they were enrolled at Howard University. Credit will be awarded for those courses taken consistent with Advanced Standing procedures. Students who are absent from the University for the following reasons must fulfill the corresponding requirements.

- **Withdrawn for health reasons**- Clearance from the University Student Health Center must be obtained; such correspondence should be directed to the Administrator, University Student Health Center, 2139 Georgia Ave NW, 2nd Floor, Howard University, Washington, DC 20059.

- **Suspended or dropped for poor scholarship**- Such persons must apply in writing to the Dean of the school/college which they were dismissed; and must receive a stipulation letter detailing academic expectations.

- **Disciplinary suspension and/or withdrawal**- Readmission may be sought for any period following expiration of the suspension period.

- **All voluntary withdrawals**- Persons who withdraw voluntarily and desire to be readmitted to the University must carefully follow the procedures outlined above. FSR applicants dropped or suspended for various reasons must be cleared by the appropriate application deadline.

Once graduated, students must be considered either graduate/professional, unclassified, or seeking another undergraduate degree. Thus, students must apply for admission under the new student type and pay a new application fee.

**Summer School**- The mission of summer school is to extend the regular academic year program into the summer term for regular degree seeking students. Such an extension provides opportunities for academic enrichment or remediation.

The University offers two, five-week summer sessions. The quality of work required in all summer programs is identical to that of regular academic year programs. Credits obtained are recognized fully in meeting residence requirements for graduation in all schools and colleges of the University.

**THE OFFICE OF THE REGISTRAR**

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

The Office of the Registrar is responsible for:

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

**REGISTRATION INFORMATION**

Continuing students are encouraged to register during the published General Registration periods. The registration process requires you to:

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

**INTRA-UNIVERSITY TRANSFER**

If a student wants to transfer to another undergraduate school/college within the University, they must file an Intra-University Transfer (IUT) application form with the dean or Advisory center of the school/college to which they want to transfer. The Office of the Registrar must be in receipt of the form by close of business on the first Friday after formal classes have begun in each semester, in order for the change to be effective for that particular semester.
OBTAINING PROOF OF OFFICIAL ENROLLMENT

Students can obtain Certification of Enrollment via BisonWeb 24 hours a day. Howard University has authorized the National Student Clearinghouse to provide these enrollment certificates for former and currently enrolled students. These are official certificates and do not require additional certification from the Office of the Registrar. Students may also view enrollment information, student loan deferment notifications, enrollment verifications provided to third parties and via student self-service, and specific information about their student loans. Please follow these steps to obtain a certificate of enrollment:

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

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

If a student has a form that must be completed, they may submit it to the Office of the Registrar in person, via fax (202.806.4466) or mail. They must complete their part of the form and be sure to sign it to indicate permission to release the information. Forms without a signature will not be processed. Students must also include where the forms are to be mailed or faxed if they will not be picking them up from the Office of the Registrar. A telephone number and email address should be included in the event we need to follow up regarding the request. Forms will not be completed unless a student is officially enrolled.

COURSE DROPS AND WITHDRAWALS

A student may drop a course during the change of program period electronically on Bison Web without a "W" appearing on the official transcript. Withdrawal from courses up to 12 weeks after the first day of instruction will cause the student to receive a grade of “W” (withdrawn), which has no grade point value. Students who find it necessary to withdraw from a course must complete the official process by the established deadline. Seniors, Juniors, Sophomores and Graduate students without holds that prevent registration can complete course withdrawals on BisonWeb. Freshmen, student athletes and students with holds that prevent registration will need to complete a Change of Program form and obtain a signature from your academic advisor. Please see your academic department for this form.

Students may receive a failing grade for courses in which they discontinue attendance without officially dropping or withdrawing. Please review your academic registration and officially withdraw from any course(s) you are not attending.
ABSENCE FROM THE UNIVERSITY

Failure to attend classes, or abandonment of a residence hall space to which one has been assigned, or one’s non-return to classes for an upcoming semester for which one is already academically and financially registered in advance, does not constitute official discontinuance or withdrawal. The student should effect total withdrawal using the following University guidelines.

TOTAL WITHDRAWAL POLICY

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

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

STEPS FOR A TOTAL WITHDRAWAL

Students who find it necessary to withdraw from all of their classes for the current semester or for a subsequent semester for which they have already registered must complete a Total Withdrawal Request Form. This form must be submitted by the end of the 12th week of classes for the semester in which they wish to withdraw. The Total Withdrawal process is electronic and can be accessed via the BisonWeb homepage, www.howard.edu/bisonweb.

Instructions for Students

1. Obtain the name and Howard-issued email address of your advisor
2. Access the request form.
3. Enter your name and preferred email address as well as the Howard-issued email addresses for the appropriate offices.
Important: All email address must be submitted to complete the request. Incomplete forms will not be processed.

4. The system will automatically generate an access code and forward via email to your account.
5. Enter the access code.
6. Read and verify terms and conditions.
7. Select review document.
8. Complete all required fields highlighted in red.
10. Select Confirm Signing on the left side of the document.
12. Your request will be routed to the appropriate offices.

Students considering a total withdrawal should note the following:

- The effective date of the approved withdrawal will be the date the student generated the request.
- 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, unless the Total Withdrawal request is generated before or during the Late Registration period.
- Students who reside in University housing are required to check out of their residence hall within 24 hours of completing the total withdrawal process.
- Completing a total withdrawal from the University requires that students surrender all University property, including, but not limited to library books, room keys, computer cards, and identification/access cards.
- Students who complete a total withdrawal from the University must apply for or request readmission to the University by published deadlines. The procedure for readmission depends on the length of the student’s absence from the University.

**VISA AND IMMIGRATION SERVICES**

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<th>Students</th>
<th>Staff and Faculty</th>
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<tbody>
<tr>
<td>International Student and Immigration Services</td>
<td>Office of Human Resources</td>
</tr>
<tr>
<td>2400 6th Street, NW, Room G-10</td>
<td>Immigration and Visa Services</td>
</tr>
<tr>
<td>Phone: (202) 806-2775/2777</td>
<td>2244 10th Street, Suite 419</td>
</tr>
<tr>
<td></td>
<td>Phone: (202) 806-1279</td>
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</tbody>
</table>

These offices provide services principally to international students, faculty and staff to facilitate matriculation and employment at the University and Hospital. The main areas of support are:
IMMIGRATION: The United States Citizenship and Immigration Services (USCIS) issues regulations governing all students, faculty and staff members who are required to maintain legal status at all times.

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

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

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

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

For additional information, appropriate application forms and services please visit the Visa and Immigration Services offices.

FINANCIAL AID
The Office of Financial Aid
Mordecai Wyatt Johnson Administration Building
2400 Sixth Street, NW Room 205
Washington, DC 20059
(202) 806-2820 Telephone
(202) 806-2818 Facsimile

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

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

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

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

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

**EMERGENCY LOANS**
The University has short-term low-interest loan funds from which students may borrow if they experience temporary cash flow problems. These funds are available for emergency educational expenses which cannot be deferred (e.g., rent, food, books, etc.). Loan funds are not intended for use in making tuition payments or as a means of maintaining scheduled financial obligations. Emergency Loans are usually approved for amounts up to $2,000 depending on the availability of funds and loan repayment provisions.

Repayment is usually required within 60 days, but no later than the end of the semester in which the loan is obtained. Graduating seniors must repay all outstanding emergency loans to obtain graduation clearance. Emergency Loans are not available to students with outstanding loan balances, unpaid tuition bills from a prior semester, those who have received a refund check or lack enrollment validation for the current semester.

**OFFICE OF THE BURSAR**
Mordecai Wyatt Johnson Administration Building
2400 Sixth Street, NW Suites 115 & 218
Washington, DC 20059
202.806-2600 Telephone
202.806.5279 Fax
**Hours of Operation**
Monday-Friday 8:30 a.m. – 3:00 p.m.

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

**STUDENT ACCOUNTS**
Howard University offers a number of different ways to satisfy your financial obligations to the University through the Office of Student Accounts (Bursar). Please check your Howard University email address often. We provide notifications about your account balance on a regular basis.

*Payment Due (in full)*
All charges must be paid in full by the due date: July 1st for the Fall semester and December 28th for the Spring semester. All outstanding balances will be charged a monthly late payment fee of $100.00 until the balance is paid in full.

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

There is a $45 non-refundable enrollment fee and monthly payments are due on the date of enrollment into the payment plan. This plan is managed by TouchNet and offers several benefits:

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

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

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

**By Check (Including Outside Scholarship)**
Howard University
Office of Student Financial Services
MSC 590501
Washington, DC 20059

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

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

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

To the Class of 2020,

As Vice President for Student Affairs, it is with great pleasure that I extend my heartfelt CONGRATULATIONS on your acceptance to Howard University. On behalf of the staff within the Division of Student Affairs, we are excited to welcome you as a newest additions to the Howard family.

We are a community rich in traditions, diverse in cultures, and friendly in spirit! In a few short weeks, you will join a University community of other students, faculty, and administrators who are eager to welcome you to the Mecca. Many alumni and alumnae have called their student experiences at Howard some of the best years of their lives. We hope that you will be able to say the same in a few short years.

Much will depend on the choices you make and how you handle the academic and personal challenges that you will face. Your decisions regarding your course of study and out-of-class experiences will be very important, because these activities are much a part of the whole student experience. You cannot anticipate everything, but you can plan for some things and talk them through with any number of people who are here to do exactly that with you. The Division of Student Affairs is a team of people committed to helping make your life outside the classroom productive and pleasurable.

I am sure you have been reflecting on your own intellectual and personal goals. To be prepared to meet them, you will need to think through, plan, and carry out an academic program that will challenge you in ways that you have yet to imagine. Our responsibility is to assist you in this task. We acknowledge that it is difficult to plan and prepare for a complex experience, and therefore have worked hard to assemble information and programs that will help you begin that process thoughtfully and with confidence. Do not take this experience for granted. We have great expectations for you and we will continue to support your efforts in truth, service, leadership and excellence. Welcome, and we will see you on the yard.

With Bison Pride,

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

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

The Division of Student Affairs includes the Offices of the Vice President for Student Affairs, Student Services, Student Life and Activities, Student Health Center, Blackburn University Center, University Counseling Services, Residence Life, the Office of Off-Campus Housing and Community Engagement, and Recreational, Intramurals and Club Sports.

STUDENT ACTIVITIES FEE ALLOCATION

The Student Activities Fee assessment is based upon rates recommended by student organizations that are approved by the President of the University and authorized by the Board of Trustees. Revisions of authorized student activities fee rates require the same approvals. All students in each school and college who are enrolled full-time pay the Student Activities Fee. The present rate is $125.00 per student. Half of that amount is paid during registration each semester. Allocation Dollar Amount:

Student councils in each school/college **$28.75
HUSA-Executive Account **$7.5
General Assembly (HUSA Senate) **$13.12
General Elections **$0.63
Undergraduate & Graduate Student Assembly **$19.38 (For each full-time student in the respective category.)
The Bison Yearbook **$15.00
Intramurals & Recreational Activities **$3.12

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

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS
(202) 806-2100
Mordecai Wyatt Johnson Administration Building Suite 201
Mr. Kenneth Holmes, Vice President
Mr. Parris Carter, Assistant Vice-President
Mrs. Lennon Jackson, Chief Operating Officer
Ms. Shakira Jarvis, Executive Assistant
Mr. DéLon Isom, Special Assistant to the Vice President
Ms. Mboka Loundu, Administrative Assistant

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

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

OFFICE OF OFF CAMPUS HOUSING & COMMUNITY ENGAGEMENT
(202) 806-9216
Harriet Tubman Quadrangle, Rm. 19
2400 4th Street, N.W.
Valarie G. Turner, Ph.D., Director

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

ARMOUR J. BLACKBURN UNIVERSITY CENTER
(202) 806-5979
2397 6th Street NW, Suite 134
Mr. Dexter Harris, Associate Director and Manager of Blackburn
Ms. Victoria O’Neal, Scheduler
Mr. Alfred Burks, Operations Coordinator

STUDENT LIFE AND ACTIVITIES
(202) 806-5990
2397 6th Street NW, Blackburn University Center Suite 122
Vacant, Director
Mr. Tobias Morgan, M.Ed. Associate Director
Vacant, Coordinator of Greek Affairs
Ms. Gaëlle Amazan, M.A., Coordinator of Intercultural Affairs
Ms. Tay Davis, Programs Assistant

STUDENT HEALTH CENTER
(202) 806-7540
(202) 806-7416 fax
2139 GEORGIA AVENUE, NW, SUITE 201
Michelle R. Carter, MD, Director
The mission of the Office of Student Life and Activities at Howard University is to provide leadership development and sustained implementation of a student centered community, which supports the achievement of students’ academic, career, and personal goals while simultaneously promoting civility, respect, and equity among members of the college community. Student Organizations, Student Government, Fraternity & Sorority Life, Intercultural Programs, and various University-Wide committees and organizations function within the office of Student Life and Activities. The Office of Student Life and Activities serves as an advocate for students and student organizations, provides enhanced national and local community service, personal leadership development and academic achievement by affording all students the opportunity to get involved in co-curricular activities. The Office of Student Life & Activities facilitates several different University-Wide Committees that provide guidance to major events and operations on campus. The Student Life and Activities staff serves as a programmatic resource to students, faculty, departments, advisors and the larger community.

The Office of Student Life & Activities is a major resource for students who seek opportunities to get involved in the myriad of activities on campus. The Office of Student Life & Activities facilitates the student organization recognition process and maintains updated contact information for all recognized student groups. Student organizations that are officially recognized by the University have the following privileges:

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

**STUDENT ORGANIZATIONS**

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

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

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

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

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

UNIVERSITY-WIDEN COMMITTEES AND PROGRAMS

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

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

**Hilltop Policy Board**
The Hilltop Policy Board is responsible for developing policies and procedures governing the operations of the Hilltop Newspaper, and is charged with ensuring the implementation of approved policies. The Policy Board consists of appointments by all student councils, the President of HUSA, the Director of Student Life and Activities, Dean of the School of Communications, Dean of the School of Business, Chair of the Journalism Department, Vice President for Student Affairs, representatives from the Faculty Senate and the Office of University Communications, along with the Editor-in-Chief, Business Manager and Advisor(s).
Elect Her
Elect Her is a national initiative, and the only program of its kind in the nation, focused on encouraging and training women to run for collegiate, local and national political positions. In collaboration with AAUW and Running Start, each year Howard University hosts a one-day 4.5 hour training to address the need to expand the pipeline of women candidates and to diminish the longstanding political leadership gender gap. The annual conference consists of hands-on campaign skills, presentations from inspiring local speakers, and discussions on research on women in government. Students interested in working with Elect Her should contact the Programs Assistant in Student Life and Activities via email at huosa.programsassistant@gmail.com

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

Howard Cheerleading and Mascot Program
Howard University Cheerleaders are about more than just football and basketball games. On top of rigorous practice schedules, traveling during football season, making appearances and participating in community service events, we expect all of our cheerleaders to be the best students they can be.

Squads
  • **White Squad**: Cheers only women's basketball
  • **Blue Squad**: Cheers football season and men's basketball

**Note:** Both squads can participate in competition.

**Practice**
Practice is every day, unless otherwise scheduled by the coach, from 6am until 8am in the Lower Gym of Burr.

**Tryouts**
Tryouts are conducted annually. No one is guaranteed a spot on the squad for their term at Howard and we look for the best talent each year. Everyone is required to tryout.
Requirements

- All cheerleaders must have at least a 2.7 grade point average to cheer. First semester freshmen are exempt.
- Strong jumps (toe touch, side hurdlers and pike)
- Sharp motions
- Ability to stunt (males: partner stunting; females: group stunts)
- Lots of spirit
- A positive ATTITUDE!!
- Standing back handspring or round-off back handspring are a bonus to the requirements

Tumbling: While specific tumbling passes are not required, the more difficult the skill you can demonstrate, the more points you will receive in this category.

Student Life and Activities Internship Program

The Student Life and Activities (SLA) Student Internship Program is designed to provide students not only with the exposure to the inner workings and operations of offices such as the Office of Student Life and Activities, but also an opportunity to receive hands on learning experiences outside of the classroom in the fields and areas of logistics, event planning, management, budgeting, and finance.

The SLA Student Internship Program will provide students with flexible work schedules with the options of 10-20 hours per week commitments, as well as the option of either one semester or full academic year internships.

Office of Intercultural Affairs

Armour J. Blackburn Center, Suite 106
Phone: (202) 806-9687
Ms. Gaëlle Amazan, Coordinator of Intercultural Affairs
Program Manager, Student Life & Activities

The Office of Intercultural Affairs (OIA) supports Howard’s mission by encouraging a safe and inclusive environment. OIA celebrates various cultural heritages, promotes intergroup dialogue, builds community, and contributes to students’ academic and social development. Its purpose is to promote a student-centered global learning experience via a culturally conscious campus climate.

The Office of Intercultural Affairs hosts the Intercultural Affairs Council (IAC), which includes the internationally-focused, recognized student organizations and university departments with an international interests. The IAC will work collaboratively to meet the needs of both international students and LGBTQ students.

The learning outcomes of the IAC are:

1) Discuss how social identity impacts values, behaviors, and attitudes
2) Practice methods and develop tools to inhibit micro-aggressions and prejudice behaviors that harmfully impact under-represented communities
3) Articulate ideas, identify behaviors, and demonstrate practices that promote social justice and equity
4) Explain how multiple, intersecting systems on campus may impact relationships

The IAC consists of working groups committed to the following:
1) Safe Zone training
2) International Student Task Force

Safe Zone Training:
The Office of Intercultural Affairs has the primary responsibility for the coordination of support services for our Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Asexual, Ally, Intersex, Intergender, and Pansexual (LGBTQ) students. The Office of Intercultural Affairs hosts and facilitates safe zone trainings for students, faculty, and staff. Trainings use an intersectional approach by exploring multifaceted identities and systems of oppression. Howard’s Safe Zone trainings:
1) Introduce participants to the issues faced by the LGBTQ population and to discuss and understand terms such as sexual orientation, gender identity, gender expression, homophobia, heterosexism, and cisgender privilege
2) Teach what it means to be an ally
3) Engage participants in conversation about how to intentionally develop social justice initiatives and advocacy locally and globally
4) Examine how awareness of multiple social identities can enhance student development

The Office of Intercultural Affairs is always evaluating language to ensure that we are as inclusive as possible, recognizing that language can be limited. For this reason, Intercultural Affairs serves as a resource for Howard University members to understand language surrounding Gender, Gender Identity, Gender Expression, and Sexual Orientation.

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

The learning outcomes of the International Student Task Force will provide Howard University entities with the ability to:
1) Describe how cultural values influence interaction with others
2) Express ideas and actualize behaviors that foster teamwork, critical thought, and communication skills needed to function in a global workforce
3) Develop healthy, productive, collaborative relationships with others
OFFICE OF RESIDENCE LIFE
2205 4TH STREET, NW
(202) 806-6131
(202) 806-4431 FAX

RESIDENCE HALL PROGRAM
It has been stated that students who reside in University housing earn better grades and have a higher rate of graduation. This is due in part to their ability to take advantage of student organized study groups and faculty scheduled office hours. Students have a choice, based on availability, of several types of residence halls, including the Howard Plaza Towers West, if their classification is a junior or senior. All students must submit an application for housing. Transfer students, international students, and students 21 years or older, may apply for commercial housing in the Howard Plaza Towers East, which also houses our honors students. Undergraduate residents of the Bethune Annex, Carver Hall, College Halls North & South, Drew and Cook Halls, and the Tubman Quadrangle are required to purchase a meal plan.

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

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

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

Roommate Cooperative Agreement
The Roommate Cooperative Agreement serves as a basis for avoiding and resolving roommate disputes. Additionally, hall staff and Resident and Graduate Resident Assistants are available to assist whenever necessary.
**Keys**
Each resident receives a key or access card to the main entrance door and to their bedroom door. There is a change-of-lock fee for lost keys. Refer to your housing agreement for specific details.

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

**Mail**
Students who complete the check-in process are provided with a mailbox and key or combination for their assigned mailbox. Mailboxes are assigned at the time of hall registration. Additionally, mailboxes are available for rent at the U.S. Post Office (on the Ground Floor of the University’s Mordecai Wyatt Johnson Administration Building).

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

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

**RESNET LABS**
RESNET computer labs, located in the residence halls, provide state-of-the-art equipment and network access. The labs and can be used for research, preparing papers, and surfing the internet.

**COOKING POLICIES**
Regulations regarding electrical appliances in bedrooms are established to protect the health and safety of all residents. They are also required by the safety code of the District of Columbia, and the University’s insurance contracts, for the protection of its properties. Hot plates, electric fryers, large refrigerators, small ovens, microwave ovens, and any other cooking appliances are strictly prohibited in student’s rooms. Depending upon hall assignment, students may have a small refrigerator not to exceed 3.75 cubic feet, and an
electric iron. The iron must be used only in the laundry room provided in each hall. Ironing on beds and dressers is prohibited and can result in the termination of your housing agreement. Candles and incense are also prohibited. Howard Plaza Towers provides apartment-style living accommodations. Each apartment includes a kitchen with a stove and refrigerator, where cooking is permitted. Cooking is also permitted in the kitchen facilities provided in Bethune Annex, Carver, and Slowe Halls.

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

RESIDENCE HALL SECURITY
Each residence hall has 24-hour front desk coverage, live-in Residence Hall Managers, Resident and Graduate Resident Assistants. The Howard University Public Safety Department patrols the campus and uniformed officers are stationed in some residence halls. Each student is cautioned against careless actions and tampering with the locking devices on all residence hall doors, any other points of entry, and any safety equipment. Residents are also required to keep their keys and/or their access cards with them at all times, and are prohibited from lending keys/access cards or duplicating them. The University is not responsible for the loss of personal property in any building or on any part of the campus, whether the loss occurs by theft, fire, or otherwise. All students are encouraged to purchase an insurance policy for personal belongings.

IMMEDIATE DISMISSAL FOR DRUGS, ALCOHOL, AND WEAPONS
Students found to be in possession of, or using, weapons, illegal drugs, or alcohol, will be required to vacate University housing within 48 hours, lose housing privileges for at least one semester, face other sanctions including disciplinary action and expulsion from the University, and if appropriate, police action under D.C. law. No adjustment (no refund) will be made to room charges in such cases. The presence of drugs, alcohol, or weapons in a student’s room constitutes possession for these purposes. This is a notice to all students that these matters are handled administratively and are not subject to the student judiciary or the residence halls judiciary systems unless a hearing is requested in writing within 48 hours of the time of the discovery of the violation.

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

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

Carver Hall
211 Elm Street, N.W.
Washington, D.C. 20001
(202) 806-7833 office

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

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

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

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

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

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

Tubman Quadrangle
(Baldwin, Crandall, Frazier, Truth and Wheatley Halls)
2455 4th Street, NW
Washington, DC 20059
(202) 806-7388 office
THE OFFICE OF OFF-CAMPUS HOUSING AND COMMUNITY ENGAGEMENT

2401 Fourth Street, NW
Tubman Quadrangle, Lower Level
Washington, DC 20059

Phone: 202-806-9216 • Office Hours:
Monday-Friday, 8:30 a.m. – 5:00 p.m.
202-806-9213 (Community Concern Line)
Website: studentaffairs.howard.edu
Email: offcampushousing@howard.edu

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

The Office of Off-Campus Housing and Community Engagement will positively influence the co-curricular and residential experiences for better and healthier community living for all.

Core Values
In addition to the values set forth in OCHCE’s vision, we value and are committed to:
- Community responsiveness and engagement
- Building positive community friendly relationships
- Developing “Bison Pride” exemplars/ambassadors who exemplify exceptional co-curricular learning experiences

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

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

Found in Section 1: Scope, Limitations, and Applicability of the Code
Violations of Student Code of Conduct will be addressed by the Office of Student Services.
LOCAL ADDRESS INFORMATION
Students residing in off-campus property (i.e. rentals, apartments, rooms within a residence, boarding house, etc.) must keep the registration of their local address current. All Howard University students are required to update their current address information each semester with the Office of the Registrar. To update “Personal Information” students should log into Bison Web to “Update Addresses and Phone Numbers” information. Failure to comply could result in holds being placed on your account at the request of the Office of Student Services and/or the Office of Off Campus Housing and Community Engagement.

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

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

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

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

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

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

**OFF-CAMPUS PARTIES**

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

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

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

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

OCHCE will summon students reported for noise, loud social events and partying. If students are found to have violated the Code of Student Code, appropriate sanctions will be imposed by the Office of Student Service.
UNIVERSITY PENALTIES FOR NON-COMPLIANCE
Per the Student Code of Conduct, the same policies and penalties apply to students residing off-campus. Students found in non-adherence to university conduct policies are subject to appropriate disciplinary action such as sanctions, suspensions and expulsion from the university.

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

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

RESPONSIBILITIES
1. Registering Address
Students residing in off-campus property (i.e. rentals, apartments, rooms within a residence, boarding house, etc.) must keep the registration of their local address current. All Howard University students are required to update their current address information each semester with the Office of the Registrar. Compliance failure could result in account holds.

   • Updating Address
   To update “Personal Information” students should log into Bison Web to “Update Addresses and Phone Numbers” information. Failure to comply could result in holds being placed on your account at the request of the Office of Student Services and/or the Office of Off Campus Housing and Community Engagement.

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

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

   Found in the Student Code of Conduct - Section 1: Scope, Limitations, and Applicability of the Code

OCHCE will summon students reported for noise disturbance, loud social events and partying. If students are found to have violated the Code of Student Code, referrals will be made to the Office of Student Services. Violations of Student Code of Conduct will be addressed by the Office of Student Services.

1. Neighborhood Reminders
   When traveling in or visiting a friend in the community please respect the private property of your neighbors in the surrounding communities. When walking through the neighborhood, please stay on the main roads and sidewalks; avoid shortcuts and backyards. While moving through the communities, students should
remind mindful of keeping voices to a minimal: low and quiet. If your residence hall is located within a residential community or in close proximity to area apartment buildings, please remember to keep voices, noises and music to a minimal. Remain mindful that communities include a diverse group of the elderly, professionals, students, and children; those individuals may be resting, preparing for a work day, studying or just relaxing in their home. Howard students much remain considerate and do their part to be good neighbors.

5) Disorderly Conduct Amendment

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

6) Partying Regulation

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

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

1. Noise that is unduly loud, continual or at late hours.
2. Behavior that is disorderly in that it disrupts the regular or normal functions of the community, on or off-campus, including behavior which breeches the peace or violates the rights of others.
3. Illegal activity to include the use of drugs, trash dumping, and other violations.

If you plan to have a small or large social function or gathering, you should do all you can to keep your activities and noise disturbance to your property and inform your surrounding residences of your intent to have others over. When having social engagements as a Howard University “Bison Pride” ambassadors, you should be mindful of the 4 L’s – how long, how late, how loud and to limit your guests list.

Find Us on Social Media

For more information please visit the Office of Office Campus Housing and Student Engagement (OCHCE) on Twitter at HUOCHCE, Facebook at Howard University Off-Campus Housing & Community Engagements and Instagram at HUOCHCE. Questions and concerns should be forwarded to:
Phone: 202-806-9216 or Email: offcampushousing@howard.edu
Message from the Office of the Vice President for Student Affairs Regarding Off-Campus Living

Bison Pride Beyond Howard University

As a fully vested member of the Howard University legacy and architect for her future, every stakeholder is expected to uphold the rich legacy and ideals of Howard University. Our actions, good or bad, reflect on Howard University. As such, the University Community and our neighbors place high expectations on you to represent yourselves and this institution in the best possible way.

Moving off campus is a major transition that brings a great deal of excitement and independence. It is a privilege which carries responsibilities. Whether you are an undergraduate moving off campus, a new transfer student, or a graduate student, you assume special responsibilities when you move about the surrounding areas or live off campus. When choosing to live off campus, it is important to identify and understand the responsibilities as both a member of the University and the community. Not only must you continue to be serious about pursuing your academic endeavors, you now have the added responsibility of representing yourself and the name of this great institution with great pride and dignity.

Your off campus community is your new neighborhood. It is a neighborhood with specific community standards to which all individuals are expected to adhere. Your new neighborhood consist of communities made up of families, young professionals, retired persons, young children and a variety of other individuals. You and these individuals make up the rich fabric of the surrounding neighborhoods that you live in.

As a Howard University student, we expect you to be a good neighbor who participates in the life of the community by having positive interactions with your neighbors and working through differences with meaningfully dialogue and respectful actions. The University is here to work with you and our community partners. Occasionally, when and if incidences arise, the University reserves the right to take appropriate action to protect the health and well-being of an individual and/or the University community. Community incidences deemed as violations of the Student Code of Conduct will be reviewed and processed by the appropriate University authority.

Although you have moved off campus, you remain a valued and integral part of the Howard University community. Continue to regularly be involved in University events and activities. Stop by the Blackburn University Center, Burr Gym, Rankin Chapel, Undergraduate Studies and other campus locations, as you continue your academic pursuits. Stay active in student organizations; the campus is still yours to enjoy. However, we must share the community with our neighbors. Be engaged in all that the University and the community have to offer!

For more information about living beyond the University as a Howard student, please contact Valarie G. Turner, Ph.D., Director, Office of Off-Campus Housing and Community Engagement (OCHCE) at (202) 806 – 9216.

Sincerely,

Kenneth Holmes
Vice President for Student Affairs
Interpersonal Violence Prevention Program (IVPP)
Phone: 202-238-2382
Location: Howard Center, 2225 Georgia Avenue, NE, Suite 508

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

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

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

<table>
<thead>
<tr>
<th>Medical Assistance</th>
<th>Advocacy, Support Services, Housing &amp; Academic Accommodations</th>
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<tr>
<td>• Students can go to the Howard University Hospital for medical services.</td>
<td>• The Interpersonal Violence Prevention Program (IVPP) provides information, referrals and can connect students with an advocate (*confidential source).</td>
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<tr>
<td>• The Student Health Center can provide health services and referrals.</td>
<td>• The Interpersonal Violence Prevention Program (IVPP) provides information, referrals and can connect students with an advocate (*confidential source).</td>
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<tr>
<td>• A Sexual Assault Exam is available at Washington Hospital Center. The exam includes preventive treatment for sexually transmitted infections, pregnancy and evidence collection. The exam is conducted by a Sexual Assault Nurse Examiner (SANE) who is a Registered Nurse with advanced training and certification in conducting sexual assault exams. The Network for Victim Recovery of DC (NVRDC) provides advocates on site.</td>
<td>• The Office of Student Services assists with academic and housing accommodations, referrals, disciplinary and judicial affairs.</td>
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<td>• A rape kit can only be done at Washington Hospital Center SANE Program.</td>
<td>• University Counseling Services provides individual and group counseling and psychotherapy, crisis intervention and consultation (*confidential source).</td>
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<tr>
<td>• A police report is not required to receive medical assistance or the SANE Exam.</td>
<td>• The Office of Residence Life can assist with housing accommodations.</td>
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<td>• DC Rape Crisis Center provides a crisis line, 24-hour advocacy, and counseling services.</td>
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<td>• My Sisters Place provides a 24-hour crisis line and counseling services</td>
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<tr>
<td><strong>Emergency Services</strong></td>
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<td>• The Howard University Department of Public Safety provides 24-hour emergency services.</td>
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<td>• Students can also call 911 for 24-hour emergency services from the Metropolitan Police Department.</td>
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**Title IX Coordinator:** Candi N. Smiley, Esq., 202-806-2650

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

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

• Someone you are or were married to, in a domestic partnership with, or in a romantic, dating, or sexual relationship with ("intimate partner violence")
• Someone related to you by blood, adoption, legal custody, marriage, or domestic partnership (i.e., your brother or your father-in-law) ("intrafamily violence")
• Someone you have a child in common with -- this can be ("intrafamily violence") and/or ("intimate partner violence")
• Someone who share(d) a home with (i.e., a roommate) ("interpersonal violence")
• Someone who is/ was in an intimate relationship with the same person that you are/ were in an intimate relationship with (e.g., you are dating Jane and Jane's ex-husband assaults you)(“interpersonal violence”).

* DC Code § 16-1003(a)
** DC Code § 16-1001(6)-(9)
*** DC Code § 16-1001(12)

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

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

Howard University Alcohol and Drug Prevention Notice

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

1. Use, possession, manufacture, distribution, or sale of illicit drugs or drug paraphernalia on University premises or in University-supplied vehicles.
2. Use, possession, or any manufacture, distribution, or sale of a controlled substance on University premises or in University-supplied vehicles.
3. Storage of any illicit drug, drug paraphernalia, or controlled substance whose use is unauthorized in a locker, desk, or other repository on University premises.

4. Possession, use, or distribution of alcohol by underage persons (under 21 years old); providing alcohol to underage persons or providing a space for the consumption of alcohol by underage persons.

5. Possession of an open alcohol container in a public area regardless of the individual's age.

6. Being under the influence of an unauthorized controlled substance or illicit drug on University premises or in University-supplied vehicles.

7. Use of a controlled substance that adversely affects the individual’s work performance, safety at work, or safety of others at work that causes disruptive conduct due all or in part to being under the influence of a controlled substance; and/or that adversely affects the University's reputation in the community.

8. Possession, use, manufacture, distribution, or sale of illicit drugs off University premises that adversely affects the individual’s work performance or safety, or safety of others at work.

9. Conviction under any criminal drug statute for a violation occurring in the workplace, residence hall, off-campus domicile, and/or under circumstances that adversely affect the University's reputation in the community.

10. Failure to notify the University of any conviction under any criminal drug statute for conduct occurring on campus or off-campus (for registered students), within five (5) days of conviction.

11. Refusal to sign a statement acknowledging receipt of University policy on alcohol and illicit drugs.

**Assistance with Substance Abuse-Related Matters**

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

**Policy Violations Sanctions**

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

**Students**
- Participation in special workshops, classes or seminars
- Warning or reprimand
- Requirement to seek counseling
- Mandatory University or community service
- Restitution

**Faculty and Staff**
- Disciplinary action up to and including termination of employment
- Professional counseling
- Community service
- Restitution

**On-Campus Affiliates**
- Termination of contract or agreement
- Professional counseling
- Community service
- Restitution
- Parental/guardian notification
- Suspension or probation
- Expulsion from Howard University Employees
- Verbal warning or written warning
- Requirement to seek counseling
- Suspension
- Demotion
- Termination of employment

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

Howard University Alcohol and Drug Prevention Notice

Alcohol and Drug Abuse (Substance Abuse) Policy

In accordance with federal law, Howard University has adopted policies consistent with the Drug-Free Schools and Communities Act Amendments of 1989. Our policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illicit drug by students, faculty and staff on or off its property or as a part of campus activities. (See HU- Personnel Guidelines and Statement of Current Benefits Section – Drug Free Workplace/Drug Free Schools and Campuses

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. Members of the University community suffering from substance abuse-related problems are encouraged to seek professional help from University and local community resources where such assistance is handled with the utmost confidentiality.

However, violations of Howard University’s alcohol and drug abuse policy include, but are not limited to:

1. Use, possession, manufacture, distribution, or sale of illicit drugs or drug paraphernalia on University premises or in University-supplied vehicles.
2. Use, possession, or any manufacture, distribution, or sale of a controlled substance on University premises or in University-supplied vehicles.
3. Storage of any illicit drug, drug paraphernalia, or controlled substance whose use is unauthorized in a locker, desk, or another repository on University premises.
4. Possession, use, or distribution of alcohol by underage persons (under 21 years old); providing alcohol to underage persons or providing a space for the consumption of alcohol by underage persons.

5. Possession of an open alcohol container in a public area regardless of the individual's age.

6. Being under the influence of an unauthorized controlled substance or illicit drug on University premises or in University-supplied vehicles.

7. Use of a controlled substance that adversely affects the individual's work performance, safety at work, or safety of others at work that causes disruptive conduct due all or in part to being under the influence of a controlled substance; and/or that adversely affects the University's reputation in the community.

8. Possession, use, manufacture, distribution, or sale of illicit drugs off University premises that adversely affects the individual's work performance or safety, or safety of others at work.

9. Conviction under any criminal drug statute for a violation occurring in the workplace, residence hall, off-campus domicile, and/or under circumstances that adversely affect the University's reputation in the community.

10. Failure to notify the University of any conviction under any criminal drug statute for conduct occurring on campus or off-campus (for registered students), within five (5) days of conviction.

11. Refusal to sign a statement acknowledging receipt of University policy on alcohol and illicit drugs.

Policy Violations Sanctions
"Students, faculty and staff who violate the University's alcohol and drug policies will be subject to disciplinary action, up to and including the possibility of expulsion (for students), termination of employment (for faculty and staff), and termination of contract (for contractors and affiliates). The University may also refer a matter to the appropriate police or other governmental authorities for prosecution." On-campus affiliates may be recommended for termination of contract or agreement.

(See Faculty Handbook SECTION 2 TERMS AND CONDITIONS OF FACULTY EMPLOYMENT 2.2.3 Substance Abuse Policy and Appendix – D HOWARD UNIVERSITY POLICY STATEMENT CONCERNING THE USE OF, THE POSSESSION FOR SALE, TRANSFER, OR EXCHANGE OF, AND THE MANUFACTURE, TRANSFER, SALE, OR EXCHANGE OF, CONTROLLED SUBSTANCES Approved by the Board of Trustees on September 23, 1989)
The types of sanctions that may be imposed by the University may include but not limited to:

**Students**
- Participation in special workshops, classes or seminars
- Warning or reprimand
- Requirement to seek counseling
- Mandatory University or community service
- Restitution
- Parental/guardian notification
- Suspension or probation
- Expulsion from Howard University

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

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

I. Alcohol and Drug Prevention Services Network

Office of the Dean for Special Student Services, University Counseling Service, Student Health Center, Office of Human Resources and Howard University Department of Public Safety (HU-DPS) provide students, faculty, staff and other members of the University Community with a central repository that will make them aware of the risks associated with alcohol and/or illicit drug abuse; sanctions that may be imposed and provide guidance, assistance and support for those suffering from or at risk of having a substance abuse problem.

**Members of Service Network**

- **Student**: Faculty/Staff/Other member of HU

Office of the Dean for Special Student Services  Contact (202) 238-2420
www.howard.edu/specialstudentservices/

University Counseling Service  Contact (202) 806-6870
https://www.howard.edu/services/counseling/nav%20links/staff.html

Student Health Center  Contact (202) 806-7540
www.howard.edu/studenthealth/

Office of Human Resources (EAP) Contact 202-806-1280
www.hr.howard.edu/bpa/
II. Health Risk Information - For more information visit the National Institutes of Health’s (NIH), National Institute on Drug Abuse (NIDA), The Science of Drug Abuse and Addiction websites, also visit http://rethinkingdrinking.niaaa.nih.gov/.

Insights
If you encounter a person who is passed out, unconscious or cannot be easily aroused, or appears to have trouble breathing, the safest action is to call for help. Call 911 medical services then HU-DPS on (202) 806-1100.
If you feel disoriented, out-of-control, or not able to care for yourself, or make decisions, ask for help from a trustworthy person.
1. Do not go to parties alone; there is safety in numbers.
2. Do not accept a mixed drink or opened container and watch your drink as it is being mixed.
3. Do not share or exchange drinks with others nor leave your drink unattended.

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

Health Risks - Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.

1. Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury.

Schedule I – Drugs with no current accepted medical use and a high potential for abuse.

Prescription Drugs and Cold Medicines – Some medications have psychoactive (mind-altering) properties and, because of that, are sometimes abused—that is, taken for reasons or in ways or amounts not intended by a doctor, or taken by someone other than the person for whom they are prescribed. Some of the opioids include: Fentanyl (Duragesic), Hydrocodone (Vicodin), Oxycodone (OxyContin), Hydromorphone (Dilaudid), Meperidine (Demerol)
Health Risks - Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS) depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy).

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

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

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

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

Health Risks
Prescription stimulants are sometimes abused however—that is, taken in higher quantities or in a different manner than prescribed, or taken by those without a prescription.

1. Stimulants can increase blood pressure, heart rate, and body temperature and decrease sleep and appetite. When they are abused, they can lead to malnutrition and its consequences.

Possible Effects: Repeated abuse of stimulants can lead to feelings of hostility and paranoia. At high doses, they can lead to serious cardiovascular complications, including stroke.
Rohypnol, GHB, and Ecstasy (“Molly”)

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

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

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

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

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

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

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

Health Risks
1. When a person smokes marijuana, THC quickly passes from the lungs into the bloodstream. The blood carries the chemical to the brain and other organs throughout the body.

2. THC acts on specific brain cell receptors that ordinarily react to natural THC-like chemicals in the brain. These natural chemicals play a role in normal brain development and function.

Possible Effects: Marijuana overactivates parts of the brain that contain the highest number of these receptors. This causes the "high" that users feel. Other effects include: altered senses (for example, seeing brighter colors), altered sense of time, changes in mood, impaired body movement, difficulty with thinking and problem-solving, impaired memory.
Cocaine - Cocaine is a powerfully addictive stimulant drug made from the leaves of the coca plant native to South America.

Health Risks - Cocaine affects the body in a variety of ways. It constricts blood vessels, dilates pupils, and increases body temperature, heart rate, and blood pressure. It can also cause headaches and gastrointestinal complications such as abdominal pain and nausea.

1. It produces short-term euphoria, energy, and talkativeness in addition to potentially dangerous physical effects like raising heart rate and blood pressure.

Possible Effects: Narrowed blood vessels; enlarged pupils; increased body temperature, heart rate, and blood pressure; headache; abdominal pain and nausea; euphoria; increased energy, alertness; insomnia, restlessness; anxiety; erratic and violent behavior, panic attacks, paranoia, psychosis; heart rhythm problems, heart attack; stroke, seizure, coma.

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

Health Risks

1. Heroin abuse is associated with a number of serious health conditions, including fatal overdose, spontaneous abortion, and infectious diseases like hepatitis and HIV (see box, “Injection Drug Use and HIV and HCV Infection”)

Possible Effects: Chronic users may develop collapsed veins, infection of the heart lining and valves, abscesses, constipation and gastrointestinal cramping, and liver or kidney disease.

Bath Salts (Synthetic chemicals related to cathinone) and K2 or Spice (synthetic marijuana)

Health Risk

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

Effects: Spice abusers who have been taken to Poison Control Centers report symptoms that include rapid heart rate, vomiting, agitation, confusion, and hallucinations. Spice can also raise blood pressure and cause reduced blood supply to the heart (myocardial ischemia), and in a few cases it has been associated with heart attacks. Regular users may experience withdrawal and addiction symptoms.
2. Bath Salts refers to an emerging family of drugs containing one or more synthetic chemicals related to cathinone, an amphetamine-like stimulant found naturally in the Khat plant.

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

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

III. State, Local and Federal Legal Sanctions

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

District of Columbia

District of Columbia Drug Law states, it is unlawful for any person to knowingly or intentionally manufacture, distribute, or possess, with intent to manufacture or distribute, controlled substances or drug paraphernalia. A conviction under local laws may result in imprisonment, a fine, or both. The length of prison term and the amount of the fine depend upon the particular type of controlled substance(s) involved. Subsequent convictions and violations involving distribution to minors may carry increased penalties. For more information see D.C. Code 48-904.01 for violations and sections D.C. Code 48-902.04, .06, .08, .10, .12 for penalties.

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

District of Columbia Alcohol Law states, no person under 21 years of age may consume, purchase, and attempt to purchase, or otherwise possess alcohol, falsely represent his/her age, possess or present fraudulent identification for the purpose of procuring alcohol. Nor may a person purchase alcohol for the purpose of delivering it to another person who is under 21 years of age; or a person who is not an Alcoholic Beverage Regulation Administration license holder may make available alcohol to any person under 21 years of age, except when necessary for the person under 21 years of age to perform lawful employment responsibilities (e.g., waiters...
and waitresses). For more information see D.C. Code 25–1001 - 1002 for violations and penalties.

Driving Under the Influence of Alcohol or Drugs No person shall operate or be in physical control of any vehicle in the District while the person is intoxicated or under the influence of alcohol or any drug or any combination thereof. This includes the operation of a non-motorized bicycle. For more information see D.C. Code 50–2206.11, 2206.12, 2206.14 for violations and D.C. Code 50–2206.13 for penalties.

Maryland
Maryland Drug Law states, an individual convicted of the manufacture, distribution, dispensing, or possession of certain controlled dangerous substance with an intent to do any of the foregoing is subject to imprisonment, a fine, or both. Depending on the drug types and amount and the Maryland statute provides for increasingly stiff penalties with each drug offense conviction. For more information see Maryland Code, Criminal Law Sections 5-603, 605-609, 612 for type of violations and Sections 5-401 through 406 and 5-601,602, 620 for penalties and fines.

Maryland Alchohol Law states, it is unlawful for any person under 21 years of age to possess alcoholic beverages, misrepresent his/her age or the age of another to obtain alcoholic beverages; further, to furnish alcoholic beverages to another if he/she knows the recipient of the beverage is under 21 years old. For more information see Maryland Code, Criminal Law Sections 10-114 for violations and Sections 10-113 through 120 for penalties and fines.

Driving Under the Influence of Alcohol or Drugs In the State of Maryland, a person may not drive or attempt to drive any vehicle while intoxicated or under the influence of alcohol. A blood alcohol concentration (BAC) of more than .05 but less than .07 may be considered for Driving Under the Influence” or Driving while Impaired by Alcohol charges; a BAC of .07 but less than .08 shall be evidence for Driving Under the Influence” or Driving while Impaired by Alcohol charges; and a BAC level of .08 or more is considered intoxicated and under the influence of alcohol. For more information see Maryland Code and Courts and Judicial Proceedings §10-307 and for a summary of penalties, see Maryland Transportation Code § 16-205.1, § 16-402 and § 27-101.

A person under the age of 21 with a BAC of .02 (approximately one drink) may be charged with a violation of restricted license, which may result in a suspension of the driver’s license. Such an individual can still be charged with a violation despite possession of an out-of-state driver’s license. For more information see Maryland Transportation Code at 16-113 and 27-101).
Federal Law prohibits generally the manufacture, distribution, or dispensing of a controlled dangerous substance and, under certain circumstances, of a counterfeit substance. It is also a crime to possess a controlled dangerous substance with the intent to manufacture, distribute or dispense the substance. Conviction for one of these "distribution offenses" may be punishable by penalties, a fine, or both. For more information see the Drug Enforcement Administration Federal Trafficking Penalties for Schedules website www.dea.gov/druginfo/ftp3.shtml

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

Referral List for Alcohol and Substance Abuse Programs
The Assessment and Referral Center (ARC), of Department of Behavioral Health, serve as one of the main agency for accessing treatment and referrals to community alcohol and drug programs.

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

Department of Behavioral Health (DBH)
Assessment and Referral Center (ARC)
75 P Street, NE, Washington, DC 20002
Hours of Operation: 7 am - 5 pm
Phone: (202) 727-8473 - Fax: (202) 727-8411
The ARC may refer patients to the following agencies:
- Safe Haven, Inc.
- Salvation Army Adult Rehabilitation & Treatment Center Harbor Lights
- Second Genesis
- So Others Might Eat (SOME)

Family and Medical Counseling Services, Inc.
2041 Martin Luther King Jr. Ave, SE, Washington, DC 20020
Accepts walk-ins, please call 202-889-7900
Bring Identification and Insurance information.
Revised 10/22/15
Providence Hospital/Seton House  
1053 Buchanan St. NE, Washington, DC  20001  
202-269-7222, 202-269-7777 or 7395  
Provide treatment for Alcohol, prescription drugs and Heroine. Must make an  
appointment and have insurance information available.

MedStar Washington Hospital Center  
216 Michigan Ave NE, Washington, DC 20017  
202-877-6508 or 202-877-0886

Kolmac Clinic  
1411 K Street, N.W., Suite 703, Washington, DC 20005  
Phone: (301) 589-0255  
Patients interested in treatment should call with insurance information. The staff  
will verify the insurance coverage, explain costs and if necessary, the payment plans  
that are available.
STUDENT
GOVERNMENT &
ORGANIZATIONS
Dear First Year Students:

The 56th Administration of the Howard University Student Association is excited to welcome you to Howard University. The experience that comes with becoming a Bison is one that you will cherish. You have worked incredibly hard to get to this point and countless people have invested in you. Now that you are officially here, know that your hard work will not be in vain; you are about to embark on a journey of growth and transformation.

What you encounter here will shape the rest of your life. Your pursuit of knowledge will empower you to explore, and what you discover may challenge your previously established goals. College is not just about the academics; the activities and organizations you join will have a profound effect on your personal growth as well. Many of the people that you meet throughout your time here will be your friends for life; the thought-provoking conversations you entertain with your peers will shape the way you see the world. The “Howard Hustle” that President Barack Obama and countless others have mentioned is prevalent in the atmosphere on campus. The collective success that you, as new Howard Bison, achieve is dependent on the enthusiasm, ambition, and dedication that this institution will inspire in you during your matriculation.

The next four years represent some of the most important years of your life as you transition into adulthood. There may be times when you feel overwhelmed or are pushed to a breaking point. But when you begin to doubt yourself always remember that you are a child of “the Mecca” and heir to a legacy of hope and resilience. As you encounter various trials remain diligent, and, most importantly, never forget that your fellow Bison always has your back. We, the Howard University Student Association, are here to enhance your student experience and to support you especially when you need it most. If we can ever be of assistance please do not hesitate to reach out to us or to stop by the office in Room 201 of the Blackburn Center.

Once again, welcome to Howard University and we cannot wait to share an incredible year with you!

With Bison Pride,

Allyson Carpenter
President of the Howard University Student Association
Jordan Roper
Vice President of the Howard University Student Association
STUDENT GOVERNMENT

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

THE HOWARD UNIVERSITY STUDENT ASSOCIATION (HUSA)

HUSA was established in 1961. Its purpose is to provide input into the university’s decision-making process; to act as a spokesperson for the students; and to maintain communications concerning student interests in many segments within the university. HUSA is comprised of the entire student body, the legislative branch, known as the HUSA Senate, and all representatives elected to the Undergraduate Student Assembly (UGSA) and the Graduate Student Assembly (GSA). The president and vice president are elected to administrate the executive branch. The policy board interprets the HUSA constitution and includes representatives appointed by the member student council leadership and approved by the HUSA Senate. The office is located in room 102, Blackburn Center. The phone number is (202) 806-4141.

THE UNDERGRADUATE STUDENT ASSEMBLY (UGSA)

UGSA represents the undergraduate student population. It was founded in 1973 for the purpose of providing a variety of entertaining and educational programs. The office is located in Suite 177, Blackburn Center. The phone number is (202) 806-4144.

THE GRADUATE STUDENT ASSEMBLY (GSA)

GSA officers preside over an assembly of representatives from each of the graduate schools and programs. GSA sponsors programs that advance scholarship and its goals are to work for the usefulness of the Howard University graduate student community. The office is located in room 114, Blackburn Center. The phone number is (202) 806-6651.

STUDENT TRUSTEES

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

STUDENT COUNCILS

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

- COLLEGE OF ARTS AND SCIENCES STUDENT COUNCIL
- SCHOOL OF BUSINESS STUDENT COUNCIL
- SCHOOL OF COMMUNICATIONS STUDENT COUNCIL
STUDENT ORGANIZATIONS

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

All applicants seeking membership into competitive selective organizations (ex: fraternities, sororities, honor societies, and similar organizations) must comply with the following (a) be current students in good academic, financial and disciplinary standing, (b) have the required minimum cumulative grade point average of 2.7 (CFOS) or 2.85 (NPHE) and (c) are matriculated with a full-time status, having earned at least 30 credit hours at Howard University. Students who have been issued disciplinary sanctions are ineligible for recruitment for a minimum of (1) one full academic year after their probation period expires before they can apply for membership recruitment/intake. Transfer students must have earned at least 15 credit hours at Howard University and be classified as a sophomore to participate in a membership intake/recruitment process. All students interested in joining fraternities, sororities, honor societies and similar organizations are required to attend all university sponsored trainings and educational workshops to be eligible and cleared for participation.

Students seeking leadership positions in student organizations must ensure that they satisfy the minimum cumulative GPA requirement of 2.7 and are current students in good academic, financial and disciplinary standing with the university. All student organizations are recognized as part of the Husa under the United Association of Student Organizations (UASO).
Additionally, organizations may have individual, national and/or council constitutional requirements to maintain recognition at the university. Please refer to the organizational or council constitution in order to determine if there are additional requirements (for example: a higher GPA or credit hour requirement).

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

**Cultural clubs and social organizations**
Cultural clubs and social organizations provide a social outlet for international students and bring U.S. and international students together. These organizations also present programs and seminars about the cultures, traditions and areas of need in the global community. These groups have open membership.

**Honor societies**
Honor societies have been established in each school and college to recognize and perpetuate excellence in various disciplines. Honor societies aim to promote scholarship and research, encourage a high standard of character, conduct practical application of and recognize high attainment and achievement in their related fields. These groups are typically aligned with a particular department, major and/or field of study and typically have very high GPA and other academic requirements for membership. All honor societies are members of the honor’s council (hc).

**Religious student organizations**
Religious student organizations and choirs involve themselves with civic work, services and social functions and emphasize religious concepts, ideals and beliefs held by each group. Religious student organizations work closely with the office of the dean of the chapel in addition to the office of student life & activities and fall under the religious fellowship council (RFC).

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

**University-wide organizations**
University-wide organizations encompass many areas of campus life, dedicated to serving the entire university and are aligned with specific units and/or university functions. They serve a number of different purposes and appeal to a variety of interests. Membership is open to all students. These groups are typically advised by or have a liaison in the office of student life & activities or a member of the division of student affairs.
**Fraternities and sororities**
Fraternities and sororities are organizations with competitive selection procedures and intake/recruitment requirements for membership. They must have an on-campus advisor and a graduate advisor (or an advisor affiliated/appointed by the sectional/regional/national leadership or organization).

**New student organization petitions & organization re-activation policy**
Petitions to start a new organization are accepted on a two-year cycle in the spring semester only (beginning on January 15 and ending on March 31). The next cycle for submission will open spring 2018. Recognized student organizations must have open membership policies unless they are constitutionally required to be a competitive selective organization and have satisfied all university requirements to be recognized with such a designation. All petitions must be submitted to the office student life & activities to initiate the recognition process.

Re-activation of an inactive recognized student organization occurs during the fall semester only of each academic year (beginning August 15 and ending October 31).

*Do not get involved with unrecognized groups; these are often dangerous and unsafe environments for our students.*

**FRATERNITY & SORORITY AFFAIRS**
Official recognition of fraternities and sororities may be conferred by the Vice President for Student Affairs upon the recommendation of the Office of Student Life & Activities, which will serve as the sponsoring university unit for all recognized fraternities or sororities. Each fraternity, sorority, honor society and/or similar organization is expected to maintain membership in one of the member organizations of the Council of Fraternal Organizations, as applicable: National Pan-Hellenic Council (NPHC), Independent Fraternal Council (IFC), Professional Fraternal Council (PFC), Honor Society Council (HSC) and the Local-Based Council (LBC). All officially recognized fraternities, sororities, honor societies and similar organizations are required to abide by all applicable university and governing council rules and regulations, including, but not limited to, The Howard University Student Code of Conduct; Howard University Policies Applying to Campus Activities, Organizations, and Students; Howard University Student Alcohol Policy; and The Howard University Policy on Sexual Harassment. In addition, each fraternity, sorority, honor society (if applicable), similar organization or CFO organization classified as OPEN MEMBERSHIP with a membership intake/induction process must annually file a current certificate of liability insurance coverage (naming Howard University as an additional insured) with the OFFICE OF STUDENT LIFE & ACTIVITIES. There is a sixty-five (65) new member limit for member organizations of the CFO and a fifty (50) new member limit for NPHC organizations participating in the membership intake/recruitment process. Organizations in compliance with their respective Inter/National requirements, governing councils and University polices reserve the right to select any number of new members within but not exceeding the indicated university limit.
Howard University follows a **DEFERRED RECRUTIMENT CYCLE** during the spring semester of each academic year for **ALL COUNCILS**.

**COUNCIL OF FRATERNAL ORGANIZATIONS:**
The Council of Fraternal Organizations (CFO) shall serve as the advisory body/governing body to the Office of Student Life & Activities in the development of policies, initiatives and programs related to the community of recognized fraternities, sororities, honor societies and similar organizations at Howard University. The CFO shall provide recommendations to enhance and promote the self-governance of the Fraternity and Sorority community at Howard; it shall serve as the peer review board for new and petitioning fraternal organizations seeking expansion (*refer to Expansion Policy*); it shall have representatives serve on judicial and administrative review boards for member organizations and it shall be a forum for community building and outreach for the fraternities, sororities, honor societies and similar organizations at Howard University. The CFO serves as the governing council for all fraternities, sororities, honor societies and similar organizations not recognized by the National Pan-Hellenic Council.

*The member organizations of the National Pan-Hellenic Council serve as ex-officio members on the Council of Fraternal Organizations with the exception of the president of the National Pan-Hellenic Council who shall serve as a voting member of the CFO.*

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

- **INDEPENDENT FRATERNAL COUNCIL (IFC)**
- **PROFESSIONAL FRATERNAL COUNCIL (PFC)**
- **LOCAL BASED COUNCIL (LBC)**
- **HONOR SOCIETY COUNCIL (HSC)**
- **NATIONAL PAN-HELLENIC COUNCIL (NPHC)**

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

- **ALPHA KAPPA ALPHA SORORITY, INC. – ALPHA CHAPTER**
- **ALPHA PHI ALPHA FRATERNITY, INC. – BETA CHAPTER**
- **DELTA SIGMA THETA SORORITY, INC. – ALPHA CHAPTER**
- **IOTA PHI THETA FRATERNITY, INC. – ALPHA TAU CHAPTER**
- **KAPPA ALPHA PSI FRATERNITY, INC. – XI CHAPTER**
- **KAPPA ALPHA PSI FRATERNITY, INC. – THETA TAU, INTERMEDIATE CHAPTER**
- **OMEGA PSI PHI FRATERNITY, INC. – ALPHA CHAPTER**
All members of the NPHC-Howard University Chapter executive board must possess and maintain a cumulative 2.85 G.P.A. at the time of election and throughout the tenure of office to be considered a member in good standing. A 2.85 cumulative grade point average is necessary to be eligible to apply for membership into any of the member organizations of the National Pan-Hellenic Council — Howard University Chapter.

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

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

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

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

**Criteria for Expansion Consideration**

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

**Please Note:**

- Howard University will not recognize new local based fraternities, sororities and/or similar groups as members of the Fraternity & Sorority Community
- Expansion for a Fraternity, Sorority or Similar Organization is not automatic. Expansion must be approved by the Fraternity & Sorority Affairs Expansion Committee. “Campus crashing,” or forming a group of interested students without the approval of the office of Student Life & Activities, or by the (Inter)/National Office will not be tolerated
- Checklist referenced in Extension/Expansion Plan may vary based on Fraternity & Sorority Council affiliation, (Inter)National Organization, and/or University standards. Additionally, the checklist may include specifics relevant to situation, circumstance, or history
When it is determined that a new group is needed to strengthen the Fraternity & Sorority Affairs Community at Howard University, the procedures outlined below will be followed. The purpose of these procedures is to ensure expansion of Fraternity & Sorority letter organizations (fraternities and sororities), honor societies and/or similar organizations occurs in a manner which includes a carefully developed plan conducive to the educational mission of Howard University and to provide specific guidance and support for new fraternities, sororities, honor societies and/or similar organizations. This provides maximum opportunity for successful chartering and a meaningful and rewarding experience for the students within the Fraternity & Sorority community.

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

I. Procedures for Expansion

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

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

Procedures for Recognition by a group of interested students

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

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

7. A decision will be made within 72 business hours to invite or not invite the (Inter) National fraternity/sorority to charter a chapter of interested students at Howard University. The Governing Council will provide a checklist of expectations to the chosen organization.

8. Howard University will recognize no more than one fraternity and sorority per Governing Council as a group of interested students/chartering group at any one time. Therefore, the council will not be allowed to expand further until the group of interested students has become a chartered chapter, has disbanded, or has fulfilled their national standards to reorganize a latent charter.

**Procedures for formal expansion requested by a Fraternity & Sorority**

**Governing Council**

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

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

1. Meet with the Coordinator of Fraternity & Sorority Affairs to discuss possible reorganization and receive a list of criteria to be met in consideration of returning to Howard University as an active chapter
   
   *The criteria must include, but are not limited to:*
   
   a. Reasons why the chapter became inactive on campus, and when
   b. How the issue(s) have been addressed
   c. How the group has cleared any debts or circumstances still incomplete from when previously on campus (if applicable)
   d. A new chapter advisor, which shall not have been affiliated with the chapter in any way at the time of loss of recognition.
   e. No involvement from the members who were involved in the incident.

2. Submit information requested in Section II to the Assistant Director of Student Life & Activities for review by the Fraternity & Sorority Affairs Expansion Committee.

3. If approved, the (Inter) National Fraternity/Sorority will be invited to make an on-campus presentation to the Fraternity & Sorority Affairs Expansion Committee, Governing Council and Fraternity & Sorority Community.

4. A decision will be made on whether or not to invite the (Inter) National fraternity/sorority to reorganize a chapter at Howard University. If invited to reorganize a chapter, the Governing Council will provide a checklist* of expectations to the chosen organization.

5. Howard University will recognize no more than one fraternity and sorority per Governing Council at any one time. Therefore, the council will not be allowed to expand further until the group of interested students has reorganized a chapter, has disbanded, or has fulfilled their national standards to reorganize a latent charter.

6. If invited to return, the organization will be placed on probation for a minimum of one (1) semester.
   
   a. The fraternity or sorority must meet all (Inter) National requirements, participate in all Fraternity & Sorority Affairs sponsored events, and receive no disciplinary sanctions.
   b. If a chapter has previously been suspended by the University, and then is found responsible for further disciplinary actions, the organization may be expelled.
II. Materials to be included in the petition for a group of interested
students/reorganizing group

1. Letter of interest/support from (Inter) National Fraternity & Sorority
   headquarters

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

3. Inter/National Headquarters Values, Policies and Publications
   a. A description of the organizational values and founding principles
   b. A description or diagram of the governance structure at the chapter
      and the inter/national levels
   c. Constitution (Inter/National and local if applicable)
   d. Risk Management

4. Chapter Development

5. Membership Development
   a. Hazing policy
   b. Membership discrimination policy
   c. Membership education policy and program (New Member
      Education Program)
   d. Recruitment/Membership intake policy and program

6. Additional Information
   a. A copy of the organization’s Certificate of Insurance
   b. Letter of intent from the Inter/National Headquarters Expansion
      Chairperson
   c. Petition Form
   d. Letter of intent from the On-Campus Advisor
   e. A student organization Advisor Agreement Form
All items above, plus any additional information should be put into a packet which follows the format specified and be sent to:

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

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

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

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

September

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

October

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

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

Statement on Informational/Rush Meetings:

If an international organization is eligible for expansion (no previous restrictions from policy breaches and governing council open for expansion) it may hold two general informational/rush meetings in order to build interest on campus, as well as see which students may want to be a part of their organization if they expand to our University. Any meetings of this kind MUST be coordinated by a designated national officer and NOT the group of interested students on campus. Also, it must be clearly stated at the meeting that there is no guarantee that because there is an interest that the organization will be approved to expand on campus. University Officials must be invited to, and allowed to attend, all informational meetings. This designated group of interested students is prohibited to act as an organization affiliated with the national fraternity or sorority, and will not be recognized as a student organization at Howard University nor engage in any activities restricted to recognized fraternities/sororities. There are to be no officers of the
group, nor events held in the group’s name. Any initiation or new member education of members of the group of interested students violates the expansion policy and subjects the (inter)national organization to a minimum of two years of ineligibility to expand at Howard University.

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

1. There will be NO summer or winter break recruitment or intake meetings.
2. There will be NO summer, winter or spring break initiations of interested students whose information was gathered at the end of the academic semester.
3. All interested students must have GPA information verified through Student Life & Activities to ensure that they meet university academic standards and their (inter)national and/or local chapter organization’s academic standards for membership recruitment/intake.
4. Students must complete university-wide membership education and anti-hazing workshops and a designated number of community service hours required by Student Life & Activities prior to membership intake.
5. All interested students will undergo a Student Code of Conduct review by the Assistant Director of Student Life & Activities to determine eligibility.
   a. Students who have not undergone an academic and judicial review by the Office of Student Life & Activities, will be subject to further judicial sanctions by the Dean of Student Life & Activities. If it has been determined that a Chapter has knowingly initiated a member without prior review, that Chapter will then be subject to sanctions from the Coordinator of Fraternity & Sorority Affairs, inclusive of possible suspension.
6. a. Students who have been issued disciplinary sanctions are ineligible for a minimum of (1) one full academic year AFTER their probation period expires before they can apply for membership recruitment/intake.
b. Students who have an open judicial sanction are ineligible for membership recruitment/intake.
c. Students who are found in violation of the Student Code of Conduct and have been accepted for membership recruitment/intake AND/OR are participating in the process may be declared ineligible depending on violation, circumstance, and severity.
d. Students who have been suspended for disciplinary reasons are ineligible.
e. The Chapter On-Campus and Graduate Advisor will be notified of all students with any disciplinary history.
7. All students must be in good standing (academic, discipline and financial) with the university to be eligible.
IV. Chartering Procedure

1. Organizations selected to expand or reorganize must meet the following criteria:
   a. Recruit and maintain at least 5 full-time, Howard University undergraduate and/or graduate students.
   b. Representatives must attend all Governing Council meetings and all members are strongly encouraged to participate in every facet of the Fraternity & Sorority Affairs community.
   c. Secure the support of a faculty/staff advisor.
   d. The chapter advisor should attend all meetings of the group and scheduled meetings for advisors by Student Life & Activities.
   e. The group must abide by the Council of Fraternal Organizations (CFO), governing council, Inter/National and University policies, regulations, and guidelines.
   f. The group must remain a group of interested students for at least one fall or spring academic semester, and have achieved five (5) members to receive recognition, within 1 academic year.
   g. Organizations not fulfilling obligations can petition the Fraternity & Sorority Affairs Expansion Committee for an extension. If an extension is not granted, the organization can petition for another opportunity after two (2) years.

2. All fraternities/sororities, honor societies and similar organizations will be expected to maintain Minimum Standards for student organizations at Howard University.

Chapter Recognition

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

V. Honor Society Council (HSC) Expansion Policy:

1. Interested University Departments and/or (Inter) National Organizations must submit a formal request for expansion to the Office of Student Life & Activities.

2. Interested University Departments and/or (Inter) National Organizations must submit information requested in Section II to the Assistant Director of Student Life & Activities for review by the Fraternity & Sorority Affairs Expansion Committee.

3. If a (Inter) National Organization is invited to charter a chapter or a group of interested students at Howard University, the Coordinator of Fraternity & Sorority Affairs will provide a checklist* of expectations to the selected organization.

4. Howard University will recognize no more than one Honor Society as a group of interested students/chartering group at any one time. Therefore, the Honors
council will not be allowed to expand further until the group of interested students has become a chartered chapter, has disbanded, or has fulfilled their (inter)national standards to reorganize a latent charter.

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

STUDENT ORGANIZATIONS ADJUDICATION PROCESS

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

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

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

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

   c) **SANCTIONS:** If it is determined that an organization does not meet, is responsible and/or has violated, one or more of the aforementioned standards and/or regulations, one or more of the following sanctions may be imposed:
1. **WARNING:** Warnings can be formal and/or informal, and will be accompanied by a written notice to the organization that continued or repeated violations may be cause for further more severe disciplinary action. Additionally, the warning will provide or suggest a reasonable time frame for corrective action. If that action is not taken in the time frame by the organization, further sanctions may be invoked or levied against the organization.

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

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

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

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

d) **APPEALS PROCESS:**

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

2. Grounds for appeal include:
   a) **Procedural Error**
An appeal request will be granted when an important procedure leading up to or during the original hearing was ignored or so flawed that the hearing was not fair and impartial.

b) **New Evidence**

An appeal request will be granted when relevant new evidence has surfaced that could materially affect the decision or finding of the Hearing Panel/Hearing Officer. This evidence must be produced and substantiated or documented and it is required that proof be provided that this information was not available at the time of the hearing.

c) **Disproportionate Sanction**

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

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

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

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

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

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**HOWARD UNIVERSITY DEFINITION AND STATEMENT ON HAZING**

Howard University has a zero-tolerance policy against hazing, as hazing violates campus regulations, the Student Code of Conduct, chapter rules and sometimes city and state laws. The information provided below is intended to be educational and should not be viewed as all-Inclusive in its content and definitions. Specific questions and reports of hazing should be directed to the Office of Student Life and Activities at 202-806-5990.

**STATEMENT ON HAZING**

Howard University recognizes that student groups and associations, including, but not limited, to clubs and organizations, fraternities and sororities, are an integral part of the University. They contribute to the academic and social experience of the students and the University community. This relationship carries with it certain rights of the University to protect and preserve an appropriate environment in which all students and organizations
may operate. As such, all students are expected to conduct themselves as responsible members of the University community and to respect their fellow citizens. Any departure from these standards as defined in the Student Code of Conduct, national fraternity/sorority documents, or the laws and regulations of local, state or federal jurisdictions may subject any individual(s) or group(s) to disciplinary action.

**HOWARD UNIVERSITY’S DEFINITION OF HAZING**

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

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

Under this policy, many of the activities, which traditionally have been part of pledging to a fraternity or sorority are banned as hazing.

Report Hazing – greekaffairs@howard.edu

**LEGAL CONSEQUENCES OF HAZING**

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

**NOTE:** It is important to note that laws vary by state and that in some states hazing is a felony offense and penalties may be greater.

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

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

PLEASE NOTE: This list by no means covers all activities and actions that can be considered hazing.
CAMPUS SERVICES
BOOK VOUCHER REQUEST
The Book Voucher Request is available as a function of the Bison One Card. The Bison One Card Book Voucher Account is a prepaid account where funds must be added to the account prior to using it for purchases. Validated students with sufficient excess funds on their BisonWeb student account may log on to BisonWeb to request a book voucher transfer(s) up to $750.00 per semester. Athletes with Book Scholarships that make their Book Voucher Request via BisonWeb will receive their funds in their Athletic Book Voucher. All Non-Athletic Students and Athletes without Book Scholarships will receive their funds in their Book Voucher account.

BOOK VOUCHER REQUEST POLICIES
- You must be validated.
- You must have a valid Bison One Card.
- You must have excess funds (defined as monies available after all tuition, fees and other charges have been satisfied) or a book voucher award on your account.
- You may request a voucher up to the amount of your excess funds, up to a maximum of $750 per semester.
- Book Vouchers may be requested and used from the start of the semester to the end of the Book Voucher program (which usually is during the 5th week of the current semester).
- Any unused funds in the Book Voucher Account will be returned to the student’s account during the current semester and after the Book Voucher program has ended.

BISON ONE-CARD POLICIES
- There is no fee for the initial Bison One Card.
- Each person is provided only one (1) card representing their main role within the university.
  - Additional cards that have been found must be turned in to the Bison One Card Office.
- The Bison One Card is property of Howard University and must be presented, upon request, to any authorized university personnel while on university property.
- The Bison One Card is non-transferable.
  - All funds, access and other services provided as a function of the Bison One Card are to be used solely by the cardholder to whom the Bison One Card was issued.
- Unauthorized use of the Bison One Card is considered theft and will be investigated by the Department of Public Safety.
- Students shall report all lost or stolen cards on My Bison One Card website
  - Registration may be required.
• There is a $10.00 card replacement fee for damaged or lost Bison One Cards, payable with Bison Bucks (at the Bison One Card Office) or Cash (at the Cashiers Office).
  o A Bison One Card is considered damaged outside of normal usage when it has been broken into 2 or more pieces, hole-punched, severely bent, discolored through bleaching, defaced and/or exposed to excessive heat. Bison One Card staff will visually inspect and test the functionality of the card to make a final determination.
  o Replacement cards may be provided at no fee for normal wear and tear.
• Expired Bison One Cards will be replaced at no charge for active students, faculty, staff and contractors.
HU Dining is committed to providing high quality food and good customer service with a complete dining experience, from the “all you can eat” Dining Halls of Bethune Annex and Blackburn to the cafe experience of Jazzman’s Cafe and the quick access of convenience item purchases at the C-Stores in Bethune and Blackburn.

Students residing in **Meal Plan Required Residence Halls** (Bethune Annex, College Hall North, College Hall South, Cook, Drew, and the Tubman Quad, which contains Baldwin, Crandall, Frazier, Truth, and Wheatley) are required to purchase a meal plan.

**Meals Schedule** for Dining Halls in Bethune Annex and Blackburn:

- Mondays – Fridays: Breakfast, Lunch, and Dinner
- Saturdays – Sundays: Brunch and Dinner
- Observed Holidays or Special Closings: Brunch and Dinner
- Note: **Meal Week** is from Friday through Thursday and only applies to weekly meal plans.

**Dining Dollars** is a declining balance account, which allows for cash-free and tax-free (a savings of 10%) purchases from Howard University (HU) On-Campus Dining locations for food and drink products only.

**Dining Dollars** are only available with the purchase of a meal plan and cannot be increased or decreased. Dining Dollars are for a semester and any unused Dining Dollars at the end of a semester will be forfeited.

**Meal Plans**

- Traditional 19 Meal Plan – 19 Meals per Week and $150 Dining Dollars per Semester
- Traditional 14 Meal Plan – 14 Meals per Week and $200 Dining Dollars per Semester
- 170 Block Meal Plan – 170 Meals per Semester and $325 Dining Dollars per Semester
- 140 Block Meal Plan – 140 Meals per Semester and $225 Dining Dollars per Semester
- 75 Block Meal Plan – 75 Meals per Semester and $175 Dining Dollars per Semester
- $900 Dining Dollars Plan – $900 Dining Dollars per Semester

**MEAL PLAN POLICIES**

- Meal plan participants must present their valid Bison One Card (Howard University ID) or pay the posted casual meal rate/retail price (including applicable taxes) with Non-Meal Plan tender(s) to be admitted into the Cafeterias (Bethune Annex and Blackburn Center).
- Meals are non-transferrable to any other individual.
- Meals are non-refundable and must be consumed at the Blackburn Cafe or Bethune Annex Cafe.
- If you lose or misplace your Bison One Card, you will need to obtain a
replacement card from the Bison One Card Office, located on the 1st level of the ILab Monday through Friday between the hours of 9:00 am and 5:00 pm.

• You can enjoy “all you can eat” meals in the Cafeterias (Bethune Annex and Blackburn). No uneaten food may be removed from the Cafeterias without Dining Services Management’s permission.

• Meal plans can only be changed prior to the end of the 2nd week of the current semester. Please visit the Bison One Card Website for further information.

• The same meal plan assigned for Fall Semester will automatically be assigned for Spring Semester unless the Bison One Card Office is notified prior to the end of the 2nd week of the semester, where permissible.

• Students with dietary needs, which they don’t believe are being met by current accommodations, are required to contact the Bison One Card Office at 202-806-2109 to discuss potential accommodations. Dietary Needs are then reviewed on a case by case basis with the Bison One Card Office, HU Dining, and Student Services Office.

For additional information about meal plans, visit www.howard.edu/BisonOneCard

HU On-Campus Dining Locations

Dining Dollars, Bison Bucks, Cash, and Credit Cards are accepted at HU On-Campus Dining Locations.

THE PUNCH OUT
The Punch Out is Howard University’s retail food court that is located on the ground level of the Blackburn Center.

Pandini’s serves pizza, pasta, salads and assorted Italian food options

Mein Bowl serves authentic Asian cuisine, sushi and made to order stir fry and last but not least

WOW serves wraps, salads, tenders, wings and much more.

BISON RESTAURANT
The Bison Restaurant is located on the 1st level of the Blackburn Center.
The restaurant offers a daily lunch meal with a white linen tablecloth, china and silverware dining option for students, faculty and staff.
The restaurant is closed for holidays and weekends.
Dine-in or carry-out service is available to customers.

JAZZMAN’S CAFÉ
Smother than Ella, hotter than Miles, Jazzman’s Café is pure improvisation and is located in the Administrative Building on the ground level.
Jazzman’s Café offers specialty coffee products and a variety of sandwiches, salads, pastries, soups, cold beverages and smoothies on a daily basis.
Jazzman’s Café is a perfect place to grab a snack or a quick meal.
SERVICE CENTER CAFÉ

The Service Center Café is located on the 2nd level of the Howard University Service Center at 2244 10th Street, NW and phone number is 202-806-6516. Menu offerings include a daily assortment of hot breakfast and lunch entrees and a choice of salads, sandwiches, pastries, beverages and coffee.

COLLEGE OF MEDICINE COFFEE CART

The College of Medicine Coffee Cart is located in the main lobby of the College of Medicine. The cart sells regular and specialty coffees with an assortment of sandwiches, salads and cold beverages.

SMART MARKETS/CONVENIENCE STORES

The Smart Markets are located in Bethune Annex (adjacent to cafeteria) and Blackburn (1st level near main entrance). The convenience store sells candy, nachos, personal toiletries, bottled beverages and assorted household necessities.

SIMPLY TO GO

Simply To Go is located on the ground level of Blackburn (adjacent to cafeteria). This store provides meals for students on the go.

WEST CAMPUS CAFÉ

The West Campus Café is located in the Houston Hall building on the West Campus (2900 Van Ness Street NW, Washington, DC 20008) and the phone number is 202-364-0649. Menu offerings include Coffee, fresh fruit, hot entrée selections, bottled sodas and juices, soup, deli, salad bar and desserts.

CATERING SERVICES

Services range from a simple coffee break to an elaborate ball or reception. The Catering Services Office is located in the Armour J. Blackburn University Center. Howard University Catering Services can assist you in your entire event planning needs, please visit the Sodexo Howard Dining Website (see link above) and phone number(s) are:

- **Phone Numbers**
  - 202-806-4786
  - 202-865-0216
  - 202-865-0217

- **Fax Number**
  - 202-232-2173
THE ENVIRONMENTAL HEALTH AND SAFETY PROGRAM
HOWARD UNIVERSITY SERVICE CENTER, SUITE 208
2244 10TH STREET, NW
(202) 806-1033

The university operates a comprehensive environmental health and safety program that includes occupational safety, environmental compliance, fire safety, accident prevention & investigation, laboratory safety, hazard communication, hazardous material handling, biosafety, indoor air quality, safety training, building code compliance, safety committee advisory support and a number of other safety related services. The board of trustees has approved a written safety policy that covers all of the important aspects of the university’s safety operations and management. The Environmental Health and Safety Office is located in Suite 208 of the Howard University Service Center, 2244 10th Street, NW, Washington, DC 20059, (202) 806-1033, (202) 806-1230, (202) 806-1231 or (202) 806-1006. Non-occupational accidents or injuries (occurring on any of the campuses or impacted by Howard University operations involving students or visitors) should be reported to the Office of Environmental Health and Safety, along with complete details, as soon as possible.

The office is open week days from 8:00 a.m. – 5:00 p.m. accidents or safety related incidents that occur on weekends should be reported to the Campus Police Department.

REPORTING FIRES AND OTHER EMERGENCIES
Each dormitory, classroom and administrative building has an approved fire Emergency evacuation plan specifically designed for that facility. You must become familiar with this plan. All building evacuations will occur when an alarm sounds and/or upon notification by a fire and emergency attendant/warden/campus police or dc fire department.

1. What to do if you discover or suspect a fire
   • sound the alarm.
   • be aware that the dc fire department needs to be called immediately.
   • call the 9-911 system.
   • call the campus police emergency number 6-1100.
   • do not use the elevators.
   • do not take time to recover clothing, books or other belongings.
   • do not run or create any condition that may cause panic.
   • move quickly away from the building (at least 50 feet) and proceed to a pre-designated assembly area.

2. Reporting fires
   whenever any fire and emergency attendant/warden or alternate discovers a fire should take the following actions immediately:
• sound the building fire alarm by pulling the nearest pull station. If the fire alarm fails to operate, warn the occupants by shouting “fire” loudly as you leave the building. As soon as possible call 911 and report building’s address, location of the fire and your name. After evacuation, the attendant/warden who pulled the fire alarm or discovered the fire should call campus police emergency number (202) 806-1100.
• if possible close doors behind you, especially the door to the burning room.
• evacuate the building immediately using the nearest accessible stairwell or exit, or if you are an attendant go to your designated assembly area.
• never attempt to fight a fire that may endanger your life.
• do not use the elevators. Elevator shafts may fill with smoke or the power may fail leaving you trapped.
• contact the first responding official campus police or fire department to provide additional information upon their arrival.

3. When not to fight a fire
   Do not fight a fire:
   • if the fire is spreading beyond the spot where it started
   • if you can’t fight the fire with your back to an escape exit
   • if the fire can block your only escape route
   • if you don’t have adequate fire-fighting equipment
   • if you have not been trained to use a fire extinguisher

Students should always remember that participation in annual fire drills is mandatory and mandated by the dc office of the fire marshal. In addition, any emergency response exercises conducted by the university administration is also mandatory.

TRADEMARK LICENSING & SHORT-TERM VENDING
Office of Auxiliary Enterprises
2244 10th Street NW, Suite 219
Washington, DC  20059
(202) 806-1160

The Office of Auxiliary Enterprises authorizes and manages the sale or distribution of merchandise and consumables on the University campus. Policies are in place to protect the University and its students from unsafe or harmful products and liability. This office also administers and approves the use and reproduction of the University’s trademarks, name, and logos, ensuring that all products bearing the University name and logos are of a high quality and reflect positively upon the University.

SHORT-TERM VENDING
Authorized University student organizations must obtain a vending permit to conduct fund-raising activities or to distribute products or consumables. Vending applications and
Student Organization Vending/Fundraising Policies & Procedures

A. Fundraising Policies

1. Authorized student organizations must obtain a vending permit to conduct fund-raising activities or to distribute products or consumables.

2. Vending/Fundraising applications and brochures can be obtained at the Office of Student Activities and the Scheduling Office.

3. All fundraising requests must be processed ten (10) business days prior to the planned event.

4. Student organizations may only vend/fundraise in the Blackburn University Center. Vending/Fundraising is NOT allowed in any other building or location on campus.

5. The privilege to reserve table space for fundraising in the Blackburn University Center is offered to all authorized student organizations in good standing for up to 10 days per semester.

6. A table can be reserved between the hours of 11 a.m. – 4 p.m. on Tuesdays, Thursdays, and First Fridays only.

7. There is a fee associated with reserving a table for fundraising. Please contact Central Scheduling for the current student rate.

8. Any representative at the table will treat fellow students, staff, faculty, and visitors with respect.

9. All activity must be conducted at the reserved table.

10. A representative from the organization must be present at all times.

11. Howard University has an exclusive beverage agreement with the Pepsi-Cola Company. All beverages promoted or distributed on campus must be Pepsi-Cola brand products.

12. Only commercially produced, pre-packaged, individually wrapped, single serving size food and/or drinks may be sold or distributed by student organizations. No home baked goods.

13. The sale or distribution of hot food by student organizations for vending/fundraising is strictly prohibited.

14. The sell of ANY items that contain the words Howard University, the University’s logo or any signature Howard University name, picture, theme, saying, logo, or other trademarked item must be purchased from a licensed vendor and pre-approved by the Office of Auxiliary Enterprises. Visit http://auxiliary.howard.edu/university--student-organizations.html for more information and to view a list of licensed vendors.
B. Fundraising Request Procedures

**STEP 1:** Faculty Advisor Approval
All student organizations must obtain their faculty advisor’s approval for the planned activity.

**STEP 2:** Office of Student Activities
All student organizations must receive approval from the Office of Student Activities for the planned activity. To receive approval, an Event/Program Request must be submitted via Bison Link at least 10 to 15 business days prior to the event date.
Bison Link: https://howard.collegiatelink.net.

**STEP 3:** Central Scheduling & Information Office
Submit a table request via the EMS website at least 7 business days prior to the event. To access the link to the EMS website, click on the "Campus Links" tab at the top of the Bison Link homepage.

**STEP 4:** Office of Auxiliary Enterprises
Download and complete the Student Short-Term Vending/Fundraising form in Bison Link or visit http://auxiliary.howard.edu/. Return form to:

**Email:** auxiliary@howard.edu

**Office of Auxiliary Enterprises:**
2244 10th St. NW Suite 219
Your approved/not approved vending status will be forwarded to the Central Scheduling & Information Office and you will receive a Short-term Vending Permit.

**STEP 5:** Central Scheduling & Information Office
Central Scheduling will confirm your vending dates and location. If the event the dates and locations are not confirmed the Short-term Vending Permit will be revoked.

**USE OF UNIVERSITY NAME & TRADEMARK**
The University has registered its name, logo, and seal as trademarks. As such, these marks are protected under applicable federal and local laws. Authorized student organizations must be pre-approved to reproduce or to have a manufacturer reproduce the University trademarks on merchandise, for sale or distribution. The use of the University seal is further restricted to authenticating the highest official university documents and for display during major ceremonies. Exceptions for use of the seal are considered based on written request accompanied by justification and submitted to the Office of the President or the Office of the Secretary. Visit http://auxiliary.howard.edu/trademark-licensing-.html and click on “University & Student Organizations” for additional policies and procedures.
STUDENT CODE OF CONDUCT

PREAMBLE

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

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

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

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

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

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

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

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

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

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

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

SECTION II: COOPERATION WITH LAW ENFORCEMENT AUTHORITIES

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

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

SECTION III: STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES

With appreciation for the tradition of freedom of expression on campus, the University reasserts its commitment to fostering and tolerating different viewpoints. It acknowledges that points of view will diverge and that some students will believe it necessary to express themselves by means of protest. However, the University will not tolerate disruption to its academic mission and does not condone any means of protest that interferes with the legitimate rights of others. Additionally, in the event a student is arrested during a protest, the University will not be responsible for securing their freedom or providing the student with legal services or advice.

1. General Rights and Freedoms

Students shall have the following rights and freedoms:

A. As members of the University Community, all students are guaranteed freedom of expression, inquiry and assembly; the right to form a student government; the right to organize groups; the right to join associations in support of any cause or common interest; and the right to peacefully protest, provided that such activity is conducted in a reasonable manner, does not abridge the rights of others and is carried out in accordance with local and/or Federal law as well as University rules and regulations.

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

C. Students have a right to privacy in accordance with the provisions established by the Family Educational Rights and Privacy Act of 1974 (FERPA).

D. Students have the right and responsibility to report, in good faith and without fear of retaliation, violations of this Code, the University Code of Ethics and Conduct, the Title IX Policy and any other policy of the University, to appropriate academic or administrative officers of the University.
2. **Procedural Rights and Freedoms**

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

A. To have access to all University policies and procedures regarding the functioning of the disciplinary process.

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

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

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

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

F. To have a fair and impartial hearing before an appropriately appointed hearing board, appeal board, or Administrative Hearing Officer.

3. **Responsibilities**

All students share the following responsibilities:

A. To read, become familiar with and adhere to the *Code*, the University’s *Code of Ethics and Conduct*, the *Title IX Policy*, the *Student Reference Manual*, the *H-Book*, the relevant academic Bulletin of the school or college in which the student is enrolled and any and all other relevant and pertinent University policies.

B. To respect the personal and property rights of others and to act in a responsible manner at all times.

C. To protect and foster the intellectual, academic, cultural, social, and other missions of the University.

D. To observe the laws of local, state, and federal governments.
SECTION IV: PROCESS FOR ENFORCEMENT OF THE CODE

1. Filing a Complaint

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

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

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

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

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

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

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

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

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

If the Accused Student(s) indicates that they are “Responsible” for violating the Code, the case will be sent to the Director of Judicial Affairs for a determination regarding appropriate sanction(s) to be imposed. Once the Director of Judicial Affairs has determined the appropriate sanctions for the Accused Student(s), both the Complainant(s) and the Accused Student(s) will be notified of the sanction(s), in writing. The Accused Student(s) may appeal the sanction(s) handed down by the Director of Judicial Affairs by submitting a written notice of appeal to the Dean of Student Services. The appeals process is outlined in Section IV, Paragraph 3 below.

A. Administrative Hearings

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

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

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

The Dean of Student Services reserves the exclusive right to determine which cases will be heard through the Administrative Hearing process and whether these cases will be heard by an Administrative Hearing Officer or an Administrative Hearing Panel. In most cases, the adjudication of alleged violations of the Code will be conducted by a duly appointed Administrative Hearing Officer. However, in cases that involve charges that may result in a possible indefinite suspension, withdrawal or expulsion, an Administrative Hearing Panel will be convened.

Administrative Hearing Officers shall be selected by the Director of Judicial Affairs from a pool of qualified and trained administrative staff and faculty members. The Administrative Hearing Officer is responsible for reviewing all of the relevant information, conducting a hearing, rendering a decision of responsible or not responsible and making recommendations for sanctions, if any, to the Dean of Student Services. The Hearing officer shall be the sole judge of the relevancy and admissibility of evidence presented for consideration.

B. Hearing Particulars

1. Notification of Hearing

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

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

2. Notification of Inability to Attend a Hearing

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

3. **Postponement**

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

4. **Witnesses**

Only those persons with direct knowledge of the incident shall be allowed to appear as witnesses. Those attesting to character alone are not allowed to serve as witnesses. A list of any witnesses speaking on behalf of the Accused Student or Complainant must be submitted in accordance with the timeline established herein.

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

5. **Document Access**

Both the Accused Student(s) and the Complaint(s) shall have reasonable access to all of the relevant case documents that are maintained in the Office of Student Services.

Documents shall also be available for review by the Hearing Officer or members of the Hearing Panel prior to a hearing. Any documents prepared by the Director of Judicial Affairs, all documents submitted during the hearing and any written and/or oral statements related to a matter are considered to be the record and all of these documents will be reviewed by the Hearing Officer or the Hearing Panel in an administrative hearing proceeding.
6. **Briefings and Consultations**

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

7. **Failure to Attend**

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

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

8. **Closed Hearings**

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

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

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

Please note, prior to any administrative hearing, both the Accused Student(s) and the Complainant(s) may consult with their own personal legal counsel to prepare for the hearing. However, attorneys are not permitted to attend and/or participate in any disciplinary hearing; they also cannot represent a student at a hearing. A student may, however, elect to have a peer advisor present at their hearing. The peer advisor shall serve in an advisory capacity only. Advisors are not permitted to speak and/or directly participate in the hearing. Peer advisors must be current students in good academic, disciplinary and financial standing with the University.
10. Burden of Proof
The Complainant carries the burden of proof to establish that the Accused Student violated the Code. The Accused Student should be prepared to respond to all charges and evidence presented against them with witnesses and/or documents, as appropriate.

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

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

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

14. Deliberation, Decision Making and Reporting Results

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

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

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

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

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

3. Process for Appealing a Disciplinary Hearing Decision

A. Criteria for an Appeal

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

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

2. **Substantive Error**
   An appeal request will be granted when there was an error in identifying or interpreting the controlling and relevant University policy or standard of conduct and this substantially affected the hearing and resulted in the Accused being denied a fair hearing outcome.

3. **New Evidence**
   An appeal request will be granted when relevant new evidence has surfaced that could materially affect the decision or finding of the Hearing Panel/Hearing Officer. This evidence must be produced and substantiated or documented and it is required that proof be provided that this information was not available at the time of the hearing.

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

B. Process for Filing an Appeal of Disciplinary Action

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

C. Appeal Review Process

Upon receipt of the *Appeal of Disciplinary Action* form and all supporting documentation, the Director of Judicial Affairs will forward the appeal request to the Administrative Appeal Officer. The Officer shall have the authority to determine if the appeal could reasonably be expected to meet at least one of the four stated criteria. If the Officer so rules, he/she will set up an appeal hearing and notify the parties of its date, time, and location.

D. Appeal Hearing

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

E. Remedies on Appeal

Once the appeal requested is granted, the Administrative Appeals Officer may take one of the following actions:

1. Affirm the findings of the original Hearing Officer/Hearing Panel.
2. Affirm the findings, but change the sanction(s) levied.
3. Overturn the findings of the original Hearing Officer/Hearing Panel and remand the matter to the original Hearing Officer/Hearing Panel for a new hearing.

F. Notification of Finding

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

G. Limitations

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

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

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

SECTION V: EMERGENCY ACTION SUSPENSION AND INVolUNTARY ADMINISTRATIVE WITHDRAWAL

1. Emergency Action Suspension

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

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

2. Involuntary Administrative Withdrawal

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. University Decisions upon Criminal Conviction

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

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

SECTION VI: PROHIBITED BEHAVIORS

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

1. Alcoholic Beverages

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

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

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

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

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

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

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

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

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

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

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

2. Assault

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

3. Battery

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

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

Failure to respect the disciplinary program or process, including failure to appear for a meeting or hearing if requested to do so, interfering with attendance by any person or persons mandated to attend a meeting or hearing, breaching any confidentiality requirements or in any way interfering with the hearing or disciplinary process of any disciplinary board or administrative hearing may be a violation of the Code. Additionally, acting or behaving in a threatening or harassing manner towards hearing participants or panelists before, during or after a hearing or disciplinary process may result in disciplinary action.
5. **Contracts**

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

6. **Discrimination**

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

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

7. **Disruptive Conduct**

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

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

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

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

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

8. Domestic Violence/Dating Violence/ Sexual Assault/ Stalking

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

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

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

1. **Physical Abuse** – Dating and domestic violence that includes, but is not limited to, hitting, shoving, slapping, pushing, punching, burning, and stabbing. It can also include withholding someone from receiving needed medical care or medication.
2. **Sexual Abuse** - Dating and domestic violence that includes, but is not limited to, forced sex, and forcing someone to have sex without protection, with an object, or with another person.

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

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

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

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

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

9. **Drugs/Controlled Substances**

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

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

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

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

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

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

10. Embezzlement

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

11. Established Policies and Procedures

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

12. Failure to Comply/Non-Compliance

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

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

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

13. Forgery, Fraud, Dishonesty

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

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

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

14. Harassment

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

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

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

D. **Bullying**

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

E. **Cyberbullying**

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

15. **Harboring**

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

16. **Hazing**

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

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

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

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

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

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

17. **Media Contact**

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

18. **Non-forcible Sex Offense**

A. Unlawful, non-forcible sexual intercourse.

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

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

19. **Organization and Event Registration**

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

20. Presenting False Testimony

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

21. Property Damage

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

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

22. Safety

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

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

C. Failing to comply with safety regulations including, but not limited to, failure to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms, inappropriate use of the alarm system, and similar conduct is strictly prohibited.

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

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

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

Sexual Harassment” is defined as: unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) submission to such conduct is made either explicitly or implicitly a basis for any decision affecting the terms or conditions of participation in any such program or activity or status in an academic course; or

(2) such conduct has the purpose or affect of unreasonably interfering with a student's educational right, privilege, advantage, or opportunity; or

(3) such conduct is so pervasive or severe that it creates an intimidating, hostile, or offensive environment for learning and has no reasonable relationship to the subject matter of the relevant course of instruction.

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

a. unsolicited, unwelcomed flirtations, advances, and/or propositions of a sexual nature;

b. insults, jokes, or anecdotes that belittle or demean an individual or a group's sexuality or gender;

c. unwelcomed sexually-oriented gestures, verbal expressions, or comments of a sexual nature about an individual's body, clothing, or sexual experience;

d. inappropriate displays of sexually suggestive objects or pictures;

e. unnecessary and inappropriate touching, such as hugging, or brushing against an individual's body; patting, pinching,

f. sexual assault (includes all incidents of "criminal sexual conduct" as defined by the District of Columbia Code or the applicable law where the sexual assault takes place); or

g. suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignments, status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation.

24. Smoking

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

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

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

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

25. **Theft**

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

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

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

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

27. **Use of Electronic Communication**

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

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

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

29. **Weapons**

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

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

SECTION VII: DISCIPLINARY SANCTIONS

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

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

1. General Terms

A. Parents of minor or dependent students who receive a disciplinary sanction may be notified of that action by the University.

B. The University reserves the right to apply any sanction for a violation of the Code that, in its sole discretion, appropriately addresses the gravity and frequency of the offense. One or more sanctions may be imposed for any offense. Prior offenses are cumulative and any student found guilty of the same offense or a second offense of equal or greater magnitude, may be suspended or expelled from the University. However, evidence of prior violations of the Code may be considered after a determination of Responsible has been made as part of the process of determining sanctions.

C. Sanctions are imposed under the Code without regard to student classification, prospective graduation date, scholarship status, the time in the semester, the term in which the violation occurs, or any other factor.

D. Students who have not completely fulfilled their sanctions may be allowed to participate in General Mandatory Registration for the subsequent semester if all other financial and academic conditions
have been met. However, their registration will be canceled if they fail to comply with all the stipulations of the sanctions within the time limit set forth in their hearing outcome notification.

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

2. Types of Disciplinary Sanctions

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

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

A. Disciplinary Warning or Reprimand
A disciplinary warning or reprimand is an official written statement of censure. It is used when a student’s behavior is unacceptable but is considered to be minor and/or unintended. This sanction includes a warning that if the student is found guilty of any other violation of the University’s Code, he/she will be subject to more severe disciplinary action.

B. Letter of Apology to the Aggrieved Party
A student may be required to write a letter of apology to the aggrieved party. A draft copy of the letter must be provided to the Director of Judicial Affairs for final approval, prior to submission to the Complainant(s).

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

D. Participation In, or Conducting, Special Workshops, Classes or Seminars
A student may be required to participate in, or to develop, advertise and present special workshops or seminars related to a Code violation. In such cases, the student may be required to present a typed summary of the activity to the Dean of Student Services for final approval, prior to conducting such activities.

E. Research Assignments
A student may be required to complete a research assignment on a topic related to the Code violation within a specified deadline.
F. **Mandatory University or Community Service**
A student may be required to perform work assignments at the University or in the local community.

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

H. **Disciplinary Probation**
Disciplinary Probation may be imposed for a specified period of time, not to exceed two (2) years. A student who is under disciplinary probation will not be permitted to participate in any extracurricular activity, including intramural, intercollegiate or club sports, student clubs, fraternities, sororities, social groups and any other organization that is not directly linked to receiving a grade in a particular course. A student on disciplinary probation is prohibited from representing the University in any public function, competition, or performance, hold office in a student organization, or be eligible to join a fraternity or sorority.

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

I. **Limited Term Suspension**
Suspension is appropriate in cases of serious misconduct or in cases when a student has violated a condition of disciplinary probation or failed to meet the stipulations of lesser sanctions. A student may be suspended from the University for (1) the remainder of the semester or summer session during which the sanction is applied, or any portion thereof; (2) the next semester; or (3) any other additional periods determined appropriate by the University. In the event of a limited-term suspension, tuition and fees will be forfeited if the violation occurs after the refund period as recorded on the University Calendar.

Suspensions are recorded on the student’s permanent record (official transcript). Students suspended from the University are required to immediately return all University property, including, but not limited to, their student identification cards, room keys and other University property. Suspended students will also be barred from the campus for the duration of their suspension. Exceptions may be granted to this prohibition by the Dean of Student Services, if it is determined that the barred student must enter University property for the purpose of conducting official business. If a student returns to the campus without permission during the period of suspension, their eligibility to be re-admitted to Howard University is jeopardized and such
persons may also be charged with unlawful entry and, thereby, made subject to arrest.

J. Indefinite Suspension
Indefinite suspension includes all conditions described in Limited Term Suspensions above, and an inability to be considered for readmission to the University for a two (2) year period following the suspension. This sanction is used in cases of extremely serious misconduct. Prior to being granted readmission, any student subject to indefinite suspension must present evidence of rehabilitation to the Vice President for Student Affairs. Upon consideration, the Vice President for Student Affairs shall have sole discretion regarding whether readmission to the University will be granted.

K. Expulsion
Expulsion is the most severe sanction that the University may impose. Expulsion is permanent dismissal from the University. In addition, the student is never eligible for readmission to the University and is permanently barred from Howard University owned and/or operated property and from all University-sponsored events. Students expelled from the University are immediately required to return any and all University property, including, but not limited to, any student identification cards, room keys, and other University property and must leave campus immediately upon notification of being expelled. If an expelled student returns to the campus, they will be charged with unlawful entry and may be arrested. An expelled student’s relationship with the University is severed permanently.

SECTION VIII: PROCEDURE FOR READMISSION AFTER DISCIPLINARY SUSPENSION

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

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

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

1. Periodic Review
The Office of Student Services will conduct a full formal review of the Code no less than every five (5) years or at such other times as it deems appropriate to determine if the Code should undergo a full revision.

2. Procedure for Revision
If it is determined that the Code is in need of full revision, the procedure for developing a new document for recommendation to the Board of Trustees will be as follows:
A. The Dean of Student Services will form a committee composed of faculty, administrative staff and students to review the “Code” and to make recommendations for changes. The pool of those eligible to serve will come from names submitted by University officers, Deans of the schools and colleges, the Faculty Senate, the Howard University Student Association (HUSA), and other authorized and approved undergraduate and graduate student governing bodies using their own internal policies for such selections. In the event that after appropriate notice, names are not submitted, the Dean of Student Services shall unilaterally make appointments.

B. An open forum for students, appropriately advertised, will be held to allow for discussion of proposed changes to the Code. Comments and concerns will be considered in completing the final draft.

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

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

3. Forwarding for Approval

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

4. Amendments

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

Approved by the Board of Trustees on April 17, 2015
I. POLICY STATEMENT
Howard University (the “University) reaffirms its commitment to ensuring that information contained within the education records of all students is protected to the fullest extent of the law. In accordance with Federal law, the University has a legal obligation to implement a policy addressing the privacy rights of students and to ensure compliance by all members of the University community. To fulfill these obligations, the University has created this Privacy Rights of Students policy to adhere to the regulations established by the Family Educational Rights and Privacy Act of 1974, as amended (hereinafter referred to as “FERPA”). FERPA affords all students attending an institution of postsecondary education the right to: (1) inspect and review their education records; (2) request an amendment to education records that are inaccurate or misleading and; (3) exercise some level of control over the disclosure of their education records and the personally identifiable information these education records contain. Further, unless otherwise required by law or permitted by a FERPA exception or exemption, information contained within a student’s education record shall not be disclosed to persons outside of the University without the student’s express written consent.

The Provost and Chief Academic Officer is primarily responsible for implementing this policy and for ensuring that all students, faculty members, administrators and other pertinent University officials are fully aware of their rights, responsibilities and obligations under this policy. The provisions of this policy extend to all undergraduate, graduate, transfer, and foreign and/or domestic exchange students as well as all residents and individuals receiving education and/or training at the University. Moreover, it is imperative that this policy is strictly adhered to by all University administrators, staff and faculty members creating, possessing and/or maintaining any written records/documents pertaining to students and their behavior, academic performance or any other matter during their matriculation at the University. Student education records must be maintained for a minimum of three (3) years.

The Provost and Chief Academic Officer shall also ensure that appropriate notice of this policy and its contents are distributed to all University vendors and third parties to whom this policy may apply. If applicable, these individuals are also required to comply with all of the University’s rules and regulations regarding student privacy rights, as set forth within this policy.

II. RATIONALE
FERPA is a federal law enacted to maintain the privacy of student records and outline obligations of the institution. This policy focuses primarily on the areas of release of student records and the access provided to these records. This policy and the procedures outlined herein have been adopted in accordance with FERPA.

III. ENTITIES AFFECTED BY THIS POLICY
While it is the responsibility of the University to disseminate this policy, it is the responsibility of each member of the University Community to read the policy and become familiar with its provisions. Moreover, failure to follow these procedures may inhibit or prevent the University from receiving federally administered funds.
While this policy addresses student education records, the regulations contained herein apply to all students, faculty members and administrators of the University Community. More specifically, each time an individual or entity not affiliated with the University Community requests information contained within a student’s education records, this policy will be applied. Additionally, this policy is extended to third parties, including those serving as contractors and vendors doing business at and/or with the University if they create and/or maintain possession of or access to any student’s education records. If such an individual commits an act in violation of this policy, the University will take appropriate remedial measures, under the circumstances, to sanction the offender, mitigate against the potential for recurrence, and discipline any member of the University Community who may have failed to comply with this policy, or may have failed to stop activities in violation of this policy when they had the authority to do so.

IV. DEFINITIONS

Directory Information: information contained in a student’s education records that is generally not considered to be harmful or an invasion of privacy if disclosed. The following non-exhaustive list contains information that the University may release without the express written consent of a student: name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, school or college, credit hours earned, degrees earned, enrollment status, participation in officially recognized sports and activities, and honors and awards received.

Education Records: those records, files, documents, and other materials which contain information directly related to a student and are maintained by an educational institution or by a person acting for such institution. The following do not constitute education records:

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

• Records maintained by a “law enforcement unit” of the educational institution created by that “law enforcement unit” for the purpose of law enforcement (such as the Howard University Department of Public Safety or its equivalent);

• Employee files made and maintained in the normal course of business, if the person is employed by the institution but not in attendance at the institution;

• Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in their professional capacity, when such records are made, maintained, or used only in connection with providing treatment to the student and are not available to anyone other than persons providing treatment.

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

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

(1) Information the University May Disclose

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

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

b. Directory information has been requested. In this instance, the University may release the directory information contained within a student’s education records without the student’s written consent. However, a student may submit a written statement to the Provost and Chief Academic Officer specifically requesting that no such data be released without their written consent.

(2) Information the University May Disclose Without Student Consent

The University may disclose information contained within a student’s education records under the following circumstances, without a student’s written consent:

a. Requests Pertaining to a Legitimate Educational Interest: members of the University Community may disclose information contained within a student’s education records to other University officials, as long as the University uses reasonable methods to ensure that the University officials only obtain access to those education records in which they have legitimate educational interests.

b. Requests by Parents of Dependent Students: information contained within a student’s education records may be disclosed or released to the parents of a student who is considered a dependent for federal income tax purposes. If a student is claimed as a dependent on the federal income tax filings of one or both parents, either parent may be granted access to the student’s education records and the information contained therein. Prior to the release of any information, parents will be required to provide documentation evidencing that the student has been claimed as a dependent.

c. In the Event of a Health or Safety Emergency: in the event the University determines that a student is experiencing a health or safety emergency, parents are expressly included as “appropriate persons” who may receive student record information in connection with the emergency, if the knowledge of the information is necessary to protect the health or safety of the student or other persons within the University community.

d. In Connection with Certain Disciplinary Proceedings Involving Alcohol, Drugs, Crimes of Violence, or Non-Forcible Sex Offenses: the University may disclose information contained within a student’s education records pertaining to any disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the University community. Additionally, the University is permitted to disclose, to a parent or legal guardian, information contained
within a student’s education records regarding any violation of Federal or District of Columbia law or University policy governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the University determines that the student has committed a disciplinary violation with respect to such use or possession.

c. Requests by Other Schools in Which a Student Seeks or Intends to Enroll: the University may disclose information contained within a student’s education records to officials at another institution when a student seeks or intends to enroll in the other institution. If information is sought by another institution, the University will make a reasonable attempt to notify the student that it intends to release such student education record information.

d. Requests by Authorized Representatives: the University is permitted to release information contained within a student’s education records to authorized representatives of the United States Comptroller General, the Secretary, or State educational authorities or authorized representatives of the Attorney General for law enforcement purposes. This information may also be released to state and local officials or authorities to whom such information is specifically allowed to be disclosed pursuant to state policies and laws.

e. Requests Relating to Financial Aid: the University may release information contained within a student’s education records to persons and/or agencies in connection with a student’s application for, or receipt of, financial aid.

f. Requests by Organizations for Studies and Accrediting Organizations: the University is permitted to release information contained within a student’s education records to organizations conducting studies for, or on behalf of, educational institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The University may also release such information to accrediting organizations desiring information to carry out their accrediting functions. When these requests are made, each organization will be required to ensure that a student’s personally identifiable information will not be released or retained after its purpose is served.

i. Lawfully Issued Subpoena Requests: upon receipt of a lawfully issued subpoena, the University may disclose any requested information contained within a student’s education record in order to ensure compliance with the request. Under these circumstances and absent a court order, the University must make reasonable attempts to notify a student that it has been presented with a subpoena or a judicial order requiring the release of such data and that this request seeks information contained within their education records.

In accordance with Federal law, the University is required to maintain a record of all those persons requesting and/or gaining access to a student’s education records, except when: (a) such disclosures are made to other University officials with a legitimate
educational interest and (b) the only information in the student’s education records that is released is directory information.

(3) Information Not Subject to or Protected Under FERPA

The following statements and/or records are not considered to be education records under FERPA. Therefore, they can freely be discussed, disclosed or shared, subject to other applicable University, District of Columbia and/or Federal laws and provisions:

a. Statements Made as a Result of Personal Observations or Direct Interactions Not Derived from an Existing Education Record: neither FERPA nor this policy apply to any personal observations of or direct interactions with students. Therefore, any member of the faculty, staff or University administration is permitted to disclose their personal observations of a student to appropriate persons seeking such information. However, if a member of the faculty, staff or University administration describes their observations of a student in a written document, the document is subject to the provisions contained within this policy.

b. Records Created and Maintained by a Law Enforcement Unit for a Law Enforcement Purpose: investigative reports regarding students and other records created and maintained by law enforcement units are not considered education records as long as the records are created, at least in part, for law enforcement purposes. Therefore, the University is not prohibited from disclosing any information contained within law enforcement unit records to anyone, even when the student has not provided a written consent for disclosure.

c. Student Medical Treatment Records: student medical records are not protected by or covered under this policy if they are (1) made or maintained by a physician, psychiatrist, psychologist, or other health care professional acting in their professional capacity and (2) made, maintained, or used only in connection with treatment of the student. However, the disclosure of these student medical records is governed by other applicable University policies and Federal and District of Columbia laws.

(4) Additional Policy Procedures

a. Right to Inspect and Review Student Education Records: any student, once enrolled at the University as a student of record, shall have the right to inspect and review their student education records within 45 days of the day the University receives a written request for such access. The written request must specifically state the record(s) the student wishes to inspect and must be submitted to the Office of the General Counsel for further action. Submission of a written request to inspect education records does not entitle a student to receive a copy of their transcript if there is an outstanding University balance. In the event a student with an outstanding balance wishes to inspect and review their student education records, the student will be permitted to view the
information contained within the education records, in the presence of an authorized University official, but will not be permitted to leave the University with a copy of their transcript.

Additionally, the University does place limitations on the types of information a student has the right to inspect and review in their education records. More specifically, the University is not required to permit students to inspect and review the following:

a. Financial information submitted by parents;
   b. Education records containing information about more than one student;
   c. Confidential letters and recommendations placed in the student’s file;
   d. Confidential recommendations pertaining to admission to any educational institution, an application for employment, and the receipt of an honor or honorary recognition if the student has waived their right to access these confidential recommendations.

Waiver applies to recommendations only if:

1. Upon request, the student is notified of the names of all persons making confidential recommendations and
2. The recommendations are used only for the purpose they were specifically intended
3. NOTE: waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the University.

It is important to note that parents of a dependent student, as defined by the Internal Revenue Code, may be granted similar access to inspect and review the education records of the University student, upon submission of documentation evidencing that the student has been claimed as a dependent for tax filing purposes.

b. Right to Seek an Amendment to Education Records: a student may request that the University amend and/or change information contained within their education records, if they believe that the information is inaccurate, misleading, or in violation of privacy rights. When seeking an amendment, students must provide a written request specifically identifying the part of the education records they want corrected and specify why they believe the current information is inaccurate. Students will be required to present written documentation in support of their position prior to any possible correction.

c. Filing a Complaint: each student has the right to file a complaint with the Department of Education concerning alleged failure by the University to comply with the requirements of FERPA and this Policy. Complaints should be filed, in writing, and addressed to the following:

Family Practice Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
VI. SANCTIONS
Failure to carry out the responsibilities established by this policy will give rise to disciplinary action, up to and including separation from the University.

VII. HYPERLINK
www.howard.edu/policy

CODE OF ETHICS AND CONDUCT
Section I
Statement of Purpose
It is the policy of the University to conduct itself with the highest degree of integrity and honesty in all of its dealings. This is a responsibility that we share as a University Community. Each trustee, student, faculty member, and administrative employee must be bound by this common duty in the pursuit of their individual responsibility to the educational objectives of the University. We owe this duty not only to each other, but also to our residential neighbors and the government that represents the interests of all citizens. Honesty and fair dealing are the hallmark of this institution, inherited from those who have come before us and a sacred trust that we must leave to those who will follow.

This Code of Ethics and Conduct will identify some of the common obligations and responsibilities of the University Community. Particular emphasis, however, will be devoted to those individuals who comprise the Board of Trustees, the deans of the various colleges and schools, and other senior administrative personnel. This document is not intended to be a procedural manual or an exacting account of proscribed conduct. If any member of the University Community should require a greater degree of specificity as particular circumstances arise, guidance can be obtained from the University’s compliance officer.

Section II
Applicability
The Code of Ethics and Conduct applies to the members of the Board of Trustees, all students, faculty, and administrative personnel (“University Community”). Because of the sensitive nature of some positions and the high degree of trust placed in those individuals occupying such positions, this Code will place special responsibilities on trustees and senior administrative personnel. For the purposes of this document, the term “Senior Administrative Personnel” shall mean the President, the Provost, Deans, Directors, all Vice Presidents and the General Counsel.

Section III
Responsibilities
The University Community shares the following fundamental responsibilities:

• To Our Students—We owe the right of fair access to all educational opportunities and benefits available at the University in an environment that is free of invidious harassment, discrimination, or intimidation.
• To Our Faculty—We must offer a fair opportunity to teach, conduct research, and to provide service to the community in a setting that provides the academic freedom necessary to cultivate a wide expanse of ideas and teaching methods.

• To Our Administrative Staff—We must provide the opportunity to serve the institution to their fullest potential and in a work environment that is safe and free from illegal discrimination.

• To Our Neighbors—We must operate our facilities in a way that does not unjustly deprive any of our residential neighbors of a valid property right. At all times, we should conduct ourselves in a manner that avoids any diminution in the quality of our neighborhood.

• To Our Trustees—We owe our honesty and best judgment. We must manage the University’s assets prudently and fairly in accordance with the Trustees direction and the within the constraints of law.

• To Our Government—We have an obligation to always be truthful in our dealings with both the city and the federal governments, and to never do or tolerate any circumstance within our control that can result in the improper use of public funds.

Section IV
Required Conduct
All members of the University Community shall conform their conduct to the following standards and avoid any conduct that is an actual or apparent violation of these standards.

1. Proper Use of University Resources—University resources shall not be used for other than their intended purpose. We shall manage those resources prudently and not improperly convert any such resource to our personal use or that of another. We shall not offer University resources to another in order to obtain unfair advantage, not based on the merits of a transaction, or otherwise offer those resources in a manner or under circumstances that would establish a violation of law.

2. Relationship With Vendors—No member of the University Community may approve, recommend, or promote a business transaction in which that person has a direct personal interest, or otherwise cause the University to do business with a firm in which that person is an officer or senior management employee or in which that person (directly or indirectly) owns more than a 5 percent equity interest (hereinafter an “affiliated firm”), unless such person first discloses their relationship and the relevant circumstances of the contemplated activity, in writing, to the President and the Compliance Officer of the University and:

A. It is determined that the proposed activity is fair to the University and will not result in the University foregoing revenues, or incurring costs in excess of the costs that would be incurred for goods, property, or services of like quality if acquired from another source; and

B. The Compliance Officer reports to the Board of Trustees, Legal Audit Committee all disclosures made under this paragraph, and the circumstances of all related
matters, for such disposition as the Committee may deem appropriate. When practicable, such reporting to the Committee shall take place before the proposed activity takes place, but in no event less than quarterly. In exceptional circumstances, however, compelled by exigent time restraints, the Compliance Officer, with the concurrence of the President, may give tentative approval of an activity covered by this paragraph subject to subsequent ratification by the Legal Audit Committee. The Secretary of the Board of Trustees shall maintain records and minutes of all disclosures and dispositions made under this paragraph. Under no circumstances may a person described in the first sentence of this paragraph approve a relationship with, order or authorize purchases from, or approve or make payments to an affiliated firm or person on behalf of the University. For the purposes of this paragraph the terms “person” and “affiliated person” includes an individual’s immediate family members, close personal acquaintances, and others living within such individual’s household.

3. Gratuities—No trustee, member of the faculty, or employee of the University shall receive or solicit anything of value in return for influencing or exercising their discretion in a particular way on a University matter. In addition, trustees and senior administrative personnel are prohibited from accepting or soliciting any gratuity or thing of value (for which a fair market price has not been paid) for or because of any official act performed or to be performed by the Trustee or senior employee in their official capacity with the University. This provision does not prohibit the acceptance of an item having a nominal value or ceremonial gifts received by officers or trustees of the University in their official capacity.

4. Confidentiality and Maintenance of Accurate Accounts and Records—The accounts and records of the University are maintained in a manner that provide for an accurate and auditable record of all financial transactions in conformity with generally accepted accounting principles, established business practices, and all relevant provisions of controlling law. No false or deceptive entries may be made and all entries must contain an appropriate description of the underlying transaction. To the extent not needed for daily operating transactions, all University funds must be retained in the appropriate University accounts with appropriately designated financial institutions and no undisclosed or unrecorded fund or asset shall be established or maintained for any purpose. All reports, vouchers, bills, invoices, payroll information, personnel records, and other essential business records must be prepared with care and honesty.

Since the unauthorized use of the records and accounts described in the preceding paragraph can cause the University harm, access to such data should be closely controlled. Members of the University Community who improperly convert these records and accounts for their own personal use or for the personal use of another, or who wrongfully discloses such records or accounts will be subject to appropriate legal sanctions by the University. To further the enforcement of this standard of conduct, the President may direct that certain employees who occupy sensitive or confidential
positions execute confidentiality agreements with the University as a condition for employment or continued employment.

5. Educational Benefits and Opportunities—No member of the University Community shall deny a student fair access to all educational opportunities and benefits available at the University. Invidious harassment, discrimination, or intimidation of students that deny or impede their right of access to these benefits and opportunities will not be tolerated and will be subject to disciplinary action. No member of the University Community shall deny any member of the Faculty a fair opportunity to teach, conduct research, and to provide services to the community in a setting that provides the academic freedom necessary to cultivate wide expanse of ideas and teaching methods. Unwarranted interruption of classes or other academic activities is an abridgment of the right of the faculty to teach and an abridgment of the rights of the affected students to learn.

6. Government Relations—All members of the University Community are expected to conform their actions to the requirements of the law. Whether or not an illegal act is committed in a person’s capacity as a member of the University Community, and regardless of whether a violation occurs on or off campus, if that violation of law reflects unfavorably on the University, it will be deemed a breach of this Code of Ethics and Conduct. We will not withhold material information from the government, or engage in any other course of conduct that may be or appear to be deceptive or misleading. If we are requesting government funding or the award of a government contract or grant, we have an affirmative obligation to make full, accurate, and honest representations concerning all relevant information submitted to or requested by the government. Our record keeping and accounts must be in accord with generally accepted accounting principles and otherwise in compliance with all pertinent government directives and regulations.

7. Employment Practices and Public Relations—No member of the University Community shall engage in any employment practice that is a violation of Federal law, the law of the District of Columbia, or the law of any other local jurisdiction where the University may have employees. No one in a supervisory position, or in any position of higher authority in the University, is to use their position to intimidate subordinate employees or to exact personal favors or things of value (for which a fair market price has not been paid) from employees of lesser rank within the University.

Every member of the University Community is expected to treat each other and members of the public with courtesy, professionalism and civility.

8. Duty to Cooperate—Every member of the University Community has a duty to cooperate with the University’s Compliance Officer in the initiation and defense of actual or contemplated litigation affecting the interests of the University and in the conduct of any investigation of a violation of this Code of Ethics and Conduct. Trustees and Senior Administrative Personnel are under an affirmative obligation to
Section V
Additional Obligations of Trustees and Senior Administrative Personnel
Trustees and senior administrative personnel have a duty to the University to always act in good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner reasonably believed to be in the best interests of the University. Persons occupying these positions of trust shall complete and submit, on at least an annual basis, a Conflict of Interest Disclosure Form (“form”). The form shall be amended more frequently, as needed, whenever there is a material change in the circumstances of the reporting person that would make the form then on file materially false or misleading. In addition, all Trustees must agree and sign a Statement of Responsibilities (“statement”) that will provide some guidance on the special responsibilities attended to that office. The form and the statement may be changed from time to time by the Board of Trustees.

Section VI
University Compliance Officer
The University Compliance Officer shall be the General Counsel of the University.

Section VII
Implementation The President of the University shall issue such directives or instructions as may be needed to implement this Code of Ethics and Conduct. The Legal and Audit Committee of the Board of Trustees shall be advised of such directives and instructions on, at least, a quarterly basis. At the request of the Committee the full Board of Trustees may consider the President’s directives and instructions and take such action in response thereto as it may deem appropriate.

Section VIII
Amendments
This Code of Ethics and Conduct is voluntarily adopted by the Board of Trustees and may be amended by the Board of Trustees at any time, with or without notice, and without the provision of consideration to any party.

Adopted by the Board of Trustees on June 6, 1998

Acquired Immune Deficiency Syndrome (AIDS) is a deadly disease that has reached epidemic proportions. Having already affected tens of thousands of Americans, it is expected that the disease will strike tens of thousands more over the next few years. We must anticipate that some members of the Howard University Community will be affected. In the absence of an effective vaccine or cure, education is the most effective defense against the ever-widening threat of the disease. In an effort to address AIDS issues in caring and compassionate manners consistent with the requirements of law, the
University has adopted this policy and administrative guidelines on AIDS. On the basis of presently available medical and legal information, the University adopts the following guidelines.

**STUDENTS**

1. University students who have AIDS, ARC or a positive HIV antibody test, whether they are symptomatic or not, will be allowed regular classroom attendance and regular campus employment activities in an unrestricted manner as long as they are physically able to attend class or perform their job duties in a manner that does not pose a health or safety risk to themselves or to others.

2. Students with AIDS, ARC or a positive HIV antibody test will not be restricted from access to instructional, recreational, dining or other common areas, facilities and equipment.

3. The presence of AIDS, ARC or a positive HIV antibody test will not be part of the admission decision for any student applying to attend the University. All enrolled students shall be encouraged to attend an educational lecture on AIDS conducted by the University Student Health Center.

4. Decisions about residential housing of students with AIDS, ARC or a positive HIV antibody test will be made on a case by case basis by the appropriate university administrators in consultation with the Task Force. Current medical information does not support the existence of a risk to those sharing dormitories with persons with AIDS, ARC or a positive HIV antibody test. There may, however, be in some circumstances reasonable concern for the health of persons with AIDS, ARC or a positive HIV antibody test because of their depressed immune system, who might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living situation. Where possible, students with AIDS, ARC or a positive HIV antibody test may be assigned private rooms in the interest of protecting the health of those students.

5. No information concerning the health status of persons with AIDS, ARC or a positive HIV antibody test will be provided to faculty, staff, students, family or others without the express written permission of the student in each case. Additionally, no person, group, agency, insurer, employer or institution will be provided any medical information without the prior express written consent of the student, with the exception of reporting requirements imposed by law.

6. The University encourages regular medical follow-up for students who have been diagnosed as having AIDS, ARC or a positive HIV antibody test. Any student requesting HIV antibody testing may obtain appropriate confidential medical counseling at the University Student Health Center and a referral for free testing at a public health facility.

7. Those students who are known to have AIDS, ARC or a positive HIV test may be excused from the University requirements for certain vaccines, if those vaccinations could lead to serious consequences in those with poorly functioning immune systems.
ALCOHOLIC BEVERAGES REGULATIONS AND GUIDELINES
As of September 30, 1986, individuals who had not reached the age of 21 may not purchase or consume alcoholic beverages within the District of Columbia. Individuals, who, as of September 30, 1986, had reached the age of 18 may purchase and consume beer and light wine within the District of Columbia. Howard University is committed to promoting the health and safety of its entire campus community, including students, faculty and staff. Howard is also committed to maintaining an academic and work environment that is not hampered by the abuse of alcohol, and consequently will enforce University and District of Columbia regulations in this regard. The sale, service, use and consumption of all alcoholic beverages on the Howard University campus must be in compliance with University policies, guidelines and District of Columbia laws.

GENERAL UNIVERSITY POLICY
In compliance with District of Columbia law, persons of legal drinking age are 21.

1. The sale, service or consumption of alcoholic beverages is not permitted in classrooms and/or laboratories.

2. Consumption of alcoholic beverages in the residence halls must be in accordance with the District of Columbia laws pertaining to the purchase and consumption of alcoholic beverages and will not be permitted in the public or common areas of the buildings.

3. Student organizations affiliated with schools and colleges may serve alcoholic beverages at approved on-campus functions conducted within their respective building with the approval of the academic dean of the school or college and the Director of Student Activities. The serving and consumption of alcoholic beverages is restricted to the designated areas within the building where the respective school or college is housed.

4. Student organizations which serve alcoholic beverages at off-campus events are reminded that these events shall not be considered University sponsored or sanctioned events, and they are subject to the laws of the District of Columbia or the geographical locations of such events.

5. The privileges afforded students, faculty and staff under these policies and guidelines require them to assume full responsibility for their own conduct as it relates to the need for good judgment, moderation, respect for the rights of others and the to legal regulations of the jurisdictions involved.

6. The employee code of conduct requires the cooperation of all employees in assisting to provide an alcohol free work environment.

7. Non-University entities, organizations and individuals using University facilities must comply with all Federal, District of Columbia and University laws, policies and procedures at events where alcoholic beverages are served and consumed.

8. Any student, student group or employee of the University who is found to be in violation of the laws or University policies shall be subject to disciplinary action by the University.
9. Howard University prohibits the possession or consumption of any alcoholic beverages on University property unless the University has approved the location and conditions for possession or consumption.

10. The only University facility that is licensed for the purchase and sale of alcoholic beverages is the Blackburn Center.

11. Alcoholic beverages purchased in licensed facilities must be consumed within the area designated for that purpose.

12. It will be the responsibility of the Director of Student Activities to ensure that University policies and procedures are observed and enforced.

13. Modification of policy regarding the possession and consumption of alcoholic beverages will be under continuous review and desirable changes made on the basis of demonstration by members of the University community of their ability and willingness to assume responsibility for their own conduct and decorum.

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

1. All activities and events where alcoholic beverages are to be served and consumed, and sponsored by a student organization, must be approved by the Director of Student Activities, in writing.

2. In addition, written approval of the dean of the respective school or college must be secured by student organizations, staff groups and faculty groups before any alcoholic beverages will be permitted in a facility under the jurisdiction of a school or college.

3. All alcoholic beverages must be served by the sponsoring organization and only by an individual of legal drinking age. Except for the Blackburn University Center, absolutely no sale of alcoholic beverages will be permitted in university facilities.

4. Adequate amounts of food and nonalcoholic beverages, for those who choose not to consume alcohol, must be made available at all activities and events where alcoholic beverages are served.

5. The sponsoring organization must assume the responsibility of assuring compliance with the District of Columbia Regulations which prohibit the serving of alcoholic beverages to persons under 21 years of age.

6. Howard University reserves the right to deny any organization, student, faculty, staff and non-university entities, the approval to serve alcoholic beverages when it is deemed to be in the best interest of the University and others concerned. The same right exists with respect to the denial of service.

7. Advertisement of any University event at which alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcohol. Alcohol should not be used as an inducement to participate in a campus event. Nor should alcohol be the central theme of an event. All advertisements mentioning or implying
the availability of alcohol should also include the phrase “Proof of age required” or “Age ID required.”

8. Promotional materials including advertising for any University event shall not make reference to the amount of alcoholic beverages (such as number of beer kegs) available.

9. Appropriate residence hall staff, campus life staff or security personnel service reserve the right to remove advertisement that violate these guidelines. Off-Campus Events: Persons sponsoring events off University premises where alcohol will be served are subject to all the laws regulating possession, purchase and consumption of alcoholic beverages by the District of Columbia or other jurisdictions. Students or student groups/organizations sponsoring events off University premises must comply with the provisions of this policy; however, these events shall not be considered University sponsored or sanctioned events. The University recommends that at off-campus events, the consumption of alcoholic beverages should under no circumstances be the primary focus of the event. In addition, adequate food and nonalcoholic beverages should be made available where alcoholic beverages may be served.

Code of the District of Columbia Regarding Alcoholic Beverages §25-121 1. Licenses issued there under shall not authorize the sale or delivery of beverages, except as permitted in subsections *(i) and *(j) of this section, to any person under the age of 21 years, either for his own use or for the use of any other person; or the sale, service or delivery of beverages to any person who appears to be intoxicated. No licensee shall be liable to any person for damages claimed to arise from refusal to sell alcoholic beverages.

*(i) A licensee under the act may allow a person who has attained 18 years of age before September 30, 1986, to receive and consume beer and light wines.

*(j) A licensee under this act may allow a person who is 18 years old or older to sell, serve or deliver any alcoholic beverage on the licensed premises; except that no person under the age of 21 shall be allowed to serve as a bartender. For purposes of this subsection, a “bartender” shall mean any person who fixes, mixes, makes or concocts any alcoholic beverages for consumption. Any minor who falsely represents their age for the purpose of procuring any alcoholic beverage shall be deemed guilty of a misdemeanor. No person shall, in the District of Columbia, drink any alcoholic beverage or possess in an open container any alcoholic beverage in any street, alley, park or parking area; or in any vehicle in or upon the same. No person in the District of Columbia, whether in or on public or private property, shall be intoxicated and endanger the safety of himself or any other person or property.

VIOLATIONS
1. Penalties for violation of these policies by a University employee are set forth in the Employee Handbook for staff and the Faculty Handbook.

2. Violations of these policies by students are punishable under the provisions set forth in the statues governing the Code of Conduct for Students at Howard University.
DEFINITIONS
1. Alcoholic Beverages—Any beverage containing at least one-half percent (0.5%) of alcohol by volume, including beer, wine, liquor and mixed drinks.

2. Event or Activity—A party, reception or other group social gathering held on the University campus.

3. Legal Age To Drink—21 years or older.

4. Approved Event or Activity—Any event or activity that has received written approval to be held on the university campus. Event or activities must be approved and must be held in accordance with provisions of this policy.

5. Sale—any transfer, trade, exchange or barter, in any manner or by any means, is considered sale under this policy.

6. Use of Alcoholic Beverages—possession, consumption, sale, distribution, purchase or transfer of alcoholic beverages.

Approved by the Board of Trustees on January 23, 1993

NARCOTICS REGULATIONS AND GUIDELINES

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

Among the most serious menacing phenomena facing urban communities in general and Black communities in particular is that of the ever-spreading use of controlled substances or illegal drugs. Attending this phenomenon are not only the debilitating effects on the human system, but the many unsettled events which are inescapably its by-products. Howard University, as an urban institution and a part of the larger District of Columbia community, is not insulated against this problem and its accompanying or precipitating ills and recognizes that an effective response to this menace must be on a community wide basis. Proper consideration of this subject must take into account and be addressed to those not yet involved as users or purveyors, those who may be helped through medically related therapy and treatment programs, and those who are engaged in the illegal possession, manufacture, transfer and/or sale of such items. For the past several years considerable effort has been directed toward acquainting the university community with this subject in its most salient aspects. With some exceptions, work in this area has been concerned primarily with the conduct of special educational programs. These efforts, with expansion and increased emphasis, will be continued. In addition, the University through the Counseling Service, the Student Health Center, the Employee Health Unit and the Institute on Drug Abuse and Addiction, will make a major effort to marshal appropriate resources, on an interdisciplinary basis, to contribute to the campaign currently being waged against this destructive force. Thus, all of these University resources will be concerned with comprehensive drug prevention/treatment programs and services.
NON-MEDICALLY PRESCRIBED USE OF DRUGS

Howard University does not sanction the use of drugs which are not prescribed by authorized health professionals. It is strongly urged that persons who have not experimented with or made use of such substances should avoid their use at all costs. For individuals interested in this subject, educational materials are available at the Counseling Service, the Student Health Center, the Employee Health Unit and the Institute on Drug Abuse Addiction, as well as selected locations throughout the District of Columbia.

Individuals with drug-related problems should seek professional help, without delay, from these University resources, where such assistance is handled with the utmost confidentiality. Students with drug problems or concerns in this area are encouraged to seek help from or visit these agencies without fear of punitive consequences, such as disciplinary police actions or expulsion from the University.

POSSESSION OF CONTROLLED SUBSTANCES FOR SALE, EXCHANGE, OR TRANSFER, OR THE SALE, EXCHANGE, TRANSFER OR MANUFACTURE OF CONTROLLED SUBSTANCES. The subject of individual involvement in the handling of illegal drugs is viewed by the University in an entirely different light. Federal and local laws make it abundantly clear that possession of controlled substances for the purpose of sale, exchange, or transfer as well as the manufacture, sale, transfer or exchange of controlled substances are prohibited, and individuals responsible for violations of such laws are to be treated with severity. The University, as a part of the larger community, is similarly bound by law and of necessity must act in similar fashion with offenders of its own regulations operative in this area. Although the University recognizes the need to provide a variety of remedial services to persons who fall victim to drugs, in the hope that causes of such problems can be removed, it does not intend to offer a haven for persons who intentionally violate its own standards of conduct or Federal and local laws dealing with this subject. Howard University views illegal conduct in this connection with complete seriousness and the urgency of the matter deserves the immediate attention of each individual. It should especially be noted in this regard that students engaged in illegal conduct of this type are subject to summary SUSPENSION, EXPULSION, and/or TERMINATION, aside from or in addition to penalties which may flow from court disposition of such matters. Persons not formally connected with the University but who nevertheless are involved in illegal drug activity on University premises will be subject to ARREST and PROSECUTION.

Involvement with illegal drugs subject a person to criminal penalties, including felony conviction and often times imprisonment. The University feels that each individual should give serious consideration to the possible permanent harm a conviction may do later in life. It is possible that the affected person will face the loss of many employment and citizenship privileges, such as professional licensing (law, medicine, certified public accountant, and the like), the right to vote and employment by governmental agencies and in many instances, private industry. For those who would require proof, it has been clearly demonstrated that neither slavery nor compulsory segregation succeeded in robbing our people of their potency. To now permit the drug menace to signal the demise of our people would be no more a tribute properly befitting the efforts of our ancestors.
and contemporaries who have labored long and hard in the vineyard toward total liberation than would it be a proper legacy for future generations of our youth.

Approved By The Board of Trustees on September 23, 1989

AUXILIARY ENTERPRISES AUTHORIZATION FOR LIMITED VENDING AND SALES ON CAMPUS

Howard University has maintained a policy prohibiting the operation of vending services and sales of merchandise on campus except through those established University Auxiliary Enterprises, or, through authorized contract vendors under the supervision of Auxiliary Enterprises. This policy is to protect the university community and to eliminate unauthorized commercial activities on campus.

The University bookstores operate as sales stores to handle, in addition to books and school supplies, soft goods and other merchandise in as far as space and store personnel will permit. All food products sold on campus must be handled or controlled by either the Department of Food Services or authorized contract vendors. These measures are taken to insure proper sanitary practices and to eliminate the sale of food products in various places throughout the campus which are not designed and equipped for the sale of food. Any outside person or vendor not properly authorized to engage in sales activity on Howard University property shall be instructed by authorized University personnel, to cease such operation immediately, and if such activity does not cease, persons involved will be subject to arrest. Any University personnel, faculty, staff or student, not properly authorized to engage in sales activity on Howard University property shall be instructed by authorized university personnel to cease such operation immediately, and if such activity does not cease, persons will be reported to the appropriate University authority for disciplinary action.

Approved by Board of Trustees on January 25, 1973

Authority for vending services or sales may only be granted by the President, his designee or Auxiliary Enterprises. Definition: Limited Vending is vending informally authorized in writing by Auxiliary Enterprises to permit student organizations to vend a limited variety of merchandise, goods or nonperishable, prepackaged food items obtainable from the Campus Store. Such vending is limited to a specific event, or authorized student organizational activities. Limited vending must not incur cost to the university nor conflict with ongoing university operations.

Procedure: After receiving written approval for use of university facilities from the proper authority, with the understanding that vending is contemplated, the student organization will contact Auxiliary Enterprises. If the vending contemplated falls within university policy provisions, an application form will be provided to the student organization. A properly completed form authenticated by the Director of Auxiliary Enterprises or their Assistant constitutes authority for the Limited Vending operations. The authentic form must be displayed at the vending site during operations.
• **Limitations:** Student organizations may not prepare food for vending, serve or provide food for consumption or pour beverages. Only unopened, nonperishable, commercially prepackaged foods or beverages may be vended. Paper cups may be provided; however, customers must pour their own beverages. Ice may be used for cooling beverages in unopened containers only.

• **Customer Safety and Satisfaction:** A primary concern of all authorized vendors must be CUSTOMER SAFETY AND SATISFACTION. Damaged packaging or leaking containers are evidence of potential contamination and items so affected will not be vended. Vendors must also be prepared to exchange “unsatisfactory” items or make refunds to insure CUSTOMER SATISFACTION. Customer complaints may prompt immediate termination of Limited Vending authority or preclude consideration of any future requests by the student organization concerned.

• **Termination:** Limited Vending authority terminates at the time indicated on the Authorization form. The authority may be terminated by interested university offices any time that continuation is deemed not to be in the interest of the University. Failure to display the Limited Vending form at the vending location may result in interruption or termination of the operations.

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

**Revised: January 1997**

I. The buildings and grounds at Howard University are private property and, in general, materials may not be posted or distributed without the permission of the University.

II. Before displaying any advertisement, Including signs, posters or placards, on bulletin boards or other display spaces at Howard University, the university employee, organization, department or recognized student organization must obtain authorization from the Scheduling Office. The name(s) of the sponsoring organization(s)/ entity must appear on all advertisements. Requests for permission to distribute handbills, flyers or publications must be made directly to the Scheduling Office for authorization for posting and/or distribution of the materials.

III. The posting of flyers and other printed materials are limited to university employees, currently enrolled students, and representatives of recognized student organizations.

IV. Upon approval, permission to post or distribute materials shall be granted for a specific period of time.
V. The following regulations apply to all posting. Posting materials other than in compliance with these regulations will result in sanctions.

1. The University prohibits the posting of advertisements, announcements that it considers lewd, indecent, or vulgar, or that reflect the commission or attempted commission of any crime. Failure to conform to this requirement may result in withdrawal of approval to use the University facility.

2. In each authorized area, only one advertisement per event may be posted. Advertisements posted, in violation of this policy, will be removed. The sponsoring organizations, along with the facility coordinator, are required to monitor areas authorized for posting events and are responsible for removing outdated advertisements.

3. All advertisements and announcements, whether posted on or off the campus of Howard University, must bear the following statement: “The view(s) expressed during this activity do not necessarily reflect the view(s) of Howard University or any of its schools or colleges.” Failure to conform to this requirement may result in withdrawal of approval to use the University facility.

4. All posters/flyers must be authorized and registered with the Scheduling Office, prior to mass production and posting. Registering includes providing name of sponsoring entity or organization, contact name, phone numbers and address.

5. Process time for the authorization to post materials is a minimum of 24 hours.

6. All persons MUST supply the office with a minimum of two posters/flyers. One copy of all posters/flyers will be retained for the office files prior to stamping.

7. A maximum of 10 flyers may be authorized to be stamped for posting at any one time.

8. All posters/flyers involving University facility usage requires confirmation of approval for use of the facility prior to poster/flyer stamping. Documentation of the confirmation may be required, in writing, upon request. Flyers must state, in English, the time, place, date and University sponsor. Failure to provide confirmation of the event scheduled in a University facility will result in denial of stamping posters/flyers, as well as withdrawal of approval of the event.

9. All posters must meet criteria outlined in the University’s Alcohol Policy. Posted materials may not advertise alcohol, drugs, gambling, weapons, or anything else that would be a violation of university policy, either through language or artwork.

10. No posters, flyers or announcements may be attached to unapproved areas such as: trees, doors, sidewalks, benches, walkways, stairs, trash cans, newspaper boxes, recycling bins, Howard University signs or statues, walls, plastic, metal or glass surfaces, or bulletin boards administered by a university department sponsor without permission from the department.

11. Only requests from recognized student organizations and Howard University departments/officials will be considered for posting on campus for on-campus events. Flyers and announcements by non-university groups and organizations are prohibited.
unless cosponsored by a student organization or University department. The name of
the student organization or university department must be clearly displayed on the
poster or distributed materials. Departments and/or facility coordinators/managers
may have additional restrictions for their bulletin boards and showcases. Please see
the building manager in each building for information.

12. Posters, flyers or announcements may be attached with masking tape, push pins or
staples on bulletin boards, only.

13. Materials may not be posted more than ten days prior to the event.

14. All posters, flyers or announcements must be removed by the event sponsor within 24
hours following the completion of the event.

15. University and non-university affiliated organizations violating these guidelines are
subject to fines and service charges. Student organizations, individuals, as well as non
university affiliated entities, violating these guidelines will be subject to a $25.00 fine
per poster/flyer in violation. Violations must be paid within 14 days of violation
notice to avoid any additional penalties. Violators are required to remove and properly
dispose of each flyer/poster in violation of the aforementioned guidelines. In addition,
violators must repair any damages, or pay for services for required, for same, Incurred
by either the posting itself or removal of the materials.

16. Persons distributing handbills, leaflets, and flyers shall take all measures necessary to
prevent those materials from littering streets, sidewalks, buildings, or any other space
on campus and the District of Columbia.

17. Distributions, not in compliance with these guidelines, within the perimeters of
Howard University may be stopped or removed by University staff. However, it is the
responsibility of Howard University student organizations or employees to stop or
remove all distributions in violation of University regulations or DC law.

18. Indoor posting of materials, for bulletin boards, must not exceed 11” x 17”.

19. Postings are limited to one per event on any one bulletin board, and must not overlay
other materials.

20. Promotions and/or advertising for special events such as elections, homecoming, or
spring arts festival may be excepted by permission from the Scheduling Office.

21. Exceptions to any of the distribution guidelines may only be considered by the
Scheduling Office.

22. Banner space is available only to Recognized Student Organizations and space for
same must be reserved through the Scheduling Office.

23. Banners must not exceed 7’ x 8’. The bottom of the banner must be weighed in an
appropriate manner.

24. The recognized student organization or University department reserving the banner
space, is responsible for hanging and removing the banner(s). Failure to remove the
banner(s) upon expiration of the reservation may result in the removal of the banner(s)
by the University. The organization or entity responsible for the banner may then be billed for its removal.

25. To insure broad access to banner spaces, only two may be reserved at a time, for a limit of 7 days per event and two events per semester. Banner space may not be reserved for more than one week.

26. Recognized student organizations and/or university users may not advertise or promote Howard University or any university facility as the location or site of an event until after the University has given final written approval to use the University facility. In addition, no artist(s), speaker(s), performer(s), etc., shall be advertised prior to the execution of such agreements by the Vice President for Business and Fiscal Affairs or their designee.

27. Requests for approval, by recognized student organizations, University employees or departments, to advertise on and off-campus events, activities, or personalities, via any electronic or print mediums, must be submitted to the Scheduling Office prior to the actual placement or ordering of such advertising.

28. Distribution of handbills must be authorized by the Scheduling Office or the specific facilities manager/coordinator affected, in advance. Only recognized student organizations or university departments, advertising on-campus events, will be considered.

29. On- or off-campus advertising and/or announcements must NOT bear the name of Howard University, Howard, Bison or any other name under license by Howard University, without prior approval by the Licensing Office. In addition, use of the term “official” is not permitted without proper approval.

30. Showcase reservations may be for a two week period, maximum. Recognized student organizations may reserve a showcase twice a semester. Approval to post on showcases is at the discretion of the facilities coordinator, or the Scheduling Office, for cases in the Blackburn Center.

31. Flyers and posters are to be distributed on campus only. Off-campus advertising is not permitted. This includes the announcement of events on Radio/TV and in non-University publications. Exceptions to this rule may be granted by the Scheduling Office, and coordinated in conjunction with the University Relations Office.

Note: These guidelines are subject to change without notice.
Howard University Student Association Constitution
January 1977

Preamble

Article I General Provisions
Article II Policy Board
Article III Executive Branch
Article IV Senate
Article V Undergraduate Student Assembly
Article VI Graduate Student Assembly
Article VII Finance
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PREAMBLE

We, the students of Howard University, seeing the necessity to provide for: Broad involvement and adequate representation of all major student segments; A mechanism to speak to the needs of students in the various schools and colleges; Improvement of the channels of communication between the administration, students, and faculty; Effective maintenance of relationships with student government organizations at other institution; A mechanism capable of addressing itself to community concerns; Coordination of an overall thrust for student interests and concerns; And finally and most important, assistance in determining the future direction of the University; do establish this Constitution and its governmental structures to achieve all of these desired goals.

This article was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution.

Article I
General Provisions

Section 1. Name and Operational Calendar
The name of this organization shall be the Howard University Student Association (hereafter HUSA). The elected officers of this organization shall serve office on a twelve month basis from noon on Commencement Day of the year they are elected to noon of the following Commencement Day.

Section 2. Membership
All students, by virtue of their registration at Howard University are members of HUSA and shall be subject to this Constitution.
Clause A. The following shall be the members of this Association:
Item 1-The Student Body
Item 2-Policy Board of HUSA
Item 3-Executive Branch of HUSA
Section 3. Definition
Clause A. The collective union of all student government structure shall constitute the Howard University Student Association (HUSA), and not one body or organization within that Association.
Clause B. The Policy Board is that of student government which recommends policy relative to the operation of the overall student government, and has the exclusive power of interpreting the Constitution.
Clause C. The Executive Branch of HUSA shall be composed of a President and a Vice President. The HUSA President shall serve as the Chief Executive and Official Representative of the Student Body on a University-wide basis.
Clauses D. The Undergraduate Student Assembly shall be the central programming body of the Undergraduate Schools and Colleges, and shall serve to develop, maintain, and coordinate joint programs between the member schools and promote firm reciprocal continuance of this relationship after graduation.
Clause E. The Graduate Student Assembly shall be the central programming body of the Graduate Schools and Colleges, and shall serve to develop, maintain, and coordinate joint programs between the member schools and colleges promote firm reciprocal continuance of this relationship after graduation.

Section 4. Qualifications for the Election of Officers
Clause A. All elected officers to the Executive Branch of HUSA, members of the Policy Board, Senate, and UGSA and GSA shall meet the following requirements at the time of election and during their term of office:

The candidate must:
Item 1- Have been a full-time student the semester immediately prior to assuming office.
Item 2- Must be a full-time student during his/her term in office.
Item 3- Must maintain a grade point average not lower than 2.7 at the time of the election and during their term in office. Graduate and Professionals students must maintain the equivalent of good standing based on their school standards.
Item 4- Must not graduate prior to the completion of his/her term in office.
Item 5- Upon certification as a candidate for office, or upon selection as a member of the Policy Board, or for the Office of Attorney General, individuals will be mandated to attend a series of training sessions, to be administered under the authority of HUSA and the Office of Student Activities, before taking their office:

(a) Roberts Rules of Order- All individuals
(b) The Structure, Roles, and Responsibilities of Student Government- All candidates
(c) Programming and Protocol- GSA and UGSA Candidates
(d) Legislative Drafting- HUSA Senate Candidates
(e) Judicial Processes- HUSA Policy Board Members

Item 6- Freshmen and transfer students may seek positions not filled in the General Elections during the Special Election held in the Fall, at which time the stipulation that the candidate must have been a full-time student the semester immediately prior to assuming office will be waived.

*This section was amended by student referendum in Spring 2007 and Spring 2010 in accordance with the provisions of the HUSA Constitution.*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*

Section 5. Elections.

Clause A. Time and Purpose

Item 1-HUSA Elections shall be held no later than the first Wednesday in the month of April. The candidates for HUSA President and Vice President, Student Council Officers, Representatives to the Senate, UGSA, GSA, Undergraduate and Graduate Student Trustees, as well as Proposed Referenda and/or Amendments to this Constitution are to be placed on the ballot at that time.

Item 2-A Special Election shall be held no later than the fourth Wednesday of September to fill vacancies left from the General Election held in the Spring. The election of Freshman or First-Year Class Officers and the placement of Proposed Referenda and/or Amendments on the ballot will take place at this time.

Clause B. Candidates

Item 1- Candidates for HUSA President and Vice President shall run together on the same ticket and must be elected together.

Item 2- Candidates for the HUSA Presidential and Vice Presidential tickets must submit a petition of not less than five percent (5%) of the student population for that election semester to the General Elections Commission per that body’s instructions before the candidates can be considered duly nominated.

Item 3- All candidates for any Student Government Office must meet the qualifications specified within this document.

Clause C. Election Results

Item 1- During the General Election, any candidate receiving fifty one percent or more of the vote cast shall be duly elected.

Item 2- In the event that none of the candidates obtains a fifty-one percent (51%) majority vote, a runoff will be held between the top two (2) contenders no later than the second Wednesday in April.

Item 3- During the Run-off Election any candidate receiving a simple majority of the vote cast shall be duly elected.

Item 4- During the General Election, any candidate for UGSA or GSA receiving a majority of the vote cast from their school or college shall be duly elected.

Clause D. Election of Presiding Officers

Item 1- The election of the Chairperson and Co-Chairperson of the Policy Board, Chairperson and Vice-Chairperson of the Senate and the Coordinator and Vice Coordinator of the UGSA and GSA shall take place during their second Transitional Meeting of each respective body. Candidates are required to receive a 2/3 majority vote of incoming members to be duly elected. In the event that a 2/3 majority in not obtained,
Section 6. Transitional Meetings

Clause A. After the Spring General Elections of each the Academic School Year there shall be two (2) Transitional Meetings each of the Policy Board, the Senate, UGSA and GSA, to consist of all incumbent and newly elected members. At these meetings only the incoming members shall be allowed to vote for incoming officers. The incumbent presiding officer shall call and chair the meetings to vote for incoming officers. The incumbent presiding officer shall call and chair the meetings until a new presiding officer is elected, and shall chair the First Transitional Meetings of the Senate.

Item 1- Schedule of the First Transitional Meetings:
  (a) UGSA and GSA shall meet separately on the second Tuesday following General Elections.
  (b) The Policy Board shall meet the second Thursday following General Elections.
  (c) The Senate shall meet the second Wednesday following elections.

Item 2- During the First Transitional Meetings, the newly elected members should be briefed concerning duties of the respective offices and activities of the past year. Nominations for the officers of each body shall be entertained and closed at the adjournment of said meeting.

Item 3- Schedule of the Second Transitional Meetings:
  (a) UGSA and GSA shall meet separately on the third Tuesday following General Elections.
  (b) The Policy Board shall meet the third Thursday following General Elections.
  (c) The Senate shall meet the third Wednesday following General Elections.

Item 4- During the Second Transitional Meeting the election of officers will be held. The briefing concerning the year’s activities may continue at this time.

Clause B. Upon the election of new executive officers for UGSA, GSA, Policy Board, and the Senate, the outgoing HUSA President and Graduate Student Assembly Coordinator shall call two Joint Transitional Meetings. The First Joint Transitional Meeting shall meet on the fourth Tuesday following General Elections. The Second Joint Transitional Meeting shall meet on the fourth Thursday following General Elections. The outgoing HUSA Senate Chairperson will facilitate both Joint Transitional Meetings.

Item 1- Attendees of the First Meeting must include:
  a) the incoming and outgoing executive officers of UGSA, GSA, Policy Board and the Senate
  b) the incoming and outgoing HUSA Executive President, Vice President, and Executive Staff
  c) the Liaisons and Advisors of the Office of Student Life and Activities
Item 2- Attendees of the Second Meeting must include
   a) a representative of both the incoming and outgoing executive leadership of the all local school and college Student Councils
   b) the incoming and outgoing HUSA Executive President, Vice President, and Executive Staff
   c) the incoming and outgoing executive officers of Senate
   d) the Liaisons and Advisors of the Office of Student Life and Activities

This section was amended by student referendum in Spring 2015 in accordance with the provisions of the HUSA Constitution

Section 7. Meetings
Clause A. All HUSA meetings are to be conducted in accordance with Robert’s Rules of Order (Revised)
This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution

ARTICLE II
Policy Board

Section 1 Membership
Clause A. The HUSA Policy Board shall be a seven (7)-member panel and consist solely of the appointees selected by the HUSA president from the schools and colleges and approved by the Senate. Clause B. The current HUSA President shall choose all Policy Board nominees. During the time of transition, the outgoing HUSA President shall choose the nominees for vacancies on the Policy Board. All nominees must be confirmed by both the Constitutional Review Committee and the 2/3 of the Senate.
Clause C. All members of the HUSA Policy Board shall serve for a term of one year (Commencement day at Noon to Commencement day at Noon). At the end of their tenure, all members must be reconfirmed by the outgoing Senate by the last transitional meeting.
This section was amended by student referendum March 6, 2008, and March 2, 2010 in accordance with the provisions of the HUSA Constitution.

Section 2 Powers
The HUSA Policy Board shall recommend policy pertaining to University-wide matters and shall serve as the highest judiciary entity in student government, except in those cases where other Student Government structures have priority and/or jurisdiction as indicated within this constitution.
Clause A. Shall have the exclusive power to interpret the constitution.
Clause B. Shall have the power to require, hear and approve all reports from HUSA concerning University-wide matters.
Clause C. Shall have the power to require and hear all reports from University-wide Committees of the H.U. Administration concerning University-wide matters.
Clause D. Shall have the power to require, hear and approve all reports from the Senate.
Clause E. Shall be required to submit a monthly report to the Senate.
This section was amended by student referendum March 4, 2004 and March 6, 2008 in accordance with the provisions of the HUSA Constitution.
Section 3. Procedures
The Policy Board shall be required to meet during the first full academic week of each month. A legally constituted meeting of the Policy Board shall consist of the majority of its voting members being present for its duration.

- Clause A. The Chair and the Vice-Chair of the Policy Board shall be elected from within the ranks of the Board’s members. The Chair and the Vice-Chair of the Policy Board shall retain their right to vote.
- Clause B. The Chair shall call and chair all meetings of the Policy Board and shall administer the President’s oath of office.
- Clause C. In the absence of the Chair, the Vice-Chair shall assume all duties and responsibilities of the Chair.
- Clause D. All business before the Policy Board must be approved by a two-thirds vote.
- Clause E. Special meetings of the Board may be called by the Chair or the President of the Executive Branch of HUSA when they feel that situations and problems dictate the necessity.
- Clause F. All meetings of the Policy Board shall be open to the students at large.
- Clause G. Participants and/or attendance may be limited to the membership of the Policy Board by a two-thirds majority vote of said body.

This section was amended by student referendum in Spring 2007 and 2008 in accordance with the provisions of the HUSA Constitution.

Section 4. Attendance
Clause A. Attendance is mandatory (an alternate of the respective student council may be sent) at all meetings of the Policy Board. All members must be given at least forty-eight (48) hours notice before the meeting. A twenty ($20) dollar fine will be levied against the member school for missing two (2) meetings with an additional twenty ($20) dollar fine for each subsequent meeting if an alternate was not present. Additional funds shall not be allocated to any school whose fines have not been honored.

Clause B. All members of the Policy Board shall attend two (2) one-hour sessions - One covering Robert’s Rules of Order and the other covering the responsibilities and powers of Policy Board Members respectively. These sessions shall be presided over by the Chairperson of the Policy Board and any other invited experts on this subject matter and shall take place during the transitional period. One session shall be held at each of the two transitional meetings.

This section was amended by student referendum March 6, 2008, in accordance with the provisions of the HUSA Constitution.

Article III
Executive Branch of HUSA

Section 1. The Executive Officers
The Executive Officers shall be the President and Vice President of HUSA. The HUSA President shall not serve more that two (2) consecutive terms in office.

Clause A. Duties of the President
Item 1- Shall take the following oath, administered by the Chairperson of the Policy Board on Commencement Day, before assuming the duties of his/her office. “The duties and responsibilities of the President of HUSA embrace many of the problems and concerns of Howard University and the community at large. In assuming this office, I pledge to direct my efforts, and that of my administration, toward upholding those principals enumerated in the Preamble of the HUSA Constitution and to strive for the unity of all people of color around the globe.”
Item 2- Shall present the State of the University Address at the first meeting of the Senate during the Spring semester.

Item 3- Shall coordinate all University-wide activities which directly affect HUSA.

Item 4- Shall present summer and annual budgets for the Executive Branch of HUSA to the Senate to receive that body’s recommendation and approval.

Item 5- Shall call special meetings of the Policy Board if the need arises.

Item 6- Shall sign all requisitions for funds of the Executive Office of HUSA and the Senate with the Financial Advisor.

Item 7- Shall assemble an executive staff with the approval of the Senate.

Item 8- Shall be charged with the responsibility for the appointment of students to the University-wide Committees of the H.U. Administration.

Item 9- Shall use the executive power vested in him/her to uphold and support the Constitution and Bylaws of HUSA; shall enforce the rulings of the Policy Board; shall implement the legislation of the Senate, and pursue courses of action in the interest of the student body.

Item 10- Shall have the power to sign those bills passed by Senate into law within five business days of their passage.

Item 11- Shall possess the power to veto bills passed by the Senate within five business days of their passage, subject to a potential override. In the event that the President fails to take action on the bill in question within five business days, it will become law.

Item 12- Shall have the power to make executive orders, in those situation where warranted, which can only be overturned by an act of the Policy Board with 2/3 majority. These executive orders will only carry the force of law during the term of office in which that President is elected.

Item 13- The President shall appear once a semester to give the Senate information on the State of the Student Body and recommend to their consideration such measures as the President shall judge necessary.

Item 14- Shall recommend elections administrators with the advice and consent of the HUSA Senate. This section was amended by student referendum October 5, 2004, and again on March 6, 2008 in accordance with the provisions of the HUSA Constitution.

Clause B. Duties of the Vice President.
Item 1- Shall assist the President in performing the functions of his office.
Item 2- Shall assume all responsibilities of the President in the event of his absence or removal.
Item 3- Shall serve as an official member of all committees of the Senate without a vote.

Section 2 Executive Staff
Clause A. The Executive Staff shall consist of the following hired by the President with the approval of the Senate.
Item 1-The Financial Advisor:
(a) Shall maintain accurate financial records of the HUSA Executive Office and Senate funds.
(b) Shall assist the President in formulating the budgets for Summer and annual operations to be presented to the Senate for its recommendations and approval.
(c) Shall submit budget reports every two months to the Senate to receive that body’s recommendations and approval.

Item 2-The Executive Secretary:
(a) Shall maintain communications and correspondence for HUSA under the direction of the President.
(b) Shall maintain the general upkeep of the office of the HUSA President, (coordination of files, taking messages, etc)
(c) Shall maintain a roster of all officers and elected members of HUSA.

Item 3-The Recording Secretary:
(a) Shall record, type and duplicate the minutes of Senate and Policy Board meetings, and make them available to the student body.
(b) Shall maintain a permanent record of all minutes as corrected.
(c) Shall call a meeting of the Senate to order in the absence of the President and Vice President and to preside until the election of a chairperson pro tem which should take place immediately. (d) Shall sign and certify all passed legislation.

Item 4- Chief of Staff:
(b) Shall provide leadership and effective management in all areas of staffing and personnel, project completion, information technology and development.
(c) Shall be the liaison for department directors and the President and Vice President
(d) Shall hold meetings in relation to projects, administrative progress and personnel-related issues
(e) Shall hold power to release department directors with approval of the majority of the following group of people: the Executive President, the Executive Vice President, the Executive Staff, and the HUSA Advisor.

Clause B. Members of the Executive Staff shall not hold any elected position in HUSA

This section was amended by student referendum in Spring 2015 in accordance with the provisions of the HUSA Constitution.

Section 3. HUSA Executive President Line of Succession

Clause A. The following shall be the line of succession should the HUSA Executive President and the HUSA Executive Vice-President both be unable to discharge their duties.

Item 1. If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a President nor Vice President to discharge the powers and duties of the office of President, then the Senate Chairperson shall act as President.

Item 2. If for some reason the current Senate Chairperson is unable to fulfill the responsibilities, requirements, or qualifications of the HUSA Executive President, the Senate shall meet and select either the Undergraduate Student Assembly Coordinator or the Graduate Student Assembly Coordinator to become the new HUSA Executive President. One must attain a 2/3 majority vote in order to be selected.

This section was amended by student referendum March 6, 2008, in accordance with the provisions of the HUSA Constitution.
Article IV
Senate

Clause A. The following shall constitute the membership of the Senate:

Item 1- Undergraduate and Graduate students from every school and college of Howard University.
Item 2- Representation from the Schools and Colleges shall be based on the formula of two (2) representatives for each school and college regardless of size or enrollment. Furthermore, any school with an enrollment of five hundred (500) students or more will receive one seat for every five hundred (500) students.
Item 3- Vice President of HUSA
Item 4- All elected Vice Presidents of the University’s Local Schools and Colleges Student Councils (Vice Presidents) are to be included as Non-Voting representatives of the Howard University Student Association Senate
  a. As Non-voting representatives, Vice Presidents are not allowed contribute to Quorum
  b. As Non-voting representatives, Vice Presidents have the same speaking privileges as voting Senators as expressed within the HUSA Senate By Laws
Item 5: Restrictions to Senate membership are as followed:
  a. Any staff member of HUSA (including but not limited to the President, Vice President, Financial adviser, Executive secretary, the recording secretary) cannot run for HUSA Senate while in office.
  b. Local college council members and UGSA members are permitted to join Senate if and only if they are not executive members, directors and/or chairs.
  c. Policy board members, GSA members and trustees are not permitted to run for HUSA Senate while in office.
  d. Senators are not allowed to be staff members of HUSA or hold any other elected position on HUSA, UGSA, or local school and colleges E-Boards; or be directors or chairs for local schools and colleges; or be Policy Board members; or elected members of GSA; or Student Trustees while in office.

This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution.
This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.
This section was amended by student referendum February 28, 2014, in accordance with the provisions of the HUSA Constitution.

Section 2. Powers and Responsibilities
The Senate shall be the student government body representing all the Student Councils of schools and colleges established by the Howard University Board of Trustees. Its function is to deal with the issues and concerns of the students collectively and it shall have the responsibility to exercise all the powers enumerated herein and those not specifically designated to the Policy Board.
Clause A. Shall be responsible for placing referenda on the ballot. Proposed Referenda pertaining to HUSA shall require a petition of not less than five percent (5%) of the student body. The petition must be presented to the Election Committee for review and certification of signatures.
Item 1- There shall be two (2) times when Referenda may be place on the ballot: during the General Election in the Spring; and during the Special Election held in the Fall.
Item 2- All Referenda which are reviewed by the Election Committee shall be reported to the Policy Board for informational purposes only.
Item 3-Proposed Referenda, which do not require the approval of the Board of Trustees shall become effective upon two-thirds approval of all who vote.

Clause B. Shall have the responsibility of insuring that yearly elections are held at the times designated and has the power to establish guidelines for election procedures where it does not conflict or interfere with that which is mandated by this Constitution. It shall establish an Election Committee whose primary responsibility shall be to enforce the Constitutional guidelines and those established by the Senate.

Clause C. Shall have the power to review and approve the HUSA budget.

Clause D. Shall require reports from all officers and Committee Chairman.

Clause E. Shall provide for functioning of HUSA on a 12 month basis from noon Commencement Day until noon the following Commencement Day at Noon.

Clause F. Shall have the power to recommend programs to the Executive Office of HUSA for its execution.

Clause G. Shall have the power of impeachment, to be used in cases of misconduct on the part of the HUSA President and/or Vice President.

Item 1-Recommendations from 2/3 of the Senate membership, accompanied by a petition signed by ten percent (10%) of the student population for that given year will be required to move for impeachment.

Item 2-Investigative hearings shall be held by a Special Investigation Committee established by the Senate.

(a) The committee shall be composed of the following members:
   i. Vice-Chairperson, Policy Board
   ii. A member of the Policy Board elected from its ranks by the body.
   iii. An Undergraduate member elected from the ranks of the Senate by the body.
   iv. A Graduate member elected from the ranks of the Senate by the body.
   v. If any of the above persons are unable to participate, it will be the responsibility of each of the governmental structures which they represent to select an alternate to replace him/her at these hearings.

(b) The Special Investigation Committee shall select one of its members to serve as chairperson.

(c) Hearings shall continue until all pertinent testimony has been given, after which time the Committee shall make its findings of fact know to the Senate. The Committees shall not make a recommendation in regard to removal from office.

(d) All members or their designees must be present to hear testimony.

Item 3-The Senate shall call a meeting to deal exclusively with the report of the Special Investigation Committee and other findings of fact. The defendant will be permitted to address the body following the committee’s report. Following the two presentations, the Senate shall consider and vote on the actual removal of the defendant from office. A 2/3 vote of the Senate shall be required for removal from office.

Clause H- Shall have the power to challenge a Presidential Veto

Item 1- In event of a presidential veto, the Senate can vote at the next regularly scheduled meeting (with quorum) following the issuance of the veto to override it.

Item 2-All veto overrides must have a 2/3 majority vote of the body.

This section was amended by student referendum March 4, 2004, and again in Spring 2007 in accordance with the provisions of the HUSA Constitution.

This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.

Section 3. Meetings

Clause A. The Senate shall meet on the first and third Wednesdays of every month.

Clause B. Meetings of the Senate shall be open to the student body unless a closed meeting is called by the voting body with 2/3 approval of the voting body.
This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution.

Clause C. All members of the Senate shall attend two (2) one-hour sessions - One covering Robert's Rules of Order and the other covering the responsibilities and powers of the Senate. These sessions shall be presided over by the Chairperson of the Senate and any other invited experts on this subject matter and shall take place during the transitional period. One session shall be held at each of the two transitional meetings.
This section was amended by student referendum March 6, 2008, in accordance with the provisions of the HUSA Constitution.
This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.

Section 4. Attendance
All members are subject to dismissal after two unexcused absences of the Senate or their designated committee meetings. All members shall be removed after four unexcused absences of the Senate or their designated committee meetings.
This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution.
This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.

Section 5. Officers
Clause A- A chair, vice chair, and parliamentarian shall be elected to run all Senate meetings unless otherwise noted in this document.
Clause B-All officers must be elected at the Second Transitional Meeting.
Clause C-All elected officers must be duly elected members of the Senate and cannot be the HUSA Vice President.
Clause D- Responsibilities of the Chair
Item 1. The chair shall run all meetings of the Senate.
Item 2. The Chair shall sign all legislation duly passed by the Senate.
Item 3. The chair shall only vote in the event of a tie.
Item 4. Shall appoint all committee members for Senate Standing Committees and Ad Hoc Committees.
Item 5. Shall present the Senate Operating budget to the Finance Committee for Review
This section was amended by student referendum October 5, 2004 and March 6, 2008 in accordance with the provisions of the HUSA Constitution
This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.

Section 6. Committees
Clause A- The Senate shall have five standing committees: Finance, General Elections, Constitutional Review, University and External Affairs Committee, and Student Advocacy.
Item 1. The Elections Committee
a). The Senate Elections Committee shall maintain oversight responsibility of all Elections.
b). Shall confirm Elections Administrators recommended by the HUSA President.
c). Shall draft the guidelines for all elections and submit them to the full Senate for debate and passage.
Item 2. The University and External Affairs Committee
a). Shall draft resolutions and/or legislation dealing with university policies and current affairs in the university community, and the global community.
Item 3. The Student Advocacy Committee
a). Shall hear the needs and concerns of the student body and act upon them in coalition with the HUSA Executive Office, UGSA, and GSA.

b). Shall address the needs and concerns of particular groups of students while empowering the student body by educating them about how to rectify some of their various issues.

c). Shall refer non-university wide issues to their specific schools/colleges or UGSA, GSA as they see fit.

Item 4. The Constitutional Review Committee

a). Shall review the HUSA Constitution and made recommendations.

b). Shall assure that amendments passed by the Senate are forwarded to the Elections Committee and placed on the ballot for the next election day.

Item 5. The Finance Committee

a). Shall be entrusted with the authority to review and report on the budget and expenditures of the HUSA Executive Office and Senate, as well as any and all branches, departments, councils, committees and ancillary organizations of the aforementioned bodies.

b). The Financial Advisor of HUSA shall serve as a nonvoting member of the committee.

c). The Committee will be responsible for the passage of individual program budgets, as they deem necessary.

d). May subpoena all financial documents and officials of HUSA, including those mentioned in this document.

e). Shall have the exclusive power to review all applications for organizational funding and make recommendations for funding to the full Senate.

f). Shall have the exclusive power to oversee and review the Student Activity Fee, the procedures which govern it, and the distribution thereof and make the necessary recommendation to the full Senate, the HUSA Executive Office, the Policy Board, appropriate University- Wide Committees, Administrators, and the Board of Trustees.

g). Shall receive monthly financial reports from the HUSA Financial Advisor and oversee the approved HUSA budget.

Clause B- The Standing Committees shall be required to meet once between each regularly scheduled meeting of the Senate.

Clause C- Each Standing Committee shall consist of no more than twenty percent of the voting membership of Senate.

Clause D- Each representative of the Senate will compose the committee membership and no representative shall serve on more than one committee as a voting member.

Clause E- Ad-hoc committees shall be developed as the need arises at the discretion of the chair and the membership of the Senate.

This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution

This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.

ARTICLE V

The Undergraduate Student Assembly

We, the Undergraduate Students of Howard University, form this Assembly: to meet the needs of the Undergraduate Schools and Colleges and the community at large; to develop, maintain and coordinate joint programs between the Undergraduate Schools and Colleges; and to promote firm reciprocal continuance of this relationship after graduation.
Section 1. Name and General Function
Clause A. The Undergraduate Student Assembly (UGSA) shall have the responsibility for instituting and implementing programs and affairs which utilize the combined skills of students of the member schools.
Clause B. The UGSA shall have the responsibility for Undergraduate student self-government and will act as an advisory board to supervise, coordinate and implement programs and affairs which utilize the combined skills of students of the member schools.
Clause C. The UGSA shall function on a twelve (12) month basis with the term of office being from noon Commencement Day to the following Commencement Day at noon.

Section 2. Structure, Elections, and Membership
Clause A. Representation from the Undergraduate Schools and Colleges shall be based on the formula of three (3) representatives for each school and college regardless of size or enrollment.
This section was amended by student referendum March 6, 2008, in accordance with the provisions of the HUSA Constitution.
This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.

Item 1- There shall be a Coordinator of UGSA. This person shall be selected each year from within the UGSA representative voting body by a 2/3 majority vote.
Item 2- There shall be a Vice Coordinator of UGSA. This person shall be selected from within the UGSA representative voting body by a 2/3 majority vote.
Item 3- There shall be four (4) Standing Committees: (a) Public Relations (b) Program Committee, (c) Budget Committee (d) Executive Committee.
Item 4- Item 4- The Programs Director for the HUSA Executive Office shall attend the meetings of the UGSA for the coherence of the programming entities of HUSA.
Item 5- All voting members shall be required to serve on at least one of the standing Committees.
Item 6- The Voting membership of UGSA shall consist of the Vice President of the Student Councils and the representatives, exclusive of the Coordinator who shall vote only in case of a tie.
Clause B. Representatives shall be elected in accordance with the HUSA Constitution.
This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution.
This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.

Section 3. Functions
Clause A. The functions of the Undergraduate Student Assembly shall include the following:
Item 1- To promote programs in the interest of the Undergraduate Schools.
Item 2- To appropriate funds and review expenditures of all funds of UGSA.
Item 3- To determine stipends for officers, committee chairperson, and Vice Presidents for their member Student Councils.
Item 4- To require reports from all officers and committee chairpersons.
Item 5- To expel any Representative if, during his/her term in office, he/she has three consecutive absence at monthly meetings.
Item 6- To establish the criteria for the removal of Representatives.
Item 7- To remove the Coordinator and/or Vice Coordinator of UGSA:
(a.) A quorum at a regular monthly meeting shall be sufficient to call a Special Meeting of the Voting body of the UGSA with the exclusive purpose of considering and acting upon removal.
Section 4. Officers

The officers of UGSA shall be the Coordinator, Vice Coordinator and Financial Advisor.

Clause A. The Coordinator of UGSA

Item 1 - Shall chair all formal meetings of UGSA

Item 2 - Shall vote only in case of a tie during official meetings of UGSA.

Item 3 - Shall implement Robert’s Rules of Order (Revised) for conducting meetings.

Item 4 - Shall issue a statement of affairs report to UGSA and the Undergraduate Schools at the end of each semester.

Item 5 - Shall appoint an Administrative and a Recording Secretary with a 2/3 vote of approval of UGSA.

Item 6 - Shall aid the preparation of the summer and annual budget of UGSA.

Item 7 - Shall sign with the Budget Chairperson all requisition for funds of UGSA.

Item 8 - Shall serve as official spokesman and representative of the UGSA.

Item 9 - Shall coordinate and supervise the Executive Office of UGSA.

Item 10 - Shall determine office procedures and guidelines with the approval of the Executive Committee.

Clause B. The Vice Coordinator of UGSA

Item 1 - Shall assist the Coordinator in performing the function of his/her office.

Item 2 - Shall assume all responsibilities of the Coordinator in the event of his/her absence or removal.

Item 3 - Shall serve as an official member of all Standing Committees without a vote.

Item 4 - Shall vote at all UGSA meetings.

Clause C. The Financial Advisor

Item 1 - Shall be selected each year from within the UGSA representative voting body by a 2/3 majority vote.

Item 2 - Shall maintain accurate financial records of UGSA.

Item 3 - Shall formulate the budgets for summer and annual operations, with the assistance of the Coordinator, to be presented to the body for its recommendations and approval by a 2/3 vote.

Item 4 - Shall submit a budget report at each regular monthly meeting of UGSA.

Item 5 - Shall submit his/her financial records for review to the Budget Committee.

Section 5 Executive Staff

The Executive Staff shall consist of an Administrative Secretary and a Recording Secretary.

Clause A. The Administrative Secretary

Item 1 - Shall maintain communications and correspondence for UGSA under the direction of the Coordinator.

Item 2 - Shall maintain the general upkeep of the UGSA offices (coordination of files, taking messages, etc.).

Item 3 - Shall maintain a roster of all UGSA members.

Item 4 - Shall supervise the disbursement of office supplies.
Item 5 - Shall record minutes of UGSA meetings when the Recording Secretary is absent.

Clause B. The recording Secretary

Item 1 - Shall record, type and duplicate the minutes of all official UGSA meetings, and make them available to the UGSA membership.

Item 2 - Shall maintain a permanent record of all minutes as corrected.

Item 3 - Shall be responsible for the communication of all UGSA business.

Item 4 - Shall work in close liaison with all Standing and Ad Hoc Committees.

Clause C. The Administrative and Recording Secretaries of UGSA shall not have a vote at UGSA meetings.

Section 6 Meetings

Clause A. UGSA shall meet the second Tuesday of each month. A legally constituted meeting shall consist of a majority of its voting members being present for the duration of the meeting.

Clause B. UGSA meetings shall be open to the students of the member schools and colleges unless a closed meeting is called by the voting body with 2/3 approval of the voting body.

Section 7 Committees and Duties

Clause A. There shall be two types of Committees:

Item 1 - Standing

(a) Chairperson shall be elected from within the ranks of UGSA Representatives-Officers and Vice President excluded by a majority vote, except where otherwise noted in this document.

Item 2 - Ad Hoc

(a) Chairperson shall be elected from within the ranks of UGSA Representatives-Officers excluded by a majority vote.

Clause B. There shall be (5) Standing Committees:

Item 1 - Public Relations - Shall be responsible for publicizing programs and events, collect and distribute all communiqués and, finally, to enhance the overall potential of UGSA.

Item 2 - Programs - Shall be responsible for the coordination of all UGSA-sponsored affairs and will receive, respond and act upon all requests made by sources external to UGSA.

Item 3 - Grievence - Shall receive, hear and resolve any and all problems, including referendum, recall and amendment, existing in the member schools and colleges collectively and/or individually. This committee shall seek out and hear complaints from any student or organization of the member colleges.

Item 4 - Budget - Shall manage all financial transactions of UGSA and is authorized to audit the Treasurer’s records of any member school on recommendation from the Grievance Committee with 2/3 approval of the voting body. If this case shall arise, the school whose Treasurer’s records are under investigation shall not vote to approve or disapprove the audit of its financial records. The Financial Advisor shall chair this committee.

Item 5 - Executive - Shall consist of the Coordinator who will chair, the Vice Coordinator, the Financial Advisor and all committee chairmen. It will be responsible for reviewing committee recommendations. It will meet periodically at the Coordinator’s request to determine the overall State of Affairs of UGSA.

Clause C. All voting member of UGSA shall be required to serve on at least one of the Standing Committees.

Clause D. Ad Hoc committees shall be formulated whenever the voting body of UGSA deems it necessary.

This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution.

This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.
Article VI
The Graduate Student Assembly
We, the Graduate and Professional Students of Howard University, form this Assembly to: meet the needs of the Graduate and Professional Schools and the community at large; to develop, maintain and coordinate joint programs between the Graduate and Professional Schools; and to promote firm, reciprocal continuance of this relationship after graduation.

Section 1. Name and General Function
Clause A. The Graduate Student Assembly shall have the responsibility for instituting and implementing programs and affairs which utilize the combined skills of students of the member schools.
Clause B. The GSA shall have the responsibility for Graduate Student self-government and will act as an advisory board to supervise, coordinate, and implement programs and affairs which utilize the combined skills of students or the member schools.
Clause C. The GSA shall function on a twelve (12) month basis with the term of office being from noon Commencement Day to the following Commencement Day at noon.

Section 2. Structure and Elections
Clause A. Representation from the Graduate and Professional Schools shall be based on the formula of three (3) representatives for each school and college regardless of size or enrollment.
Item 1- There shall be a Coordinator of GSA. This person shall be selected each year from within the GSA representative voting body by a 2/3 majority vote.
Item 2-There shall be a Vice Coordinator of GSA. This person shall be selected from within the GSA representative voting body by a 2/3 majority vote.
Item 3-Student Council Vice Presidents cannot seek nor occupy the position of Coordinator, Vice-Cooperator, or chairperson of a Standing Committee.
Item 4- The Programs Director for the HUSA Executive Office shall attend the meetings of the GSA for the coherence of the programming entities of HUSA.
Item 5-All voting members shall be required to serve on a least one of the standing Committees.
Item 6-The Voting membership of GSA shall consist of the elected representatives, exclusive of the Coordinator who shall vote only in case of a tie.
Clause B. Representatives shall be elected in accordance with the HUSA Constitution.
This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution.
This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.

Section 3 Functions
Clause A. The functions of the Graduate Student Assembly shall include the following:
Item 1-To promote programs in the interest of the Graduate and Professional Schools.
Item 2-To appropriate funds and review expenditures of all funds of GSA.
Item 3-To determine stipends for officers, committee chairpersons, and Vice Presidents for their member Student Councils.
Item 4-To require reports from all officers, and committee chairpersons.
Item 5-To expel any Representative if, during his/her term in office, he/she has three consecutive absence at monthly meetings.
Item 6-To establish the criteria for the removal of Representatives.
Item 7-To remove the Coordinator and/or Vice Coordinator of GSA:
(a) A quorum at a regular monthly meeting shall be sufficient to call a Special Meeting of the Voting body of the GSA with the exclusive purpose of considering and acting upon removal.

(b) \( \frac{3}{4} \) vote of those voting at a Special Meeting where a quorum is present is sufficient to remove the Coordinator and/or Vice Coordinator.

(C) In the event the Coordinator and/or Vice Coordinator are impeached they shall still retain the representative seat for their school or college.

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*

**Section 4. Officers**

The officers of GSA shall be the Coordinator, Vice Coordinator and Financial Advisor.

Clause A. The Coordinator of GSA

Item 1- Shall chair all formal meetings of GSA.

Item 2- Shall vote only in case of a tie during and official meeting of GSA.

Item 3- Shall implement Robert’s Rules of Order (Revised) for conducting meetings.

Item 4- Shall issue a Statement of Affairs Report to GSA and the Undergraduate Schools at the end of each semester.

Item 5- Shall appoint an Administrative and a Recording Secretary with a 2/3 vote of approval of GSA.

Item 6- Shall aid the preparation of the summer and annual budget of GSA.

Item 7- Shall sign with the Budget Chairperson all requisition for funds of GSA.

Item 8- Shall serve as official spokesman and representative of the GSA.

Item 9- Shall coordinate and supervise the Executive Office of GSA.

Item 10- Shall determine office procedures and guidelines with the approval of the Executive Committee.

Clause B. The Vice Coordinator of GSA

Item 1- Shall assist the Coordinator in performing the function of his/her office.

Item 2- Shall assume all responsibilities of the Coordinator in the event of his/her absence or removal.

Item 3- Shall serve as an official member of all Standing Committees without a vote.

Item 4- Shall vote at all GSA meetings.

Clause C. The Financial Advisor

Item 1- Shall be selected each year from within the GSA representative voting body by a 2/3 majority vote.

Item 2- Shall maintain accurate financial records of GSA.

Item 3- Shall formulate the budgets for summer and annual operations, with the assistance of the Coordinator, to be presented to the body for its recommendations and approval by a 2/3 vote.

Item 4- Shall submit a budget report at each regular monthly meeting of GSA.

Item 5- Shall submit his/her financial records for review to the Budget Committee.

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution*

**Section 5 Executive Staff**

The Executive Staff shall consist of an Administrative Secretary and a Recording Secretary.

Clause A. The Administrative Secretary

Item 1- Shall maintain communications and correspondence for GSA under the direction of the Coordinator.
Item 2—Shall maintain the general upkeep of the GSA offices (coordination of files, taking messages, etc.).
Item 3—Shall maintain a roster of all GSA members.
Item 4—Shall supervise the disbursement of office supplies.
Item 5—Shall record minutes of GSA meetings when the Recording Secretary is absent.

Clause B. The recording Secretary
Item 1—Shall record, type and duplicate the minutes of all official GSA meetings, and make them available to the GSA membership.
Item 2—Shall maintain a permanent record of all minutes as corrected.
Item 3—Shall be responsible for the communication of all GSA business.
Item 4—Shall work in close liaison with all Standing and Ad Hoc Committees.

Clause C. The Administrative and Recording Secretaries of GSA shall not have a vote at UGSA meetings.

Section 6 Meetings
Clause A. GSA shall meet the second Tuesday of each month. A legally constituted meeting shall consist of a majority of its voting members being present for the duration of the meeting.
Clause B. GSA meetings shall be open to the students of the member schools and colleges unless a closed meeting is called by the voting body with 2/3 approval of the voting body.

Section 7 Committees and Duties
Clause A. There shall be two types of Committees:
Item 1—Standing
(a.) Chairperson shall be elected from within the ranks of GSA Representatives—Officers and Vice President excluded—by a majority vote, except where otherwise noted in this document.
Item 2—Ad Hoc
(b.) Chairperson shall be elected from within the ranks of GSA Representatives—Officers excluded—by a majority vote.
Clause B. There shall be (4) Standing Committees:
Item 1—Public Relations—Shall be responsible for publicizing programs and events, collect and distribute all communiqués and, finally, to enhance the overall potential of GSA
Item 2—Programs—Shall be responsible for the coordination of all GSA-sponsored affairs and will receive, respond and act upon all requests made by sources external to GSA.
Item 3—Budget—Shall manage all financial transactions of GSA and is authorized to audit the Treasurer’s records of any member school on recommendation from the Grievance Committee with 2/3 approval of the voting body. If this case shall arise, the school whose Treasurer’s records are under investigation shall not vote to approve or disapprove the audit of its financial records. The Financial Advisor shall chair this committee.
Item 4—Executive—Shall consist of the Coordinator who will chair, the Vice Coordinator, the Financial Advisor and all committee chairmen. It will be responsible for reviewing committee recommendations. It will meet periodically at the Coordinator’s request to determine the overall State of Affairs of GSA.
Clause C. All voting member of GSA shall be required to serve on at least one of the Standing Committees.
Clause D. Ad Hoc committees shall be formulated whenever the voting body of GSA deems it necessary.
**Article VII**

**Finance**

The Howard University Student Association is entrusted with the coordination of an overall thrust for student interests and concerns and assisting in determining the future direction of the University. As such, the HUSA Executive and Senate hereby establish the following policies and procedures regarding HUSA finances.

This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution

**Section 1. Source**

The Howard University Student Association shall be funded by seventy percent (70%) of the Student Activity Fee paid annually by each full-time student and any acceptable contributions.

This section was amended by student referendum in Spring 2015 in accordance with the provisions of the HUSA Constitution

**Section 2. Allocations**

The Student Activity Fee shall be apportioned in the following manner:

**Clause A.** Each year twenty three percent (23%) of the Student Activities Fee shall be apportioned to the local school and college Student Councils in the following manner:

- **Item 1** - Each Council shall be guaranteed 1 percent (1%) of the 23% percent SAF appropriation.

- **Item 2** - After allocating 1 percent (1%) to each student council, the remainder of the 23% percent (9%) of SAF appropriation shall be allocated to the Councils based on the populations of their local schools and colleges:
  - a) The amount of remaining funds shall be divided by the total number of Graduate and Undergraduate students. That number shall be used as the Individual Student Allocation or ISA.
  - b) Each Student Council shall receive the remaining SAF appropriation an amount equal to the ISA multiplied by the respective number of enrolled students in their local school or college.

- **Item 3** - All Student Councils must submit their budgets to the Senate Finance Committee in order to receive their SAF appropriations.

- **Item 4** - Each academic year, the College of Arts and Sciences Student Council shall allocate ten percent (10%) of the sum of its SAF resources collected from Fine Arts students to the Fine Arts Trust Fund. Said resources may only be used for programming and policies affecting Fine Arts Students.

**Clause B.** Fifteen and one half percent (15.5%) shall be allocated for each UGSA and GSA respectively.

**Clause C.** Ten percent (10.5%) shall be allocated to the Senate as follows:

- **Item 1** - Five percent (5%) shall be utilized to fund University wide programs and initiatives proposed, developed and executed by University recognized organizations.

- **Item 2** - Four (4%) shall be utilized for the funding of Student Organizations to be distributed by the HUSA Executive Office.
Item 3 – One percent (1%) shall be allocated to the Senate Finance Committee for the Operations of the Policy Board and the Senate to be divided evenly.

Item 4- One half percent (0.5%) shall be allocated for the Operation of Fall Special and Spring General Elections.

Clause D. Six and one half percent (6.5%) shall be allocated to the HUSA Executive Office.
Item 1 – These funds are to provide for the following:
   (a) The President’s stipend
   (b) The Vice President’s stipend
   (c) Executive Staff salaries
   (d) Office supplies and equipment
   (e) All Programs and Initiatives of the HUSA Executive Office.

Item 2 President’s and the Vice President’s stipend shall not exceed the amount announced each year by the office of Financial Aid and Student Employment as the average cost for a student to attend that particular school or college in which he/she is enrolled.

Item 3 Item 2 of Clause D of the HUSA constitution and any clauses outlined in the individual Student Council Constitutions shall govern Presidential/Vice Presidential stipends and individual Student Council spending.

Clause E. Twelve percent (12%) shall be allocated for the Bison Yearbook for each full-time student.

Clause F. Two and one half (2.5%) percent shall be allocated for the support of Intramural and Recreational Activities.

This section was amended by student referendum in Spring 2015 in accordance with the provisions of the HUSA Constitution

Section 3. Student Activities Fee Committee Source and Authority
Clause A. Thirty percent (30%) of the Student Activities Fee shall be allocated to the office of the Vice President for Student Affairs, for support of the University Center, University-wide activities, Special Programs, Student Newspaper (Hilltop).

Clause B. The Student Activity Fee Committee (SAFC) shall be the ultimate authority regarding the collection, allocation, distribution, and impoundment of the thirty percent (30%) of the SAF allocated to the office of the Vice President of Student Affairs.

This section was amended by student referendum in Spring 2015 in accordance with the provisions of the HUSA Constitution

Section 4: Student Activities Fee Committee Membership
Clause A. The Chair of the SAFC will be the Vice President of Student Affairs.

Clause B. The Vice President of Student Affairs may appoint two university administrators to serve on the SAFC.

Clause C. All other members of the SAFC will be selected by the HUSA Executive with the advice of the Senate and the Howard University Vice President of Student Affairs. The final decision regarding an appointment will be left to the HUSA President. The remainder of the SAFC membership will consist of the following:
(i) Four Non Elected Undergraduate Students  
(ii) Two Non Elected Graduate Students  
(iii) The Chairman/Chairwoman of the Senate Finance Committee  
(iv) Two Academic Professors  
(v) Two Elected Student Government Leaders  
(vi) One Elected Graduate Student  
(vii) One Non Traditional Student (as defined by legislation)  

Item 1- The HUSA Executive will provide three students to serve as committee staff members for the SAFC. *This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution*  

**Section 5: Requirements of the SAFC Chair**  
Clause A. The Vice President of Student Affairs shall provide the SAFC with all pertinent documentation when allocating SAF resources.  

Clause B. The Vice President of Student Affairs will consult the SAFC when allocating significant portions of the student activities fee granted him/her by the HUSA constitution.  

Clause C. The Vice President for Student Affairs will provide the SAFC with a written explanation as to why SAF resources are being utilized.  

Clause D. If two thirds of the SAFC disagrees with the allocation of funds and the Vice President of Student Affairs still insists on allocating said funds, he/she can do so; however, written report must be submitted to the HUSA Senate explaining the necessity for the allocation.  

*This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution*  

**Section 6: Requirements of the SAFC**  
Clause A. SAFC is mandated to meet at least twice a month. Effective School Year 2010-2011, the first meeting of the each session shall take place no later than the second week of the academic year.  

Clause B. The SAFC may develop their own bylaws regarding the collection, allocation, and distribution of SAF resources; however, those bylaws must be approved by the Senate and Board of Trustees.  

Clause C. All meetings of the SAFC shall be open to the public and cannot be closed for any reason. Therefore, meetings of the SAFC shall be publicized and should be held in a venue that can reasonably accommodate the public.  

*This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution*  

**Section 7: Constitutional Mandate**  
All structures within HUSA must abide by this Constitution to be entitled to any allotment of the student activities fee.
Section 8: Legislative Authority
Those subjects not explicitly discussed in this section of the constitution are left to the Senate and Board of Trustees for action.

This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution

ARTICLE VIII
Amendments
Section 1. Procedures for Amending the Constitution
Clause A. Amendment to this Constitution shall be originated by 2/3 vote at two (2) consecutive meetings of the voting body or the Senate (absolute). After this process, the Senate shall then propose amendment or amendments placed on ballot to be approved by a 2/3 majority of those students voting in a University-wide Referendum.

ARTICLE IX
Enactment of This Constitution
Section 1. Constitutional Approval
Clause A. This constitution shall be considered enacted if approved by 2/3 majority vote of those students voting in a University-wide Referendum. Item 1-Once enacted, this Constitution shall be the governing document of HUSA and become subject to evaluation on a semester basis by the Evaluations Committee of HUSA.
I never had a policy; I have just tried to do my very best each and every day.
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<td>• Arts and Sciences A-L ONLY 12PM</td>
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<td>• Arts and Sciences M-Z ONLY</td>
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<td>• STUDENT LIFE &amp; ACTIVITIES</td>
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<td>• CAMPUS BBQ</td>
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—Abraham Lincoln
Love all, trust a few, do wrong to none.
2016 | AUGUST

21 SUNDAY

- William Shakespeare

22 MONDAY

- UGSA ALL WHITE PARTY 8PM-12PM

23 TUESDAY

- FORMAL CLASSES BEGIN
- PAGEANT APPLICATIONS AVAILABLE

24 WEDNESDAY

- UGSA RELATIONSHIP PANEL 6PM-8PM
- Refunds for Seniors and Juniors

25 THURSDAY

- MASCOT TRYOUTS 5PM - 7PM BLACKBURN MUSIC LISTENING ROOM

26 FRIDAY

- LAST DAY OF FALL 2016 REGISTRATION
- Deadline to receive 100% refund of tuition/fees
- Deadline for students checking out of Residence Halls to receive a prorated (daily rate) refund of their housing charges. (Students will be assessed 50% of housing charge upon checking out after this date)
- Refunds for Sophomores and Freshmen
- Deadline for receipt of approved applications for Intra-University Transfer for Fall 2016 in the Office of the Registrar

27 SATURDAY

HOVERD UNIVERSITY
Wisdom is knowing what to do next; virtue is doing it.

- ROYAL COURT INFORMATIONAL MEETING 6:30PM - 8:30PM BLACKBURN FORUM
- MASCOT TRYOUTS 5PM - 7PM BLACKBURN MUSIC LISTENING ROOM
- PAGEANT APPLICATION DUE BY 5PM - STUDENT LIFE & ACTIVITIES
- Deadline for students to add, change or cancel meal plan charges
- PAGEANT INTERVIEWS
- PAGEANT INTERVIEWS
### September 2016

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**4 Sunday**
- Pageant Interviews

**5 Monday**
- University Closed - Labor Day Observed

**6 Tuesday**
- Local Based Council (LBC) Meeting 6PM
- Professional Fraternal Council (PFC) Meeting 7:30PM
- Pageant Rehearsals Begin

**7 Wednesday**
- Independent Fraternal Council (IFC) Meeting 6PM
- University Association of Student Organizations (UASO) Meeting 6PM
- National Pan-Hellenic Council (NPHC) Meeting 7:30PM
- HUSA Senate Meeting 7PM

**8 Thursday**
- Blackburn University Center

**9 Friday**
- Registration holds for Spring 2017 applied to all accounts with a balance greater than zero

**10 Saturday**
- Howard University

---

—David Star Jordan, *The Philosophy of Despair*
Character is much easier kept than recovered.
2016 | SEPTEMBER | 18 SUNDAY

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18 19 20 21 22 23 24
25 26 27 28 29 30

--Thomas Paine--

19 MONDAY

20 TUESDAY
• LOCAL BASED COUNCIL (LBC) MEETING 6PM
• PROFESSIONAL FRATERNAL COUNCIL (PFC) MEETING 7:30PM

21 WEDNESDAY
• ORGANIZATIONAL/SERVICE FAIR 1PM - 4PM BLACKBURN BALLROOM
• INDEPENDENT FRATERNAL COUNCIL (IFC) MEETING 6PM
• UNIVERSITY ASSOCIATION OF STUDENT ORGANIZATIONS (UASO) MEETING 6PM
• NATIONAL PAN-HELENIC COUNCIL (NPHC) MEETING 7:30PM
• HUSA SENATE MEETING 7PM BLACKBURN UNIVERSITY CENTER

22 THURSDAY

23 FRIDAY
• OPENING CONVOCATION Cramton Auditorium, 11:00 A.M. (Classes suspend from 10:00 A.M. - 1:00 P.M.)

24 SATURDAY

187
The measure of a man’s real character is what he would do if he knew he never would be found out.
2016 | OCTOBER

2 SUNDAY

ROSH HASHANAH
(BEGINS AT SUNDOWN)

- MR. & MISS CNASH PAGEANT
4PM - 6PM BLACKBURN BALLROOM

— Thomas Babington Macaulay

3 MONDAY

- MR. & MISS SOE PAGEANT
7PM - 9PM BLACKBURN BALLROOM

4 TUESDAY

- LOCAL BASED COUNCIL (LBC) MEETING 6PM
- PROFESSIONAL FRATERNAL COUNCIL (PFC) MEETING 7:30PM
- MR. & MISS CEACS PAGEANT
7PM - 9PM BLACKBURN BALLROOM

5 WEDNESDAY

- INDEPENDENT FRATERNAL COUNCIL (IFC) MEETING 6PM
- UNIVERSITY ASSOCIATION OF STUDENT ORGANIZATIONS (UASO) MEETING 6PM
- NATIONAL PAN-HELLENIC COUNCIL (NPHC) MEETING 7:30PM
- MR. & MISS SOB PAGEANT
7PM - 9PM BLACKBURN BALLROOM
- HUSA SENATE MEETING 7PM BLACKBURN UNIVERSITY CENTER

6 THURSDAY

- MR. & MISS SOC PAGEANT
7PM - 9PM BLACKBURN BALLROOM

7 FRIDAY

- Deadline to receive 50% refund of tuition/fees
- MR. & MISS COAS PAGEANT
7PM - 9PM BLACKBURN BALLROOM

8 SATURDAY

- ROYAL COURT BOOTCAMP RETREAT 12PM - 5PM BLACKBURN MUSIC LISTENING ROOM

HOWARD UNIVERSITY

1867
The right to do something does not mean that doing it is right.
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | |

**16 SUNDAY**

- MR. & MISS HOWARD UNIVERSITY CORONATION 7PM BLACKBURN UNIVERSITY CENTER BALLROOM

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**17 MONDAY**

- Spring 2017 payment plan opens with zero down payment option
- Deadline for students checking out of Residence Halls to receive 25% refund of housing charges
- Deadline for students checking out of meal mandated Residence Halls and/or withdrawing from the University to receive 25% of meal plan charges
- HOMECOMING Pep Rally (Greene Stadium)

---

**18 TUESDAY**

- LOCAL BASED COUNCIL (LBC) MEETING 6PM
- PROFESSIONAL FRATERNAL COUNCIL (PFC) MEETING 7:30PM
- Homecoming Educational Event (Blackburn University Center)

---

**19 WEDNESDAY**

- INDEPENDENT FRATERNAL COUNCIL (IFC) MEETING 6PM
- UNIVERSITY ASSOCIATION OF STUDENT ORGANIZATIONS (UASO) MEETING 6PM
- NATIONAL PAN-HELLENIC COUNCIL (NPHC) MEETING 7:30PM
- HUSA SENATE MEETING 7PM BLACKBURN UNIVERSITY CENTER

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**20 THURSDAY**

- HONOR SOCIETY COUNCIL (HSC) MEETING 6PM
- HOMECOMING LGBT Reception/Fundraiser (main campus)
- HOMECOMING Fashion Show (Cramton Auditorium)

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**21 FRIDAY**

- Deadline to receive 25% refund of tuition/fees (Last day for tuition/fees refunds)
- HOMECOMING Presidential University State of The Union Address (SDB Auditorium)
- HOMECOMING YARDFEST (main quadrangle)
- HOMECOMING Step Show (Burr gymnasium)

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**22 SATURDAY**

- HOMECOMING TAILGATE (Howard Center Parking Lot)
- HOMECOMING FOOTBALL GAME vs NCAT (Greene Stadium)
- HOMECOMING Presidential Soirée (The Newseum)
<table>
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<tr>
<th>Date</th>
<th>Events</th>
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<tbody>
<tr>
<td>23 SUNDAY</td>
<td>HOMECOMING Alumni Fashion Show &amp; Brunch</td>
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<td>HOMECOMING GOSPEL SHOW (Cramton Auditorium)</td>
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<td>Try not to become a man of success but rather try to become a man of value.</td>
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<td>24 MONDAY</td>
<td>Spring 2017 Registration begins for SENIORS</td>
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<td>BisonWeb is available for registration from 9AM to midnight each day</td>
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<td>Graduation Application available via BisonWeb for Spring 2017 prospective candidates</td>
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<td>25 TUESDAY</td>
<td>Spring 2017 Registration begins for JUNIORS</td>
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<td>BisonWeb is available for registration from 9AM to midnight each day</td>
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<tr>
<td>26 WEDNESDAY</td>
<td>Spring 2017 Registration begins for SOPHOMORES</td>
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<td>BisonWeb is available for registration from 9AM to midnight each day</td>
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<td>SAFE SPACE INTERGROUP DIALOGUE</td>
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<tr>
<td>27 THURSDAY</td>
<td>Spring 2017 Registration begins for FRESHMEN &amp; UNDECIDED</td>
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<td>BisonWeb is available for registration from 9AM to midnight each day</td>
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<td>28 FRIDAY</td>
<td>Spring 2017 Registration begins for GRADUATES</td>
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<td>BisonWeb is available for registration from 9AM to midnight each day</td>
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<td>SUITE TREATS 2PM BLACKBURN SUITE 117</td>
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<tr>
<td>29 SATURDAY</td>
<td>College of Arts and Sciences Senior Comprehensive Examinations in major fields for prospective December 2016, May 2017 and Summer 2017 graduates</td>
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<td>Spring 2017 Payment Plan Opens</td>
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NOVEMBER

30 SUNDAY

OCTOBER

–Albert Einstein

1 TUESDAY

NOVEMBER

• Priority deadline for receipt of 2017-2018 Free Application for Federal Student Aid (FAFSA) for Prospective and Continuing Students
• Who’s Who Among Students in American Universities and Colleges APPLICATION AVAILABLE
• LOCAL BASED COUNCIL (LBC) MEETING 6PM
• PROFESSIONAL FRATERNAL COUNCIL (PFC) MEETING 7:30PM

2 WEDNESDAY

• INDEPENDENT FRATERNAL COUNCIL (IFC) MEETING 6PM
• UNIVERSITY ASSOCIATION OF STUDENT ORGANIZATIONS (UASO) MEETING 6PM
• NATIONAL PAN-HELLENIC COUNCIL (NPHC) MEETING 7:30PM
• HUSA SENATE MEETING 7PM
BLACKBURN UNIVERSITY CENTER

3 THURSDAY

4 FRIDAY

• LAST DAY TO WITHDRAW FROM A COURSE
• LAST DAY TO COMPLETE A TOTAL WITHDRAWAL FROM THE UNIVERSITY
• LAST DAY TO REQUEST INSTITUTIONAL SHORT-TERM EMERGENCY LOAN

5 SATURDAY

• FRATERNITY & SORORITY AFFAIRS IN-SERVICE DEVELOPMENT TRAINING 12PM - 3PM
• ELECT HER CONFERENCE
BLACKBURN GALLERY LOUNGE

HOWARD UNIVERSITY
<table>
<thead>
<tr>
<th>DATE</th>
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<tr>
<td>Nov 6</td>
<td>Sunday</td>
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<td>Nov 7</td>
<td>Monday</td>
<td>• Royal Court Fine Dining &amp; Business Etiquette 7PM Blackburn Gallery Lounge</td>
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<td>Nov 8</td>
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<td>• Suite Treats 2PM Blackburn Suite 117</td>
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<td>Nov 11</td>
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<td>• University Closed - Veterans Day Observed</td>
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13 SUNDAY

14 MONDAY

15 TUESDAY

• LOCAL BASED COUNCIL (LBC) MEETING 6PM

• PROFESSIONAL FRATERNAL COUNCIL (PFC) MEETING 7:30PM

16 WEDNESDAY

• INDEPENDENT FRATERNAL COUNCIL (IFC) MEETING 6PM

• UNIVERSITY ASSOCIATION OF STUDENT ORGANIZATIONS (UASO) MEETING 6PM

• NATIONAL PAN-HELLENIC COUNCIL (NPHC) MEETING 7:30PM

• HUSA SENATE MEETING 7PM

• BLACKBURN UNIVERSITY CENTER

• SAFE SPACE INTERGROUP DIALOGUE

17 THURSDAY

• HONOR SOCIETY COUNCIL (HSC) MEETING 6PM

18 FRIDAY

19 SATURDAY

–Ralph Waldo Emerson

HOWARD UNIVERSITY
Quality means doing it right when no one is looking.
27 SUNDAY

- UNIVERSITY CLOSED - THANKSGIVING RECESS - No dining services provided during recess.

- Henry Ford

28 MONDAY

- FINAL EXAMINATIONS FOR PROSPECTIVE FALL 2016 GRADUATES

29 TUESDAY

- FINAL EXAMINATIONS FOR PROSPECTIVE FALL 2016 GRADUATES

30 WEDNESDAY

- DEADLINE FOR STUDENTS TO CLEAR SPRING 2016 INCOMPLETE GRADES WITH INSTRUCTORS
- Deadline for payment of institutional short-term emergency loans

1 THURSDAY

- FORMAL CLASSES END
- Students without a financial hold may begin to pay $200 Advanced Payment for RSVP Housing Deposit for the 2016-2017 academic year. (Continuing students only)

2 FRIDAY

- SUITE TREATS 2PM
  BLACKBURN SUITE 117
- UGSA MIDNIGHT BREAKFAST 10PM-12AM
- LAST DAY OF FALL PROGRAMMING

3 SATURDAY

HOWARD UNIVERSITY
Laws control the lesser man.
Right conduct controls the greater one.
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<td>• Final Exams</td>
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<td>• Final Exams</td>
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<td>• Residence Halls closed at NOON (No meal plans provided this day)</td>
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<td>• Payment-in-full due for Spring 2017 (ALL Students)</td>
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A man cannot be comfortable without his own approval.
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<th>CHRISTMAS DAY</th>
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<td>• UNIVERSITY CLOSED - WINTER BREAK</td>
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Mark Twain, “What Is Man?”, 1906

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HOWARD UNIVERSITY
If we are ever in doubt about what to do, it is a good rule to ask ourselves what we shall wish on the morrow that we had done.
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- **January 8**: Formal classes begin
- **January 9**: Consortium Registration
- **January 11**: Refunds for Seniors and Juniors
- **January 12**: Last day for Spring 2017 registration
- **January 13**: Payment-in-full is due for students who register for the first time during the late registration period
- **January 14**: Deadline to receive 100% refund of tuition/fees
- **January 15**: Refunds for Sophomores and Freshmen
- **January 16**: Deadline for receipt of approved applications for Intra-University Transfers for Spring 2017 in Office of the Registrar

*–John Lubbock*
You can easily judge the character of a man by how he treats those who can do nothing for him.
SUITE TREATS 2PM
BLACKBURN SUITE 117

COUNCIL OF FRATERNAL ORGANIZATIONS (CFO) – RECRUITMENT CYCLE BEGINS

FRATERNITY & SORORITY AFFAIRS IN-SERVICE DEVELOPMENT TRAINING 12PM - 3PM
Never let your sense of morals prevent you from doing what's right.
- Isaac Asimov

**Monday, February 6, 2017**

- **Who’s Who Among Students in American Universities and Colleges RECEPTION 6PM - 8PM GALLERY LOUNGE**

**Tuesday, February 7, 2017**

- **SUITE TREATS 2PM BLACKBURN SUITE 117**

**Wednesday, February 8, 2017**

- **Registration holds applied for all accounts with a balance greater than zero**

**Friday, February 10, 2017**

- **FRATERNITY & SORORITY AFFAIRS IN-SERVICE DEVELOPMENT TRAINING 12PM - 3PM**
**SUNDAY**

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*LINCOLN’S BIRTHDAY*

To thine own self be true, and it must follow, as the night the day, thou canst not then be false to any man.

**MONDAY**


**TUESDAY**

**VALENTINE’S DAY**

- **LOCAL BASED COUNCIL (LBC) MEETING 6PM**
- **PROFESSIONAL FRATERNAL COUNCIL (PFC) MEETING 7:30PM**

**WEDNESDAY**

- **INDEPENDENT FRATERNAL COUNCIL (IFC) MEETING 6PM**
- **NATIONAL PAN-HELLENIC COUNCIL (NPHC) MEETING 7:30PM**
- **HUSA SENATE MEETING 7PM**
  - BLACKBURN UNIVERSITY CENTER

**THURSDAY**

- **HONOR SOCIETY COUNCIL (HSC) MEETING 6PM**

**FRIDAY**

- Deadline to receive 50% refund of tuition/fees
- Deadline for students checking out of Residence Halls to receive 25% refund of housing charges
- Deadline for students checking out of meal mandated Residence Halls and/or withdrawing from the University to receive 25% of meal plan charges

**SATURDAY**


**HOWARD UNIVERSITY**
2017 | FEBRUARY

19 SUNDAY

20 MONDAY

21 TUESDAY

22 WEDNESDAY

23 THURSDAY

24 FRIDAY

25 SATURDAY

UNIVERSITY CLOSED - PRESIDENTS’ DAY OBSERVED

- Review RSVP points for Housing Selection 2017-2018
- Eligible students can make online housing selections for those who submitted their Advanced Rent Payment
(Continuing Students Only)

WASHINGTON’S BIRTHDAY

SUITE TREATS 2PM
BLACKBURN SUITE 117

FRATERNITY & SORORITY
AFFAIRS IN-SERVICE
DEVELOPMENT TRAINING
12PM - 3PM

--William Shakespeare, “Hamlet”
A man has to live with himself, and he should see to it that he always has good company.
• ROYAL COURT TRAINING WORKSHOP 7PM
BLACKBURN MUSIC LISTENING ROOM

• LOCAL BASED COUNCIL (LBC) MEETING 6PM
• PROFESSIONAL FRATERNAL COUNCIL (PFC) MEETING 7:30PM

• SUITE TREATS 2PM BLACKBURN SUITE 117
• INDEPENDENT FRATERNAL COUNCIL (IFC) MEETING 6PM
• UNIVERSITY ASSOCIATION OF STUDENT ORGANIZATIONS (UASO) MEETING 6PM
• NATIONAL PAN-HELLENIC COUNCIL (NPHC) MEETING 7:30PM

• HONOR SOCIETY COUNCIL (HSC) MEETING 6PM

• Deadline to receive 25% refund of tuition/fees (Last day for tuition/fees refunds)

• UNIVERSITY CLOSED - SPRING RECESS, Purim (Begins at sundown)
• UNIVERSITY CLOSED - SPRING RECESS: No dining services provided during recess
Dignity consists not in possessing honors, but in the consciousness that we deserve them.
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**Monday, March 20, 2017**

- Senior Comprehensive Examination in major fields for College of Arts and Sciences prospective May, Summer, and December 2017 graduates

**Tuesdays, March 21, 2017**

- Local Based Council (LBC) Meeting 6PM
- Professional Fraternal Council (PFC) Meeting 7:30PM

**Wednesdays, March 22, 2017**

- Independent Fraternal Council (IFC) Meeting 6PM
- National Pan-Hellenic Council (NPHC) Meeting 7:30PM

**Thursdays, March 23, 2017**

**Fridays, March 24, 2017**

- Council of Fraternal Organizations (CFO) – Recruitment Cycle Ends

**Saturdays, March 25, 2017**

- Senior Comprehensive Examination in major fields for College of Arts and Sciences prospective May, Summer, and December 2017 graduates
Better keep yourself clean and bright; you are the window through which you must see the world.
2017 | APRIL

2
SUNDAY

--George Bernard Shaw

3
MONDAY

• MR. & MISS HOWARD UNIVERSITY CONTESTANT PANEL 5PM - 7PM HILLTOP LOUNGE

4
TUESDAY

• LOCAL BASED COUNCIL (LBC) MEETING 6PM
• PROFESSIONAL FRATERNAL COUNCIL (PFC) MEETING 7:30PM
• MR. & MISS HOWARD UNIVERSITY MEET & GREET 12PM - 4PM BLACKBURN LOWER LEVEL

5
WEDNESDAY

• INDEPENDENT FRATERNAL COUNCIL (IFC) MEETING 6PM
• UNIVERSITY ASSOCIATION OF STUDENT ORGANIZATIONS (UASO) MEETING 6PM
• NATIONAL PAN-HELLENIC COUNCIL (NPHC) MEETING 7:30PM
• HUSA SENATE MEETING 7PM BLACKBURN UNIVERSITY CENTER
• MR. & MISS HOWARD UNIVERSITY CLOSED INTERVIEWS

6
THURSDAY

• MR. & MISS HOWARD UNIVERSITY PAGEANT VOTING 8AM - 3PM
• MR. & MISS HOWARD UNIVERSITY PAGEANT 7PM CRAMTON AUDITORIUM

7
FRIDAY

• LAST DAY TO WITHDRAW FROM A COURSE
• LAST DAY TO COMPLETE A TOTAL WITHDRAWAL FROM THE UNIVERSITY

8
SATURDAY

HOWARD UNIVERSITY

1867
Let us be grateful to the mirror for revealing to us our appearance only.
• Summer 2017 Registration begins for Continuing Students
• BisonWeb is available for registration from 9AM to midnight each day

• LOCAL BASED COUNCIL (LBC) MEETING 6PM
• PROFESSIONAL FRATERNAL COUNCIL (PFC) MEETING 7:30PM

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• NATIONAL PAN-HELLENIC COUNCIL (NPHC) MEETING 7:30PM
• HUSA SENATE MEETING 7PM BLACKBURN UNIVERSITY CENTER

• HONOR SOCIETY COUNCIL (HSC) MEETING 6PM

• FRATERNITY & SORORITY AFFAIRS IN-SERVICE DEVELOPMENT TRAINING 12PM - 3PM
Every time I've done something that doesn't feel right, it's ended up not being right.
• DEPARTMENTAL EXAMINATIONS
• Deadline for students to clear Fall 2016 incomplete grades with instructors

• DEPARTMENTAL EXAMINATIONS

• FINAL EXAMINATIONS

• FINAL EXAMINATIONS

• FINAL EXAMINATIONS

• FINAL EXAMINATIONS

• FINAL EXAMINATIONS
We judge ourselves by what we feel capable of doing, while others judge us by what we have already done.
Henry Wadsworth Longfellow, “Kavanagh,” 1849

- Residence Halls close at 5:00 PM.

- Residence Halls open for check-in of Summer Session I residents.
You don’t carry in your countenance a letter of recommendation.

• FORMAL CLASSES BEGIN
• Consortium Registration
• Initial Financial Aid disbursement for Summer 2017 Session I (Undergraduate and Graduate Students)
• Deadline to receive 100% refund of tuition/fees

RAMADAN (begins at sundown)
–Charles Dickens, “Barnaby Rudge”
LIBRARIES:

Howard University Library System
202-806-7250

Library of Congress
202-707-6500

Catholic University
202-319-5077

George Mason University
703-525-1500

George Washington University
202-994-6558

Trinity Washington University
202-884-9350

Martin Luther King, Jr.
202-727-1111

American University
202-885-3200

Gallaudet University
202-651-5220

Georgetown University
202-687-7607

Marymount University
703-284-1533

University of the D.C.
202-274-5104

EMERGENCY

Campus Police
202-806-1100

Fire/Police/Ambulance
911

CRISIS HOTLINES & SUPPORT:

Al-Anon/Ala-teen
202-882-1334

Cancer Hotline
1-800-4-CANCER

Drug Abuse
1-800-662-HELP

STD Hotline
1-800-227-8922

AIDS Information
202-332-AIDS

Diabetes Hotline
1-800-232-3472

Rape Crisis Center
202-333-RAPE

TRAVEL:

Greyhound Bus Service:
Union Station (Metro Red Line)
2 Massachusetts Ave NE
Washington Union Station, DC 20052
1-800-231-2222

Megabus Bus Service:
Union Station (Metro Red Line)
2 Massachusetts Ave NE
Washington Union Station, DC 20052
1-877-462-6342

Boltbus Bus Service:
Union Station (Metro Red Line)
2 Massachusetts Ave NE
Washington Union Station, DC 20052
1-877-265-8287

Amtrak:
Union Station (Metro Red Line)
2 Massachusetts Ave NE
Washington Union Station, DC 20052
1-800-USA-RAIL

America West Airlines:
1-800-235-9292

American Airlines:
1-800-433-7300

British Airways:
1-800-247-9297

Continental Airlines:
1-800-523-3273

Delta Airlines:
1-800-221-1212

Northwest Airlines:
1-800-225-2525

United Airlines:
1-800-864-8331

USAir:
1-800-428-4322

Ronald Reagan Washington National Airport:
Ronald Reagan Washington National Airport
Station (Metro Blue & Yellow Lines)
1 Aviation Circle
Washington, DC 20001
703-417-8000

Washington Dulles International Airport:
The Washington Flyer bus from Falls Church Metro Station (Metro Orange Line)
1 Saarinen Circle
Dulles, VA 20166
703-572-2700

Baltimore Washington International Thurgood Marshall Airport:
BWI Express/B30 service from Greenbelt Metro Station (Metro Green Line) every 40 minutes, 7 days a week
7062 Elm Road
Baltimore, MD 21240
410-859-7111
TRAVEL:

Greyhound Bus Service:
Union Station (Metro Red Line)
2 Massachusetts Ave NE
Washington Union S (e), DC 20052
1-800-231-2222
www.greyhound.com

Boltbus Bus Service:
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Amtrak.com

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Continental Airlines:
1-800-523-3273

Northwest Airlines:
1-800-225-2525

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BWI Express/B30 service from Greenbelt Metro Station (Metro Green Line) every 40 minutes, 7 days a week
7062 Elm Road
Baltimore, MD 21240
410-859-7111
**PUBLIC TRANSPORTATION**

**Metro:**
Gallery Place Station (Metro Red, Yellow & Green Lines)
600 5th Street NW
Washington, DC 20001
202-637-7000
http://wmata.com http://wmata.com/rider_tools/mobile_services.cfm (mobile)

**Smartrip Cards:** $2 (without money on it)

**Stations Near Howard:**
- U Street/African-Amer Civil War Memorial/Cardozo (Metro Yellow & Green Lines)
- Shaw-Howard U (Metro Green & Yellow Lines)

Airport Express Buses: Metrobus 5A service to Dulles International Airport and Metrobus B30 service to Baltimore Washington International Thurgood Marshall Airport.

*Metro riders can take advantage of free bus-to-bus transfers within a two-hour time period and discounted transfers between rail and bus by using a SmarTrip® card.*

**Note:** Bus drivers do not carry money or make change. Please have your pass or exact fare ready when you board.

**Other Local Public Transportation Bus Services:**

- Ride-On (Montgomery County, MD) (301) 217-7433
- The Bus (Prince George's County, MD) (301) 883-5600
- DASH (Virginia) (703) 370-3274

**Taxi Cabs:**
- Capitol Cab (202) 546-1974
- Dial-a-Cab (202) 829-4222
- Diamond Cab (202) 387-6200
- Yellow Cab (202) 544-1212
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<tr>
<th><strong>STUDENT INFORMATION GUIDE, continued</strong></th>
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<th><strong>Vending &amp; Licensing Service</strong></th>
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<tr>
<td>Center, Room 401</td>
<td>Howard Center, Suite 725</td>
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<td>202-806-2414</td>
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<td>202-806-5857</td>
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<td><strong>Blackburn Center Information Desk</strong></td>
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PLAN AND MANAGE YOUR TIME EFFICIENTLY
Plan all of your activities; utilize the calendars, a Day-Timer or other resources to help you keep track of important tasks, course assignments, examination dates, registration periods, and deadline dates as well as your campus activities.

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

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

STAY IN TOUCH WITH YOUR FAMILY
Keep your family informed about your progress; they want to know that you are doing well. Family support increases your chances for success as well as helps you to make the transition to campus life.
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KEYS TO ACADEMIC SUCCESS

MEET YOUR ADVISOR AND CHAIRPERSON
Maintain contact with your advisor to:

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

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

WHEN YOU HAVE A PROBLEM

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

IF YOU HAVE A PROBLEM WITH YOUR CLASSES

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

USE ACADEMIC AND SUPPORT CENTERS

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

READ ALL HOWARD UNIVERSITY PUBLICATIONS CAREFULLY
You are responsible for reading and adhering to all academic and institutional policies including, but not limited to, all of those presented in the Howard University Bulletin (Catalog), H-Book, Student Reference Manual, (print and online version). These resources contain information about the history of Howard University; the various educational programs of study; the official University calendar; academic requirements; faculty, advisors, and administrative officers; campus resources; course scheduling and registration; and all other University policies, regulations and procedures.
ENGLISH PLACEMENT
To enroll in Freshman English, your SAT Writing test score or your ACT English test score must exceed the cut-off score: 450 and above for SAT Writing and 18 and above for ACT English. If your scores exceed the cut-off score, you may register for any open section of ENGL 002 (except the one section designated for English majors). If you declared English as your prospective major, you will be able to register for the course.

Math Placement
The Math Placement Examination (MPE) is administered through McGraw-Hill's Assessment and Learning in Knowledge Spaces (ALEKS) program. ALEKS is a web-based, artificially intelligent assessment and learning system that quickly and accurately assesses a student's level of mathematic proficiency. ALEKS provides the advantages of one-on-one instruction, 24/7, from virtually any web-based computer. Upon completion of the initial diagnostic assessment, a customized learning plan will be generated for each student. Students will be able to complete their learning plan prior to taking the mandatory on-campus Math Placement Exam during New Student Orientation. The MPE results will determine math course eligibility and placement. Academic Advisers will be available during New Student Orientation to answer questions regarding major/program requirements.

Foreign Language Placement
The Language Placement Examination (LPE) is administered to every student who has a language requirement for their Major. The LPE is administered through AVANT’s Placement Assessment program. AVANT's Placement Assessment is a web-based, artificially intelligent assessment and learning system that quickly and accurately assesses a student's level of language proficiency in Arabic, Chinese (Traditional and simplified), Spanish, French, German, and Japanese. AVANT provides the advantages of grouping and placing students, 24/7, from any web-based computer. AVANT's Placement Assessments are quick, convenient, and engage students with real-world content in Reading, Contextualized Grammar, Writing, and Speaking. The LPE must be taken prior to enrollment/registration, or no later than the first week of class. Exceptions can be made through Study Abroad, Transferred Credits, and/or further placement testing.

CONSORTIA AND EXCHANGE PROGRAMS

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

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

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

For more information on consortia and domestic exchange programs contact room 105 in the Administration building or call (202) 806-2709.
WHAT YOUR ADVISOR EXPECTS OF YOU

Students have a responsibility to:

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

CHOOSING A MAJOR

A major is a series of courses required for a concentration in a specific department. A minor is a combination of courses taken to support the major or broaden your perspective.

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

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

ADVANCED PLACEMENT (AP) CREDIT

Entering students may receive credit for work completed in secondary school under the Advanced Placement Program administered by the College Board. In order to be considered for credit, you must submit AP test results to your dean or advisory center. A minimum score of 4 is required in each subject for which credit is sought.

TRANSFER CREDITS

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

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

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

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

Finding an Academic Advisor

Students enrolled in all undergraduate schools and colleges are assigned advisors to assist them in planning and following a given educational program of study. An Advisor's assistance is invaluable in helping students define a given program of study or career goal. If you have declared a major, look in the Student Reference Manual and Directory of Classes or on Banner Web for Students at Howard University's official website for advisory/registration information and the name of the advisor in your major who has been assigned to you. If your major is undecided, go to the Office of Undergraduate Studies, Center for Academic Excellence for a consultation.

When to See an Advisor

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

What to Expect of Your Advisor

Students have a right to expect their advisor to:

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

2731 Georgia Avenue, NW
(202) 806-2661

The Howard University Community Association was established on December 2, 1996 for the purposes of increasing the public’s accessibility to the life of the campus community, and facilitating the University’s involvement in the life of the neighboring communities. The Association is an important community resource for information about University-sponsored programs, activities, services and special events available to the public. It is also a focal point for the University’s community-based planning and consensus-building efforts aimed at improving the quality of life in neighborhoods surrounding Howard’s campuses. These have included housing rehabilitation, historic preservation and new construction in the LeDroit Park, Pleasant Plains, Bloomingdale and Shaw communities; infrastructure improvements; human service programming; economic development, cultural heritage and regional recreation planning activities. The Community Association also actively engages community members and their leadership from area neighborhoods in a number of ways by: convening Community Advisory Committee meetings and periodic working group meetings around community issues that members identify as important to them; representing the University at Advisory Neighborhood Commission and civic association meetings and other local government agency meetings; and participating in city or community sponsored workshops, charities, seminars and forums.
Bison Pride Beyond Howard University

As a fully vested member of the Howard University legacy and architect for her future, every stakeholder is expected to uphold the rich legacy and ideals of Howard University. Our actions, good or bad, reflect on Howard University. As such, the University Community and our neighbors place high expectations on you to represent yourselves and this institution in the best possible way.

Moving off campus is a major transition that brings a great deal of excitement and independence. It is a privilege which carries responsibilities. Whether you are an undergraduate moving off campus, a new transfer student, or a graduate student, you assume special responsibilities when you move about the surrounding areas or live off campus. When choosing to live off campus, it is important to identify and understand the responsibilities as both a member of the University and the community. Not only must you continue to be serious about pursuing your academic endeavors, you now have the added responsibility of representing yourself and the name of this great institution with great pride and dignity.

Your off campus community is your new neighborhood. It is a neighborhood with specific community standards to which all individuals are expected to adhere. Your new neighborhood consist of communities made up of families, young professionals, retired persons, young children and a variety of other individuals. You and these individuals make up the rich fabric of the surrounding neighborhoods that you live in.

As a Howard University student, you are expected to be a good neighbor who participates in the life of the community by having positive interactions with your neighbors and working through differences with meaningfully dialogue and respectful actions. The University is here to work with you and our community partners. Occasionally, when and if incidences arise, the University reserves the right to take appropriate action to protect the health and well-being of an individual and/or the University community. Community incidences deemed as violations of the Student Code of Conduct will be reviewed and processed by the appropriate University authority.

Although you have moved off campus, you remain a valued and integral part of the Howard University community. Continue to regularly be involved in University events and activities. Stop by the Blackburn University Center, Burr Gym, Rankin Chapel, Undergraduate Studies and other campus locations, as you continue your academic pursuits. Stay active in student organizations; the campus is still yours to enjoy. However, we must share the community with our neighbors. Be engaged in all that the University and the community have to offer!

For more information about living beyond the University as a Howard student, please contact Valarie G. Turner, Ph.D., Director, Office of Off-Campus Housing and Community Engagement (OCHCE) at (202) 806 - 9216.
The Office of Off-Campus Housing and Community Engagement (OCHCE) seeks to enhance sophomore and above classified students whom reside off campus with rewarding, experiential learning and growth experiences reflective of the University’s core values of Truth, Excellence, Leadership and Service. As residential citizens in a diverse local and global community it is of paramount importance that the ideals of mutual respect, community awareness and engagement are represented by our off campus Bison as they continue to serve as exemplars of the University.

SERVICES
The office of OCHCE seeks to:
• Establish, promote and enforce Howard University's expectations regarding appropriate conduct and behavior when living off-campus.
• Provide access to off-campus living resources and information for Howard University students, parents, staff, faculty and other stakeholders.

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

Howard University or the Office of Off Campus Housing and Community Engagement is not responsible for any problems or circumstances that may arise when renting properties located on the off campus partners website or in the referral listings obtained from the office. **We do not screen the property or landlord; therefore, it is your responsibility to inquire accordingly.**

OTHER RESOURCES PROVIDED
- Community Living Tips
- Community Living Seminars
- Transportation Resources
- Renters’ Rights & Responsibilities Information
- Community Safety & Security Information
- Conflict Resolution Service

SAVE THE DATE ACTIVITIES
- Open House: August 2016
- Address Verification Review: Beginning September 2016 - completion
- Off Campus Living Educational: Sessions Monthly, beginning September 2016
- Bison Renters' 101 – “Thinking About Moving Off Campus” : November 2016, February 2017
- Annual Off Campus Housing Fair: April 2017
SCHOOL OF LAW LIBRARY

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

ENTERPRISE TECHNOLOGY SERVICES

Phone: 202-806-2020

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

The Information Lab @Technology Center (iLab)

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

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

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

Microsoft Office Suite, Adobe Creative Suite, SPSS, SAS, and Mathematical Founders Library

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

ResNet

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

ETS iLab

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

Phone: 202-806-0660

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

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

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

Phone: 202-806-2020
See http://www.Howard.edu/library/Reference/Contacts/SubjectSpecialists.htm. Also, sign up for one of the free classes on searching online catalogs, the Internet, or databases of scholarly articles. For class descriptions and schedule see http://www.founders.Howard.edu/Reference/classes.html. For further information, call (202) 806-7252.

**LOAN SERVICES**

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

**AUXILIARY FACILITIES**

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

**OTHER LIBRARIES AND RESEARCH COLLECTIONS**

Moorland-Spingarn Research Center (located in Founders Library)

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

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

**Library Hours**

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

**TECHNOLOGY AROUND THE CAMPUS**

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

**DIGITAL AUDITORIUM AND SMART CLASSROOMS**

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

**LOUIS STOKES HEALTH SCIENCES LIBRARY**

Located at 400 W St., NW, this four-story architecturally stunning information technology facility can store over 400,000 volumes, periodicals and electronically formatted material. The structure seats 615 people in spaces wired with power and data ports to support Internet and World Wide Web connectivity.
In 1867 the Howard University Library consisted of a small reading room and a few thousand books in the same building where classes were held. Today, the University Library System is among the nation's larger academic and research libraries. It consists of a central library group (the Founders Library/Undergraduate Library and branch libraries in the Schools of Architecture, Business, Divinity and Social Work); the Moorland-Spingarn Research Center; the Louis Stokes Health Sciences Library, the Law Library; the Ralph J. Bunche International Affairs Center Library; and the Afro-American Studies Resource Center. Together, these facilities contain more than 2.3 million volumes; 16,000 current journal subscriptions; 3.7 million microform pieces; 18,000 manuscripts; and thousands of audio-visual items. All persons visiting the University libraries must present a valid Bison Card or other valid photo identification (e.g. driver's license, consortium ID, employee ID). Access restrictions apply to children under 18 years of age. See admissions policy at http://www.Howard.edu/library/policy/general.htm.

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

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

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

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

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

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

The Divinity Library, located on the West campus at 2900 Van Ness St., NW, contains the African Heritage Collection and audiotapes from the Howard Thurman Educational Trust.

The Social Work Library, located in Inabel Burns Lindsay Hall, supports the School of Social Work's programs that focus on such areas as family and child welfare social policy, criminal justice, gerontology, displaced populations and social work in health and mental health care settings. Consult STERLING, the Libraries' on-line catalog, for holdings information at http://www.Howard.edu/library/Search/Connect.htm

The libraries provide reference assistance onsite, via telephone or e-mail, as well as through online tutorials and help guides. Reference personnel give tips for navigating the online catalog, answer basic questions, and make referrals. Contact the appropriate subject librarian for term paper advice or to schedule a 30-60 minute research consultation.
The Office of Career Services in Howard University’s official career center charged with delivering career programs and services that augment classroom instruction to produce career-ready graduates who are equipped to transition, with ease, from school to work. Connect with us by visiting our website and sign up for BisonCareerLink https://howard-csm.symplicity.com. Our programs and services include:

**JOBS AND INTERNSHIPS:** We have hundreds of companies who recruit directly from Howard University, to fill thousands of full time, part time, internships and other experiential learning positions. These positions are available for students in all majors from all schools and colleges. Employers are required to post all opportunities directly on BisonCareerLink. To access this database, log onto BisonCareerLink (howard-csm.symplicity.com), complete your profile, upload your resume (after getting it reviewed), and begin your job search immediately.

**MAJOR AND CAREER EXPLORATION:** One-on-one appointments with an OCS Career Specialist are also available to discuss major and career options by appointment only after you have taken the MyPlan Self assessments (Personality, Interest, Skills, Work Values). These one on-one sessions are typically 30 minutes long and are an excellent opportunity to get guidance to help you clarify your career and academic goals. Incoming freshman and transfer students who are undecided also have the opportunity to participate in the GROW Initiative program for additional assistance.

**SELF-ASSESSMENT TOOLS:** To make good major and career choices, begins with a good understanding of who you are (personality & values), what you like (interests) and the skills you have and/or need to develop to be successful in a particular career. The self-assessment tools offered by the Office of Career Services are designed to guide you in the right direction. The MyPlan assessment tool helps students and professionals plan more fulfilling lives by making well-informed decisions about their education and careers. Students can access the MyPlan self-assessment tool at http://ous.howard.edu/myplan. Create a FREE account, and enter the Access Code (please call or email OCS to receive the Access Code). Click Assessments and take all four assessments. Log on to BisonCareerLink to schedule an appointment with a Career Specialist to assess your results.

**RESUME REVIEWS AND WRITING:** Students are afforded the opportunity to have their resumes reviewed and receive valuable feedback prior to beginning their job search. OCS career specialists or employer representatives conduct resume review sessions throughout the semester on Tuesdays and Wednesdays 12pm-3pm in the Blackburn University Center's Reading Lounge. Students should bring a printed copy of their most up to date resume and be ready to receive constructive and valuable feedback on their resume. Students can also utilize the resume builder tool in BisonCareerLink to create a resume before getting it reviewed. At the resume critiquing sessions you will also receive, resume writing materials like sample objective statements and resumes.
**Bunche Brigade**

**What is it?**
The Bunche Brigade is a volunteer group of students who are interested in all things global and committed to increasing the number of Howard University students who study abroad! All members of the Brigade promote global education across campus and especially the activities of the Bunche Center.

**What is required?**
Availability to spend a minimum of 2 hours a week at the RBC. Availability to participate in activities like new student orientation, Accepted Students Day, admissions open houses, study abroad fairs on campus, etc.

**What do YOU get?**
The joy of being involved in the AMAZING Bunche Center activities! The opportunity to design your own events. The opportunity to engage with fellow students about your experience abroad and get them excited about what awaits them! Be the first to know about international opportunities (scholarships, fellowships, jobs, internships, etc.) before the rest of campus. And we’ll get some cool t-shirts too!

You can follow the Bunche Center on social media for the most up to date information and for scholarship, fellowship, internship, and job opportunities at:

- Ralph J. Bunche International Affairs Center-Howard University
- Bunche Center-HU
  @Bunche_Intl_HU
- Ralph Bunche Center-HU hubunchecenter

**For more information contact:**
Tonija Hope Navas Deputy Director
Ralph Bunche International Affairs Center
2218 6th St. NW
Washington, DC 20059
E-mail: bunchecenter@howard.edu
**RALPH BUNCHE INTERNATIONAL AFFAIRS CENTER**

**Ralph Bunche International Affairs Center**
Address: 2218 6th St. NW, 2nd Floor Washington, DC 22059

**Important Dates:**
- September 13th, 4pm-Workshop: Financing Study Abroad
- September 14th (Tentative)-Study Abroad Fair (Location TBD)
- September 15th, 10 am- Workshop: Financing Study Abroad
- October 7th -Deadline to apply for spring 2017 study abroad Programs
- November 14th18th, International Education Week-Various activities will be planned

**Global Programming at the Bunche Center**
Throughout the year the Bunche Center offers a variety of speakers/events meant to engage the Howard community around various global issues. Please stay tuned for the 2016-17 calendar of speakers and events.

**STUDY ABROAD: THE EXPERIENCE OF A LIFETIME**
Howard University is a global institution. We are preparing our students to be highly-skilled, culturally competent, leaders for the global community and as such, we believe that incorporating an international experience into your academic plan at Howard is an essential element towards achieving this goal. We invite every Howard student to visit the Ralph Bunche International Affairs Center to discuss opportunities available to you to live and learn in another country for a summer, a semester or a year!

**You are eligible to go abroad if:**
- You have spent a minimum of one year at Howard University;
- You have a minimum cumulative GPA of 3.0;
- You are in good financial standing with the university.

**You should then:**
- Visit the Bunche Center and meet with a study abroad advisor to determine the best program for you;
- Complete the application for your selected program provider;
- Complete the HU application, with signatures from faculty advisors and professors of equivalent courses and submit it to the Bunche Center.

*PLEASE NOTE: All course work must be taken on a “for credit” basis. Courses should not be taken as “audit” or “pass-fail.” All grades and credit hours will be calculated into the student’s Howard University cumulative GPA and recorded on the Howard University transcript.*

**Benefits of studying abroad:**
- According to a study from the UK, 97% of study abroad students found employment within 12 months of graduation, when only 49% of college graduates found employment in the same period;
- According to the Institute for the International Education of Students (IES) survey of over 3,500 alumni study of program alumni, Americans who studied abroad earned on average $7,000 more in starting salaries than their peers who didn’t go overseas;
- According to that same IES survey 76% of study abroad returnees said they “acquired skill sets that influenced their career path” and 62% felt that study abroad “ignited an interest in a career direction pursued after the experience,” and 96% of business students responded that their study abroad experience had made a difference in their career plans in a separate survey.
The Office of Undergraduate Studies:

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

OUS programs & services include:

- Academic advising and retention counseling for 1st and 2nd year students in selected schools and colleges
- New Student Orientation
- Comprehensive support in mathematics (including free math tutoring 7 days a week, and weekly mini-review sessions for selected math courses)
- Honor and scholarship resources and support
- Transfer student support services
- Study skills webinars, workshops, and courses
- Career advising and planning
- Experiential learning programs
- HU Parent Newsletter
The Student Support Services Program provides academic support services and activities that will increase student retention and graduation rates. Program services include academic advising, personal and career counseling, free individual tutoring, cultural activities, completion of FAFSA forms and skill development workshops. To be considered for the program, students must be U.S. citizens and first generation college, low-income or disabled.

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

**TRiO Programs at Howard University**
TRiO Programs are funded under Title IV of the Higher Education Act of 1965 and are administered by the U.S. Department of Education, Office of Federal TRiO Programs. The Programs are educational opportunity outreach and support programs designed to motivate students from low income and first generation backgrounds to seek educational excellence and to help them make the transition from secondary school to postsecondary education and baccalaureate programs. Over the years, the original three programs (Talent Search, Upward Bound and Student Support Services) have been expanded to eight - the name remains TRiO. Howard University has had a TRiO Program on its campus since 1965 when the University was funded to administer one of the pilot Upward Bound Programs. In 1991 there was subsequently funding for an Upward Bound Mathematics and Science Program. For more information, please call (202) 806-5132.

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

**Program Services**
- Academic, personal, and career counseling;
- Student assessments to help determine interests, abilities, and academic skills;
- Instructional classes in English, mathematics, foreign language, science, and computer applications;
- Assistance with college admissions and financial aid applications;
- College tours;
- Cultural and recreational excursions.

**Upward Bound Mathematics and Science**
The Howard University Upward Bound Mathematics and Science (UBMS) has been funded since 1991 to serve 50 participants annually. UBMS serves students from the District of Columbia and Maryland. The major thrust of the program is to increase student confidence in their mathematics and science ability so that they will pursue undergraduate majors and careers in mathematics and the sciences. UBMS offers qualified students an array of academic services including:

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

Communication between universities and parents regarding students is a perennial topic of discussion. Upon enrollment in college, students expect considerable independence and autonomy while parents expect to be kept apprised of their students' progress and well-being. With that balance in mind, The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. § 1232g, sets forth the information universities may disclose to parents about their students. This notice answers some frequently asked questions about how FERPA impacts Howard's ability to share information about students with parents.

What is FERPA?

FERPA is a federal law that grants certain privacy rights to all students attending a postsecondary institution, including Howard. Generally speaking, FERPA prevents universities from disclosing a student's "educational records" to a parent, without the student's consent.

What are education records?

Education records are records maintained by a university that contain information directly related to a student. Common examples of these records include but are not limited to grades, transcripts, course schedules, financial information, and discipline files.

What information can Howard disclose without a student’s consent?

Unlike education records, universities may disclose other information about students known as "directory information," unless a student requests otherwise in writing. Directory information includes but is not limited to a student's name, address, telephone number, e-mail address, photograph, date and place of birth, major, dates of enrollment, participation in officially recognized sports and activities, and honors and awards received.

Are there any exceptions to these rules?

Yes. FERPA allows universities to disclose information about a student's education record if:

• The student is considered a dependent of the parent seeking the information for federal income tax purposes.
• Necessary to protect the health or safety of the student or other persons within the university community, as limited by other federal and local laws that may apply.
• A student under the age of 21 has violated any federal, state, or local law or university policy governing the use or possession of alcohol or a controlled substance and the university determines the student has committed a disciplinary violation regarding such use or possession.

In accordance with FERPA, most problems are resolved at Howard without involving parents. The University recognizes, however, that there are some exceptional situations where parental involvement may be appropriate to assist a student through a difficult situation. Under those circumstances, Howard may (but is not required to) disclose information to parents if permitted by applicable laws. Because of these barriers to communication, we encourage parents to maintain an ongoing, open dialogue with their students.

For more information about FERPA or Howard’s Privacy Policies, please contact: Office of the Vice President for Student Affairs

2400 Sixth Street, Suite 201 Washington, D.C. 20059 202-806-2100

Revised 5/16

1 Under FERPA, “parent” is defined as natural parents, a legal guardian, or an individual acting as a parent in the absence of a parent or legal guardian. A step-parent may be considered a “parent” if the stepparent is present on a day-to-day basis with the natural parent and child and the other natural parent is absent from that home.
University Response

If you are a victim of sexual violence, you have rights and you have options. The Title IX Office of Sexual Harassment and Gender-based Discrimination Prevention exists to help you get the support you need. You have the right and you are strongly encouraged to file a complaint through the university and/or to explore other options.

A victim is strongly encouraged to report allegations of sexual assault to a Title IX Officer (The Title IX Coordinator or Deputy Title IX Coordinator). The Title IX Officer will immediately commence an investigation.

Title IX Coordinator:
• Candi N. Smiley, Esq.- 202-806-2550

The University is committed to providing victims of sexual assault with the resources they need to heal and thrive in the Howard University community.

Advocacy and Counseling Services

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

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

What to do if you or someone you know has become a victim of sexual assault or gender-based discrimination

If you feel you or someone you know has been a victim of sexual harassment and or gender-based discrimination you have rights, you have options, and Responsible Employees have an obligation to report. The Title IX Office of Sexual Harassment and Gender-based discrimination Prevention exist to help you get the support you need. You have the right and you are strongly encouraged to file a complaint through the university and/or to explore other options. Responsible Employees must report any known allegation or an allegation they have reason to know exists to the Title IX Officers.

A victim is strongly encouraged to report allegations of sexual harassment and gender-based discrimination to a Title IX Officer (The Title IX Coordinator or Deputy Title IX Coordinator). The Title IX Officer will immediately commence an investigation.

The University is committed to providing victims of sexual harassment and gender-based discrimination with the resources they need to heal and thrive in the Howard University community.
TITLE IX

Office of Sexual Harassment and Gender-based discrimination Prevention (SGP)

Howard University is committed to providing students with educational opportunities free from sexual harassment and discrimination based upon gender, gender expression, gender identity, sexual orientation, or marital status. In furtherance of this commitment, the University strives to maintain an environment in which all members of the University Community are: (a) judged and rewarded solely on the basis of ability, experience, effort, and performance; and (b) provided conditions for educational pursuits that are free from gender-based coercion, intimidation, or exploitation.

What Is TITLE IX?

Although Title IX is commonly associated with sex-based discrimination in athletics, the law is much broader. Title IX of the Education Amendments of 1972 is a federal law that provides:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.*

Title IX prohibits sex discrimination in all university programs and activities, including, but not limited to, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, housing, and employment. View Howard University Title IX Policy.

For more information about Title IX, visit the U.S. Department of Education’s website http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

What to do if you have been a victim of sexual assault?

Medical Services:

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

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

Students can also receive medical services at
Howard University Student Health Center
2159 Georgia Avenue, N.W.
Washington, D.C. 20059
Phone: (202) 806-7540

*Please Note* Rape Kits and SANE Exams are ONLY available at:
WASHINGTON HOSPITAL CENTER
110 Irving St. N.W. Washington, D.C. 20010
Phone: (202) 877-7000

Law Enforcement Assistance

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

The Howard University Department of Public Safety may be reached at:
Department of Public Safety
2244 10th Street, N.W., Suite 270
Washington, D.C. 20059
Phone: (202) 806-1100
**Medical Assistance**

- Students can go to the Howard University Hospital for medical services.
- The Student Health Center can provide health services and referrals.
- A Sexual Assault Exam is available at Washington Hospital Center. The exam includes preventive treatment for sexually transmitted infections, pregnancy and evidence collection. The exam is conducted by a Sexual Assault Nurse Examiner (SANE) who is a Registered Nurse with advanced training and certification in conducting sexual assault exams. The Network for Victim Recovery of DC (NVRDC) provides advocates on site.
- A rape kit and examination can be done for free at Howard University Hospital or Washington Hospital Center
- A police report is not required to receive medical assistance

**Advocacy, Support Services, Housing & Academic Accommodations**

- The Interpersonal Violence Prevention Program (IVPP) provides information, advocacy, and referrals for sexual assault, dating violence, domestic violence, and stalking. (*confidential source)

The Interpersonal Violence Prevention Program (IVPP) provides information, referrals and can connect students with an advocate (*confidential source).

- The Office of Student Services assists with academic and housing accommodations, referrals, disciplinary and judicial affairs.
- University Counseling Services provides individual and group counseling and psychotherapy, crisis intervention and consultation (*confidential source).
- The Office of Residence Life can assist with housing accommodations.
- DC Rape Crisis Center provides a crisis line, 24-hour advocacy, and counseling services.
- My Sisters Place provides a 24-hour crisis line and counseling services.

**Emergency Services**

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

**Title IX Coordinator: Candi Smiley, Esq., 202-806-2550**

- Investigates and ensures Title IX Compliance and implementation of university policies and procedures
Howard University

INTERPERSONAL VIOLENCE PREVENTION PROGRAM (IVPP)

202-238-2382, http://campussafetyfirst.howard.edu, Howard Center (Suite 508)

Resources and Referral Options

Medical Assistance
Howard University Hospital
202-865-6100
Student Health Center
202-806-7540
SANE Program
800-641-4028

Advocacy & Support Services
Interpersonal Violence Prevention Program*
202-238-2382
Office of Student Services
202-238-2420
University Counseling Services*
202-806-6870
DC Rape Crisis Center
202-232-0789

Emergency Services
On-Campus:
HU Department of Public Safety
202-806-1100
Off-Campus:
Metropolitan Police Department
911

Housing or Academic Accomodations
Office of Student Services
202-238-2420
Office of Residential Life
202-806-6131

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

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

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

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

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

Co-pays:

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

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

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

Insurance coverage for medical students and athletes will begin in July upon arrival to campus. For all other students, coverage begins August 1.
of tuberculosis screening. This documentation must be provided to the Student Health Center before any student will be permitted to register for classes. Students entering one of the university’s health science schools may have some additional requirements. Please check with that school for those requirements. Specific information on the health requirements can be obtained from the Student Health Center or from our website www.howard.edu/studenthealth by clicking on “medical forms.”

**APPOINTMENTS**

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

**URGENT CARE**

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

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

If transportation is needed from the dormitory to the Student Health Center or to the Howard University Hospital, staff personnel in the dormitory shall be notified who will place the telephone call to the campus police or to an ambulance for the transport. The ambulance service shall only be used for emergency/life-threatening conditions. The number for the Campus Police is (202) 806-1100. Failure to follow these procedures may result in the student paying for the ambulance cost.
interviews and counseling sessions are CONFIDENTIAL. Information provided to our staff will not be included in academic records. The exceptions to this practice are:

- When a counselor believes you present an imminent danger to yourself or others.
- When the life or safety of a readily identifiable third person is endangered.
- When a counselor believes that a child or vulnerable adult is being subjected to abuse, neglect, or exploitation.
- When disclosure is made necessary by legal proceedings.

Howard University Counseling Service is subject to the legal requirements of confidentiality and ethical codes of the American Psychological and/or American Psychiatric Associations.

STUDENT HEALTH CENTER

DIRECTOR: Michelle Carter, M.D.
2139 Georgia Avenue, NW (Suite 201), Washington, DC 20059
Phone (202)-806-7540
Fax (202)-806-7416
Studenthealth@howard.edu

Operating hours (School Year):
8:30 AM – 4:30 PM (Monday, Tuesday, Thursday, Friday), 8:30 AM – 6:30 PM (Wednesday)
CLOSED: 12:30-1:30 (daily)

SUMMER SESSION AND BREAKS:
Monday thru Friday 8:00 a.m. – 5:00 p.m.

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

PREVENTION AND PUBLIC HEALTH LAW

All students entering a school or college of the university for the first time or returning after an absence of a semester or more, are required to submit a completed report of medical history and immunization record. The university must be compliant with all public health laws, regulations and guidelines, related to prevention of communicable diseases.

Students who have not received the appropriate vaccines, risk contracting serious illness and infecting others, especially those who are pregnant or have chronic illnesses. Thus, all students enrolled at Howard University, must provide written proof of immunity to vaccine preventable diseases, as determined by the District of Columbia immunization law and documentation.
UNIVERSITY COUNSELING SERVICE

AYANA WATKINS-NORTHERN, PH.D., DIRECTOR
6th & Bryant Streets NW, Washington, DC 20059
Phone (202) 806-6870
Fax (202) 806-7299

Operation hours: 8:00 AM to 6:00 PM.
Walk-in intake hours: Monday, Wednesday, Friday 10:00 a.m. to 4:00 p.m.

UCS CRISIS LINE OPERATES ALL AFTER HOURS DURING THE WEEKDAYS, ALL WEEKENDS AND ALL HOLIDAYS. THE CRISIS LINE NUMBER IS (202) 345-6709.

The missions of the university and the Division of Student Affairs are fully supported by the University Counseling Services (UCS) through the provision of a full range of psychological services and training. These services address the varying levels of need for our student community and support psychological healthiness and optimal development of the individual. Our intention is to help enable the student to maximize the benefits of co-curricular experiences and to take fuller advantage of the supportive and academic programs offered by the university. It is through such self-development that the core values of Truth, Excellence, Leadership and Service are reflected in the individual.

The University Counseling Service (UCS) fosters the student’s healthy development of autonomy and well-being. The following information provides details about some of our procedures and policies:

ELIGIBILITY FOR SERVICES

The University Counseling Services are available to all currently enrolled Howard University students through student health insurance. Spouses may be included in sessions with the enrolled student, if appropriate. We primarily offer short term counseling and psychotherapy. We will provide referrals to community providers who have experience working with college students when extended services are requested or indicated. We can also help you determine when group counseling or group psychotherapy will be the most beneficial in addressing your concerns.

COUNSELING SERVICES

The Howard University Counseling Service offers a range of professional services for students wanting help with psychological issues, personal concerns, interpersonal issues, and crises.

Students are first seen by an intake counselor. Services are offered in the form of individual and/or group sessions, depending on what is indicated as the best intervention. Referral to on-campus and/or off-campus support sources may be decided if clinical needs are beyond what we can provide.

FIRST MEETING

Once you come in, you will be asked to complete a brief intake form and meet with an intake counselor. This information will help us better understand your situation and plan service. Then, we will schedule an appointment based on schedules.

CONFIDENTIALITY

The University Counseling Services is HIPAA compliant and no information, written or oral, will be released to other persons without the students written permission. All
STUDENT SERVICES

ELAINE HEATH, PH.D., DEAN
2225 Georgia Avenue, NW, Suite 725, Washington, DC 20059

Phone (202) 238-2420,
Fax (202) 588-9755,
TTD Services (202) 238-2425

Operation hours: 9:00 a.m. to 5:00 p.m.

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

ACCESSIBILITY SERVICES

Howard University is committed to providing access and reasonable accommodations to persons with documented disabilities in accordance with the American with Disabilities Act (ADA) of 1990, section 504 of the Rehabilitation Act of 1973, and in accordance with other pertinent federal, state and local disability and antidiscrimination law. The university, through its dis-ability services, in the office of student services will coordinate support services to assist students with disabilities to maximize their educational potential through their awareness of available services. Students, who need accommodations relative to their disabilities, and assistance in their academic program of study, must officially notify the office of special student services at the time of initial enrollment or at any time during their enrollment at Howard University. It is strongly encouraged that students with disabilities contact the OSS at the beginning of the academic year to ensure that appropriate services can be established. The office of student services will inform the student of all policies, procedures, requirements and documentation needed to secure accommodations in accordance with ADA regulations.

Office of Student Conduct

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

VETERAN AFFAIRS

Howard University is approved through the office of student services by the District of Columbia state-approving agency to file for benefits for students determined to be eligible by the veteran’s administration to receive such funds. Each semester upon validation, eligible students should report to the Office of Student Services in order to initiate the filing of required documentation.

Please contact the Office of Student Services as soon as possible for complete instructions and procedures for all services.
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

John H. Burr Gymnasium 6th and Girard Streets, NW
(202) 806-7141

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

Most of Howard’s athletic teams compete in the Mid-Eastern Athletic Conference, the MEAC. The MEAC includes: Florida A&M, North Carolina A&T, Hampton, Bethune-Cookman, Coppin State, South Carolina State, Delaware State, Maryland-Eastern Shore, Morgan State, North Carolina Central University, Savannah State and Norfolk State. Lacrosse competes in the Atlantic Sun Conference. Swimming competes in the Coastal Collegiate Swimming Association and women’s Southwest Athletic Conference (SWAC) and men’s soccer is in the Sun Belt Conference. Scholarships (Grants-In-Aid) are offered in all sports.

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

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

HIGHLIGHTS

Nations football classic will be played on Saturday, September 17, 2016 at 3:30 against Hampton University at RFK Stadium in Washington, DC.

The 2016 Homecoming Football Game will be played at 1:00 pm on Saturday, October 22, 2016 against North Carolina A&T University at Greene Stadium.

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

Quick Reference

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

Burr Gymnasium, Suite 1013
(202) 806-7141

Mr. Kery Davis, Director of Intercollegiate Athletics
Ms. Shelley Davis, Deputy Director of Athletics/Senior Women Administrator
Ms. Nicole Gould, Associate Athletic Director for Compliance
Mr. Edward Hill, Director of Sports Information
Mr. Daniel Bellamy, Director of Sports Medicine
legacy of “Truth and Service” while exposing them to the many needs and resources within the Washington, DC community through service. Over 500 incoming students annually dedicate the Friday of Orientation Week to service learning in several major areas including education, poverty, HIV/AIDS, environment and gun violence.

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

Please contact the Office of the Dean of the Chapel for more information or to become involved.

**INTERFAITH UNDERSTANDING**

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

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

**Interfaith Fellows Program**
The mission of the interfaith fellows program is to create programs that will expose the greater Howard University community to different faith traditions and the multiple ways that issues of spirituality and ethics intersect with spheres outside of religion.

Fellows are expected to think critically about the state and effects of religion and faith in a secular society, particularly as it relates to their future career aspirations. The fellowship is open to all undergraduate and graduate students, and a diverse assembly of fellows is chosen annually who differ in age, major, campus activities, geographic origins as well as faith traditions. The fellows are expected to collectively produce educational programs each year. For further information, please contact the Office of the Dean of the Chapel.
Howard University has traditionally welcomed the on-campus participation of chaplains and chaplaincies supported by established denominations or para-church organizations. Chaplains are recognized as guests of the university. Howard University is a pluralistic campus and has been grateful for the willingness of faith groups to provide a chaplain for programming, teaching, support, and worship for members of our campus community.

Chaplaincies currently recognized at Howard University are:

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

**Spiritual and Ethical Dimensions of Leadership Initiative**

The Spiritual and Ethical Dimensions of Leadership Initiative (SEDL) is a comprehensive program, launched through funding from the Lilly Endowment Inc. to help students discern their vocation, discover their life’s purpose, and grow spiritually individually and in community. Through service learning experiences, small group discussions and fellowship, workshops, and exposure to national leaders, students are encouraged to explore their calling and to honor the gifts within them. Wednesday Night Live (WNL), a learning lab through which students design and lead a midweek nontraditional worship service held monthly, is one component of SEDL. WNL features contemporary gospel music, spoken word, stepping, dance, and comedy. All students are invited to assist in planning the services and/or to participate in them. Contact the Chapel Office for further information about WNL or SEDL.

**Chapel Assistants**

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

**SERVICE LEARNING**

**Alternative Spring Break**

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

**Howard University Day of Service**

The Howard University Day of Service (HUDOS) is built on the model of the award winning ASB program. It provides incoming students with an introduction to the Howard University.
ANDREW RANKIN MEMORIAL CHAPEL
2371 6TH STREET, NW (202) 806-7280
(202) 238-8531 (FAX)
HTTP://CHAPEL.HOWARD.EDU
EMAIL: CHAPEL@HOWARD.EDU

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

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

Dr. Bernard Richardson is the Dean of the Chapel and oversees the spiritual and ethical dimensions of leadership initiative, a major leadership education program of the university. The Andrew Rankin Memorial Chapel is located at 2371 Sixth Street, NW. The administrative offices are located at 2395 Sixth Street, NW, on the lower level of the Carnegie Building and can be reached at (202) 806-7280 or chapel@Howard.edu.

FAITH FORMATION

Distinguished Speakers Series and Worship Services

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

**Tumbling:** While specific tumbling passes are not required, the more difficult the skill you can demonstrate, the more points you will receive in this category.

**Student Life and Activities Internship Program**

The Student Life and Activities (SLA) Student Internship Program is designed to provide students not only with the exposure to the inner workings and operations of offices such as the Office of Student Life and Activities, but also an opportunity to receive hands-on learning experiences outside of the classroom in the fields and areas of logistics, event planning, management, budgeting, and finance.

The SLA Student Internship Program will provide students with flexible work schedules with the options of 10-20 hours per week commitments, as well as the option of either one semester or full academic year internships.

**Freshman Leadership Academy**

The Freshman Leadership Academy (FLA) was created to expose 1st year students to the specific duties, responsibilities, opportunities and challenges associated with all aspects of student leadership. The Academy is open to all freshmen and transfer students at the university and is sponsored by the Office of Student Life and Activities. The mission of the Freshman Leadership Academy is to develop individual leadership skills in individual leadership skills in a group environment through experiential learning, educational and professional training, service and social justice engagement, and relationship building. The Academy seeks to develop new Bison into critical thinkers who embody and exemplify in word and deed ethical servant leadership attributes. Students who participate in the Academy will:

1. Develop an understanding and commitment to the core values of Howard University: Truth and Service
2. Be able to identify five personal strengths and how to utilize these strengths to further their academic, professional and personal future goals
3. Be able to relate how their academic & co-curricular learning and experiences connect to their individual identity and personal development
4. Be able to identify and engage in healthy professional, social and personal relationships
5. Formulate an intentional curricular and co-curricular plan for their collegiate journey
Elect Her
Elect Her is a national initiative, and the only program of its kind in the nation, focused on encouraging and training women to run for collegiate, local and national political positions. In collaboration with AAUW and Running Start, each year Howard University hosts a one-day 4.5 hour training to address the need to expand the pipeline of women candidates and to diminish the longstanding political leadership gender gap. The annual conference consists of hands-on campaign skills, presentations from inspiring local speakers, and discussions on research on women in government. Students interested in working with Elect Her should contact the Programs Assistant in Student Life and Activities via email at huosa.programsassistant@gmail.com

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

Howard Cheerleading and Mascot Program
Howard University Cheerleaders are about more than just football and basketball games. On top of rigorous practice schedules, traveling during football season, making appearances and participating in community service events, we expect all of our cheerleaders to be the best students they can be.

Squads
• White Squad: Cheers only women’s basketball
• Blue Squad: Cheers football season and men’s basketball

Note: Both squads can participate in competition.

Practice
Practice is every day, unless otherwise scheduled by the coach, from 6am until 8am in the Lower Gym of Burr.

Tryouts
Tryouts are conducted annually. No one is guaranteed a spot on the squad for their term at Howard and we look for the best talent each year. Everyone is required to tryout.

Requirements
• All cheerleaders must have at least a 2.7 grade point average to cheer. First semester freshmen are exempt.
• Strong jumps (toe touch, side hurdlers and pike)
• Sharp motions
• Ability to stunt (males: partner stunting; females: group stunts)
The mission of the Office of Student Life and Activities at Howard University is to provide leadership development and sustained implementation of a student centered community, which supports the achievement of students’ academic, career, and personal goals while simultaneously promoting civility, respect, and equity among members of the college community. Student Organizations, Student Government, Greek Life, Intercultural Programs, and various University-Wide committees and organizations function within the office of Student Life and Activities.

The Office of Student Life and Activities serves as an advocate for students and student organizations, provides enhanced national and local community service, personal leadership development and academic achievement by affording all students the opportunity to get involved in co-curricular activities. The Office of Student Activities facilitates several different University-Wide Committees that provide guidance to major events and operations on campus. The Student Life and Activities staff serves as a programmatic resource to students, faculty, departments, advisors and the larger community.

The Office of Student Activities is a major resource for students who seek opportunities to get involved in the myriad of activities on campus. The Office of Student Activities facilitates the student organization recognition process and maintains updated contact information for all recognized student groups. Student organizations that are officially recognized by the University have the following privileges:

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

UNIVERSITY-WIDE COMMITTEES AND PROGRAMS

Who’s Who Awards Committee

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

Bison Board

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

Hilltop Policy Board

The Hilltop Policy Board is responsible for developing policies and procedures governing the operations of the Hilltop Newspaper, and is charged with ensuring the implementation of approved policies. The Policy Board consists of appointments by all student councils, the President of HUSA, the Director of Student Life and Activities, Dean of the School of Communications, Dean of the School of Business, Chair of the Journalism Department, Vice President for Student Affairs, representatives from the Faculty Senate and the Office of University Communications, along with the Editor-in-Chief, Business Manager and Advisor(s).
The Barnes & Noble at Howard University bookstore provides goods and service to the University community for its academic and administrative needs. Barnes & Noble currently operates two locations: The main campus store and the west campus store.

**Hours of Operation**

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

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

**HOWARD UNIVERSITY BOOKSTORE - WEST CAMPUS**

2900 Van Ness Street, NW Washington, DC 20008  
(202) 806-8108 phone (202) 806-8461 fax

**Hours of Operation**

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

Barnes & Noble at Howard University West Campus Bookstore is located on the lower level of Holy Cross and serves the Law School and Divinity School students on the West Campus. It provides course books, study aids, legal outlines, school supplies, and convenience items. One Stop Service, we sell Apparel & Gift Items, Textbooks, Trade Books, Electronics, Dorm Supplies, General Supplies and Convenience Items.
interactive map will give you the shuttles route, location and the estimated time the shuttle will arrive at a certain stop.

Text: To know when the next shuttle will arrive at a stop, text 'hushuttle' and the stop number to 41411. For example, if you are at the Howard University Bookstore which is stop 7. You would text “hushuttle 7” to 41411 you will get a text message of the arrival time. See legend below for stop numbers for locations on campus.

**Bus Rules**

Scheduled Howard University Shuttle Bus Service (HUBS) is provided for the University's faculty, staff, students and visitors to and from Main Campus, various parking lots, dormitories, the School of Divinity, the School of Law, and other University based locations. Service to and from the Shaw/Howard University and Brookland/CUA Metro stations is also provided by HUBS. The following rules apply to patrons utilizing the Howard University Shuttle Bus Service.

**Shuttle Bus Policies and Rules**

- All patrons must present a valid ID card (HU faculty/staff/students - validated Howard-issued ID card; visitors - passes are available from the Office of Parking & Transportation Services)
- Patrons must board and discharge at authorized shuttle bus stops. (Drivers will only stop at authorized stops)
- The following are prohibited on all Howard University shuttle buses:
  - Eating or drinking
  - Smoking
  - Playing audio/video devices, etc. without headphones
  - Fighting
  - Driver harassment
  - Profanity
  - Defacing shuttle bus
Parking and Transportation Services (PTS) welcomes new and returning faculty, staff, and students to campus for an exciting school year! For first-time students (freshman, transfers, or graduate students) it is important to familiarize yourselves with the services provided on campus.

Our goal is to ensure all patrons receive a fair opportunity to utilize the parking facilities as well as the shuttle services provided on campus. Keep in mind that limited availability means limited parking. If you did not receive parking for this year, you are not alone. There are over 15,000 requirements for approximately 3,000 spaces. Remember your other parking options and continue to inquire about parking availability throughout the year.

Parking & Transportation Services Howard University
2400 6th Street NW, Suite B-11 Washington, DC 20059
202-806-2000

Student Parking
Student parking registration at the University is determined through a Parking Registration system. The registration is held following the spring semester of each year. The dates of the registration deadlines are announced through student media (Hilltop, etc.) and this website. Students must present a valid Howard University student ID card in order to register for the Parking Registration. Students who have parking assignments via the Parking Registration must pick up permits during the fall registration period. Unclaimed parking assignments will be sold via an automated random selection process. Parking is very limited and students are encouraged to rideshare or use alternatives to driving to campus. Howard Plaza Towers and Bethune Annex residents should apply through the residence manager's office if they wish to park in the underground parking facilities. Permits must be purchased for a twelve month period. The annual student parking fee is $340.00. To effectively manage this limited resource, freshmen (First Time In College) students are not eligible for parking privileges on University lots. Freshmen are discouraged from bringing a car to campus as street parking is limited and aggressively enforced by District of Columbia authorities.

General Policies
Motor vehicles parked on Howard University property at any time must be registered and also must display a valid hangtag or parking permit for the appropriate parking lot or area. This includes secondary vehicles driven to campus occasionally and temporary vehicles used in lieu of registered vehicles (i.e. rental cars).

ALL PARKING IS BY PERMIT ONLY. Vehicles parked without a valid permit are subject to ticketing, towing (at owners expense), and or immobilization. A permit holder who finds no space available in an assigned area should notify the OPTS which will arrange to temporarily park the vehicle in another lot. Parking patrons with proper authorization (drop off permit) may park for 15 minutes in an unassigned parking area for loading/unloading only with flashers on. This arrangement is void in reserved spaces, fire lanes and handicap spaces. Any vehicle found parked after the 15 minute period will be ticketed. No exception.

VISITOR PARKING. Visitor parking permits can be purchased at the Howard Center parking lot, located at 2204 Georgia Ave N.W. The Howard Center parking lot operates as a Pay-As-You-Go parking facility, Monday thru Friday, 7:00am –5:00pm (excluding holidays). Both transient and monthly permits are available for purchase.

Transient permits are sold at a flat rate of $8 per day. Monthly permits are $140 a month.

Live Tracking of Shuttles
You may track your shuttle bus using either the internet or mobile device.

Web: Go to www.howardshuttle.com, check the box for the shuttle you would like. The
University campus community. This Unit works within and beyond the campus looking for opportunities to enhance partnerships and provide services to Howard University students, staff and faculty.

**FREE PROGRAMS AND SERVICES OFFERED BY THE HOWARD UNIVERSITY DEPT OF PUBLIC SAFETY**

- Alert HU
- The Guardian Service-turns your cell phone into your personal safety device
- The Frontdoor Software- allows you to register, protect & track laptops, tablets & i-phones RAD Program (Rape Aggression Defense)
- Fingerprinting Service
- Engraving service
- Vehicle Anti-Theft “Club” Program
- Blue Light System
- Crime Prevention Outreach Presentations
- Post Victim Crime Prevention Guidance
- Engraving service

Please visit our website at www.Howard.edu/publicsafety. Check us out on Facebook and Twitter.

Crime Prevention/Community Outreach Coordinator Joyce Brooks at 202-806-1194.

**Alert HU Mass Notification**

The Department of Public Safety offers a variety of programs to alert and protect students, faculty and staff from harm. For your convenience, a list of some of these programs has been provided below:

**The Guardian Service**

Howard University Guardian Service is a personal safety service that allows members of the Howard University Community to connect with and be monitored safely by DPS University police (HU-DPS). HU-Guardian is activated by placing a Panic Call to University Police (HUPD) or by initializing a timer.

**How the timer works:**

Before traveling from one place to another, such as walking home at night, a user activates the Guardian timer on their mobile phone.

If the timer expires (or the user initiates their HUGS Panic Call Button), HUPD is immediately notified with detailed case information.

When the user reaches their destination safely, they deactivate their Guardian timer and HUPD is not alerted.

Alert-HU is the University's mass-notification system which allows the University to send time-sensitive notifications via voice, e-mail and text messaging.

In case of an emergency on or near campus, the following will be sent out immediately: An e-mail notification to the e-mail address you provided.

A text message to the mobile phone you provided.

In some cases, a voice message to the phone numbers you provided.

Notifications will be limited to emergencies involving events such as severe weather, building concerns, intruders and potential pandemics. The University will test the system periodically.

**Eyewitness**

Eyewitness enables a student, faculty or staff member to text a crime tip directly to the HU-DPS via their cell phones. This new text-based technology integrates with ALERT-HU and the HU GUARDIAN SERVICES.

**Campus Escort Service 202-806-6655**
WELCOME MESSAGE

Let me take a few moments to just "Welcome You" to Howard University! I am excited about all of the changes that we have been making to make "Howard" one of the safest campuses in the United States. The Howard University Police has taken major steps towards improving and making our campus one of the safest whereby students can receive their education in a non-threatening environment. There should be no fear of being assaulted while traveling on or off campus. While the University does its part, please do your part, because safety is everybody's business. Let's collaborate to combat crime and make the campus of Howard University the safest in the United States. Once again, WELCOME!
THE OFFICE OF RESIDENCE LIFE

MR. Wilson T. Bland, MBA, Dean
2205 4TH STREET, NW WASHINGTON, DC 20059
(202) 806-6131
9:00 AM to 5:00 PM (Tuesday, Thursday) 9:00 AM to 3:00 PM (Monday, Wednesday, Friday)

MISSION:
The Office of Residence Life shall provide technical and operational assistance in a continuing effort to upgrade student living conditions. Provide quality service by maintaining, preserving, and improving the condition of the Residence Halls that house the University's student population. Provide efficient and effective services, address student concerns and maintain a clean and safe environment in the Residence Halls.

OVERVIEW:
Residence Life is a department of the University that provides residential housing for a mixture of approximately 4,000 students throughout eight Residence Halls. The eight halls comprise of female, male, and co-ed living arrangements. Each Residence Hall is equipped with amenities such as high-speed internet access, cable, ResNet computer labs, exercise equipment, vending machines, laundry facilities, and lounge areas.

VIEW HOUSING SELECTIONS:
1. Log into your Bisonweb account
2. Select Student Services
3. Select Housing
4. Select View Application

FALL 2016 MOVE-IN

SCHEDULE FOR FRESHMEN & NEW ENTRANTS:

August 11, Thursday
New Entrants at 10 A.M. Communications & Engineering, Architecture and Computer Science ONLY

August 12, Friday
New Entrants at 10 A.M.
Business, Education & Allied Health Sciences ONLY

August 13, Saturday
New Entrants at 8 A.M.
8AM-12PM Arts and Sciences A-L ONLY
12PM-4PM Arts and Sciences M-Z ONLY (According to last names)

August 18, Thursday to August 19, Friday
Continuing Students at 9:00 A.M.
(No Weekend Residence Hall Check-in)
Fine Arts Gallery (Gallery Lounge Main Level)
Curated by the Divisions of Fine Arts

TRiO Programs (Ground Level G18)
• 202-806-5132
• 9:00a.m. – 5:00p.m.

Sodexo Catering Office (Basement Level)
• 202-865-0217
• Mon-Fri - 9:00a.m.– 4:00p.m.

The Punchout (Ground Level)
• 11:00a.m.-10:00p.m.

Simply to Go (Ground Level)
• 10:30a.m.-8:30p.m.

The C Store (Main Level)
• 10:30a.m.-8:30p.m.

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

UNIVERSITYSCHEDULING.HOWARD.EDU/VIRTUALEMS
Username: First part of your Howard email the precedes the @bison.howard.edu
Password: Same Password as Howard email
The Blackburn University Center serves as the social hub of the University, providing an environment for cultural, recreational, leisure and intellectual enrichment outside of the classroom. The University center bridges the gap between the University and community and serving as a conference site for university activities, community events, national conferences, business meetings, and lectures.

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

The Blackburn University center provides a place for the Howard community to participate in leisure activities, cultural programs and serves as a hub where social interaction and cultural exchanges can occur outside the classroom. The Blackburn University Center houses:

**Recreation Center & Bowling Alley**
- Main Number: 202-806-7226
- Hours of Operation: Mon-Fri: 9a.m.-9p.m.
  Saturday: 10a.m.-6p.m.
  Sunday: 12p.m.-6p.m.
- Located on Basement Level of Blackburn Center
- Features Billiard tables, Ping Pong tables, Foosball tables, and 12 Bowling lanes

**The Office of Student Life & Activities (Main Level)**
- 9:00a.m. – 5:00p.m. Mon-Fri
- 202-806-5990

**Digital Design Studio (Ground Level G18)**
- Department of Art
- 202-806-7047

**Sodexo Food Services 202-806-7400**
- Mon-Fri and Closed Sat-Sun

**Blackburn Café (Ground Level)**
- Breakfast (7:00a.m.-11:30a.m.)
- Lunch (11:30a.m.-4:30p.m.)
- Dinner (4:30p.m.-7:00p.m.)

**The Restaurant (Main Level)**
- Lunch (11:00a.m.-2:30p.m.)
THIRD-PARTY SPONSORS/SPECIAL BILLING
Third-party Contracts must be submitted to the Office of Student Financial Services/Student Accounts by the appropriate sponsoring agency or organization. The Third-party Agent is billed up to three times per semester. Should the sponsor not submit payment the student is responsible for satisfying the student account. For additional information, please review the Frequently Asked Questions.

THE OFFICE OF FINANCIAL AID
Helps students and families assess their ability to meet educational costs, award need based financial aid packages and provides information about other options available to finance your expenses. Our counselors can assist you with information on grants, scholarships, loans and student employment opportunities.

FEDERAL VERIFICATION PROCEDURES
You may be selected for review as part of the federal verification process. The University is required to screen a sample of aid FAFSA applications to ensure that delivery is completed accurately, expediently and with integrity. You may be required to provide additional documentation, such as federal tax transcripts and Howard University Verification Worksheets are selected for the verification process.

You will not be awarded a financial aid package until ALL of the required documents have been received and are deemed satisfied by office representatives. The Office of Financial Aid must receive the requested documents in their entirety by the posted financial aid document deadline prior to the awarding of an aid package. In order to check your financial aid requirements you will need to check your newBisonWeb account; using your student ID number (beginning with the @ symbol) and pin number.

FACTORIZING IN FINANCIAL AID
Authorized financial aid is factored into the registration payment and per Federal regulations MUST be applied to tuition and fees first. The following aid CANNOT be used in computing your registration payment:

- Federal Work-Study (FWS)
- Howard University Student Employment Program (HUSEP)
- Graduate Assistantships
- Parent PLUS Loans
- Graduate PLUS Loans
- Private Loans
- Scholarships (Institutional or Outside)
PAYMENT & FEE DEADLINES

The payment deadline is July 1 for the Fall semester of the 2016-2017 academic year. All payments and third-party payment authorizations for the Fall 2016 semester must be received on or before this date. Third-party payment authorizations should be submitted to The Office of Financial Aid, RM 2015. The Spring 2017 payment deadline is December 16, 2016.

Full payments may be made online via BisonWeb (https://epay.howard.edu/C20088_tsa/web/login.jsp).

Installment Plan enrollment will begin on or around June 1, 2016 for the Fall 2016 semester and may be completed online via BisonWeb (https://epay.howard.edu/C20088_tsa/web/login.jsp). LATE PAYMENT FEES

Students who have not satisfied their bill or enrolled in the Installment Plan will be assessed a $100.00 late payment fee each month if there is an outstanding balance on the account. Students are asked to monitor their student accounts frequently to ensure accuracy of their account.

PAYMENT OPTIONS PAYMENT IN FULL:

All charges must be paid in full by the due date: Fall semester, July 1 and Spring semester, December 16. Any outstanding balances will be assessed a $100.00 late payment fee each month the balance remains.

INSTALLMENT PLAN:

Howard University offers a 5-month installment plan for the fall and spring semesters. When registration opens for the plan in June and December, students can sign up for the 5-month installment plan via BisonWeb. There is a $45 non-refundable enrollment fee and monthly payments are made based on the enrollment date into the installment plan. This plan is managed by TouchNet.

SOLUTIONS AND OFFERS SEVERAL BENEFITS:

1. Payment Methods - Payments may be made by Visa, Discover, MasterCard, VISA or American Express or automatic bank payment (ACH).
2. Convenience - Automatic payments deducted from a checking/savings account or credit/debit card.
3. Easy Access - The installment plan can be monitored online or you can call a dedicated customer service representative.

PAYMENT METHODS

Payments may be made by credit card (Visa, American Express, MasterCard, Discover), cash, money order, cashier's check, certified check or wire transfer (PDF).

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

Howard University maintains a special address to expedite processing. Students who have a pin number and Howard University ID number may pay by credit card or electronic check on the internet by logging onto https://epay.howard.edu/C20088_tsa/web/login.jsp.

BILLING INQUIRIES SHOULD BE MAILED TO:

Howard University Office of the Bursar
2400 6th street, NW, suite 218 Washington, DC 20059
FINANCIAL SERVICES

OFFICE CONTACT INFORMATION & HOURS
Student Financial Services is located in the Johnson Administration building (Main Campus), Suite 115 Student Accounts & Cashiers
HOURS OF OPERATION:
Monday-Friday: 8:30 am—3:00 pm

For Frequently Asked Questions, please visit: http://www.zazaknowledge.com/?cid=17107%20

The Office Of Student Financial Services

COST OF ATTENDANCE:
(NOTICE OF TUITION AND RATES)
To be considered a full time student, undergraduates need to be registered for at least 12 undergraduate credits and graduates need to be registered for at least 9 graduate credits. Undergraduates pay the same tuition rate between 12-21 credits and graduates pay the same tuition rate between 9-15 credits. For federal loans to be disbursed, undergraduates need to register for at least 6 undergraduate credits and graduates need to register for at least 4 graduate credits.

ESTIMATED COST OF ATTENDANCE FALL 2016-2017

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23. **Use hair salon and barbershop discounts.**
A lot of salons and hair studios in the area love Howard University students and usually offers lower prices. Even if you haven’t heard about a promo, always ask about a student discount and have your ID ready.

24. **Always ask a previous student for a free online e-book or any old notes.**
Textbooks for one semester can easily be $500 or more. Before you purchase, always talk to an old student to see if you really need it and if you can use theirs. Some people have copies of the e-book and electronic notes that they may send you for free, so always find out before spending the money.
12. **There are sometimes celebs on campus.**
At some point you will be around celebrities, so be prepared to take your selfies (but don’t be annoying).

13. **Utilize the valley and yard.**
These are common places for most of the students, especially the yard. If you ever need to promote things or want to be around people, these are the places to be. Or if you don’t want to be seen in your sweatpants and bare 8 a.m. face, avoid these places.

14. **Don’t cheat!**
Sometimes students rely on the “finesse” when it comes to their classes. It’s not worth losing a scholarship, getting expelled, or having a record of cheating.

15. **Stack your classes.**
If you haven’t figured it out already, going up and down all the hills on Howard’s campus can be exhausting. To fight this, try to take most of your classes on two or three days. Not only does this save you energy, but it also frees up your schedule so you can have more time for internships and jobs during the week.

16. **Learn the stops of the shuttle bus.**
The shuttle bus is another way to save you time and energy when traveling around campus. There are key places it always picks up and drops off students, for free. Here are the typical places it can bring you and pick you up at: outside of Cramton Auditorium, Shaw-Howard Metro, Bookstore/Starbucks, and the iLab.

17. **Learn the best times to eat in the caf.**
Knowing when and when not to go to the cafeterias is essential. Going at its busiest times, like 1 p.m. on soul food Thursday, can easily mean a 20 to 30 minute wait for food. Be sure to figure out when the lines are shortest so you can get in and out, without missing class.

18. **Make sure your teacher knows who you are.**
Many teachers at Howard have other jobs in the city or hundreds of students. It’s impossible for them to get to know every student, so make sure you’re one of the students they do know. Sit in the front row; you won’t regret it. Teachers love to honor effort.

19. **Don’t go to the iLab if you REALLY need to study, or get in and out.**
Countless computers and access to printers sounds great, until you end up running into all your classmates and can’t focus anymore. To avoid this, go to the iLab with a set time to leave in mind. This forces you to focus and not just socialize the entire time.

20. **Ask for help in person, as opposed to calling or emailing.**
Try going in person and talking to someone face to face to resolve any issues or receive answers to questions. Even then it’s still important to get that person’s name, their direct number or phone extension, and a copy of any new documents or paperwork; that way nothing can get “lost.”

21. **Use the GroupMe app.**
This is a great app that is used to communicate for just about everything on campus, from events and elections to dorm emergencies and tutoring. You can even make them for group projects or for your friend groups. If you ever need anything, you can almost always find an answer or help from your GroupMe chats.

22. **Take advantage of RSVP points.**
This isn’t talked about enough on campus, but is so important. RSVP points determine your positioning when choosing housing on campus. Participating in organizations, going to school events, and having good grades all contribute to the amount of RSVP points you earn. The more you earn, the earlier you can select your housing assignment.
1. **Protect yourself.**
Sexual harassment is REAL. Avoid being alone with people you are unsure about. Often times, it’s the friend you would never suspect, so know that any one is capable of forcing themselves on you.

2. **Don’t travel alone.**
Unfortunately, some of the areas around campus and in the District can be dangerous, so always try to travel with a friend or classmate. This is very important at night. If you have travel alone at night try to catch a ride, use campus shuttles, or just be cautious of dark streets/alleys.

3. **Get off campus.**
There is certainly a “Howard bubble” that many students get caught in, meaning that they never leave campus and explore D.C. The city has so many things to offer (a lot of them for free), so take full advantage of the location and get to know other communities besides just Howard’s.

4. **Try not to be a part of only one group.**
It’s easy to just stick with your freshman week crew for the entire four years. There’s nothing wrong with that, but you shouldn’t deprive yourself of having other friends and hanging out with other people. This will make your experience a lot more fun as well.

5. **You can join orgs, but know that you can have just as much fun without joining.**
Don’t let people pressure you into joining something because you socially “have to.” It can be a great way to create bonds, but you can create just as powerful connections without an organization.

6. **Put school first and intern.**
You may be overwhelmed by what Howard has to offer, both socially and academically, but always choose school over everything else. Also, be sure to intern and take advantage of the opportunities to have experience in the nation’s capital on your resume.

7. **Know what to wear and when: How you dress matters.**
Howard has been noted as one of the top fashion schools, meaning we take our style seriously. Not everyone competes for best dressed, but we do love to look nice. Of course sometimes we wear sweatpants and t-shirts, but that’s not our everyday look.

8. **Make every connection possible; don’t burn bridges.**
Don’t let petty issues ruin relationships. Howard has a lot of students with potential, and you never know who could help you down the line.

9. **Register early and avoid holds.**
You don’t want to be the person with only nine credits and the wrong classes because you registered late. Be sure to have no holds before registration, know your alternate pin, and when it is your time to register.

10. **Technology can be unreliable.**
We have campus wide Wi-Fi, but you can’t always count on it. Be prepared to use a hotspot or make journeys to the library for Internet accessibility throughout the semesters.

11. **Get soul food on Thursdays.**
Thursdays are the most popular days for the cafeterias, where they serve soul food. Instead of the usual meals, on Thursdays you can count on fried chicken, fish, cornbread, mac and cheese, collard greens, and other comforting favorites.
HELPFUL PLACES TO KNOW!

STORES NEAR HOWARD UNIVERSITY

TARGET STORES
3100 14th Street, NW Washington, DC 20010
1.5 miles from Campus Located across from Park Road Giant

PENTAGON CITY MALL
Pentagon City Stop on the Yellow Line towards Huntington

Walmart
5929 Georgia Ave NW, Washington, DC 20011
2.8 miles from Campus Take the 70 or 79 MetroBus up Georgia Ave.

IKEA
10100 Baltimore Avenue College Park, MD 20740 10 miles North

BED, BATH & BEYOND
3100 14th Street Northwest, Washington, DC 20010

AREA BANKS NEAR CAMPUS
Howard University Banks with Bank of America; there are eight ATM machines conveniently located around the campus.

BANK OF AMERICA
3500 Georgia Avenue, NW Washington, DC 20010

WELLS FARGO
1901 7th Street, NW Washington, DC 20011

SUN TRUST BANK
410 Rhode Island Avenue, NE Washington, DC 20002-1250

CAPITAL ONE BANK
1075 5th St NW,
Washington, DC 20001

ATM LOCATIONS ON CAMPUS
ATMS are Located in the Following Hot Spots: Howard University Hospital 1st floor Howard University Bookstore 1st floor, Howard Plaza Towers West P-Level, Howard Administration Building 1st floor (2), Blackburn Center 1st floor (2), Drew Hall 1st floor

AREA RESTAURANTS
Howard University is located at the heart of several cultural and historical junctions in DC; take advantage of the various dining opportunities that can be found throughout the following areas! Here are a few highlights to help!

GIANT
1345 Park Road, NW Washington, DC 2001
Open 24 Hours

SHOPPERS FOOD WAREHOUSE
Potomac Yard Center 3801 Jefferson Davis Highway Alexandria, VA

WHOLE FOODS FRESH FIELDS
Logan Circle/Dupont Circle 1440 P Street, NW Washington, DC 20005
FIRST-YEAR EXPERIENCE CHECK-LIST

This FYE checklist serves as a guide to assist student navigation during the first year at Howard University. It is the student’s responsibility to combine the recommended options below with personal and academic goals.

**Academics**
- Δ Visit the Office of Undergraduate Studies.
- Δ Explore your proposed major and minor.
- Δ Meet with your Student Success Counselor to discuss your intended/declared major.
- Δ Participate in First-Year Experience and start your ROADMAP to success.
- Δ Develop life-long friendships as you connect with peers in the freshman class.
- Δ Connect with an upperclassmen within your intended/declared major to discuss their academic experience in the program.
- Δ Visit the University Writing Center and Math Labs for extra academic support.
- Δ Learn how to calculate your GPA.
- Δ Renew your FAFSA by March 1.

**Community and Involvement**
- Δ Familiarize yourself with campus buildings and useful resources.
- Δ Join at least one student organization; take a look at both social and academic student organizations that will help enhance your Howard experience.
- Δ Check out the Office of Student Activities for information on campus events.
- Δ Show your Bison pride at HU athletic events.
- Δ Use your HU email (this is the official means of communication for the University) or arrange to have your HU email forwarded to an email address that you check regularly.
- Δ Participate in community service projects and experiential learning opportunities with Howard Community Association.
- Δ Visit the Office of the Dean of the Chapel (for students of all faith traditions).
- Δ Explore the District of Columbia.
- Δ If you are a commuter student, utilize the Commuter Lab in the Blackburn Center.
- Δ Begin to consider housing options for your sophomore year through the Office of Residence Life.

**Career Development**
- Δ Meet with a Career Specialist and your school/college career advisor to discuss career assessment tools, which will help you identify your values, interests, and personal type via www.howard.myplan.com.
- Δ Utilize BisonCareerLink to review employment opportunities on and off-campus.
- Δ Visit the CEDAR Services website for assistance in developing a resume to apply for a summer job.
- Δ Attend Howard University Career Fair and your school/college Career Fair as you prepare your career portfolio for future years.

**Personal Growth & Self Discovery**
- Δ Explore the diversity on campus by participating in cultural events. Visit the Ralph J. Bunche International Affairs Center to learn more or to get involved.
- Δ Seek and identify academic and emotional support by visiting the University Counseling Center located in the C.B. Powell building.
- Δ Explore student engagement opportunities in the Blackburn Center to maintain balance throughout your Howard experience.
- Δ Look beyond your scope to the Sophomore-Year Checklist to see what you can complete or prepare for over the summer.
SMART MARKETS/CONVENIENCE STORES

The Smart Markets are located in Bethune Annex (adjacent to cafeteria) and Blackburn (1st level near main entrance).

The convenience store sells candy, nachos, personal toiletries, bottled beverages and assorted household necessities.

SIMPLY TO GO

Simply To Go is located on the ground level of Blackburn (adjacent to cafeteria). This store provides meals for students on the go.

LAW SCHOOL CAFÉ (WEST CAMPUS)

The Law School Café is located in the Houston Hall buildings at the West Campus (2900 Van Ness Street NW, Washington, DC 20008) and phone number is 202-364-0649.

Menu offerings include Seattle’s Best Coffee, fresh fruit, hot entrée selections, bottled sodas and juices, soup, deli, salad bar and desserts.

CATERING SERVICES

Services range from a simple coffee break to an elaborate ball or reception.

The Catering Services Office is located in the Armour J. Blackburn University Center.

Howard University Catering Services can assist you in your entire event planning needs, please visit the Sodexo Howard Dining Website (see link above) and phone number(s) are:

Phone Numbers
  o 202-806-4786
  o 202-865-0216
  o 202-865-0217

Fax Number
  o 202-232-2173
All students residing in: Baldwin, College Hall North and South, Bethune Annex, Cook, Crandall, Drew, Truth, and Wheatley residence halls are automatically added to the 14 Meal Plan. If so desired, those students may choose the 19 Meal Plan, Block 140 or Block 170 Meal Plan instead. Meals are not transferable to any other individual, are non-refundable and must be consumed in the cafeterias. Students must abide by all rules, regulations and standards of conduct established by the university and as outlined in the Student Handbook. *This agreement cannot be changed or cancelled after the second week of class of the current semester. After the second week, plan cancellations may only be granted when the student officially withdraws from the university.

**HU On-Campus Dining Locations**

_Dining Dollars, Bison Bucks, Cash, and Credit Cards are accepted at HU On-Campus Dining Locations._

**THE PUNCH OUT**

The _Punch Out_ is Howard University’s retail food court that is located on the ground level of the Blackburn Center.

_Pandini’s_ serves pizza, pasta, salads and assorted Italian food options

_Mein Bowl_ serves authentic Asian cuisine, sushi and made to order stir fry and last but not least

_WOW_ serves wraps, salads, tenders, wings and much more.

**BISON RESTAURANT**

The _Bison Restaurant_ is located on the 1st level of the Blackburn Center.

The restaurant offers a daily lunch meal with a white linen tablecloth, china and silverware dining option for students, faculty and staff.

The restaurant is closed for holidays and weekends. Dine-in or carry-out service is available to customers.

**JAZZMAN’S CAFÉ**

Smother than Ella, hotter than Miles, Jazzman’s Café is pure improvisation and is located in the Administrative Building on the ground level.

_Jazzman’s Café_ offers specialty coffee products and a variety of sandwiches, salads, pastries, soups, cold beverages and smoothies on a daily basis.

_Jazzman’s Café_ is a perfect place to grab a snack or a quick meal.

**SERVICE CENTER CAFÉ**

The _Service Center Café_ is located on the 2nd level of the Howard University Service Center at 2244 10th Street, NW and phone number is 202-806-6516.

Menu offerings include a daily assortment of hot breakfast and lunch entrees and a choice of salads, sandwiches, pastries, beverages and coffee.

**COLLEGE OF MEDICINE COFFEE CART**

The _College of Medicine Coffee Cart_ is located in the main lobby of the College of Medicine.

The cart sells regular and specialty coffees with an assortment of sandwiches, salads and cold beverages.
SODEXO and BISON ONE CARD OFFICE

http://www.HowardDining.com (Sodexo)

http://www.howard.edu/BisonOneCard (Bison One Card)

Dining Services is a combined customer service by Sodexo and the Bison One Card Office.

Sodexo is committed to providing high quality and good customer service with a complete dining experience, from the “all you can eat” Cafeterias of Bethune Annex and Blackburn to the café experience of Jazzman’s Café and the quick access of convenience item purchases at the C-Stores in Bethune and Blackburn.

The Bison One Card Office is committed to providing complete service with the Bison One Card.

Students residing in Meal Plan Required Residence Halls (Bethune Annex, College Hall North, College Hall South, Cook, Drew, and the Tubman Quad, which contains Baldwin, Crandall, Frazier, Truth, and Wheatley) are required to purchase a meal plan.

Students who have earned 59 credits and below and reside in a Required Meal Plan Residence Hall can only select from the Required Meal Plans.

Students who have earned 60 credits and above and reside in a Required Meal Plan Residence Hall must select from one of the meal plan options.

Meals Schedule for Cafeterias in Bethune Annex and Blackburn:
• Mondays – Fridays: Breakfast, Lunch, and Dinner
• Saturdays – Sundays: Brunch and Dinner
• Observed Holidays or Special Closings: Brunch and Dinner
• Note: Meal Week is from Friday through Thursday and only applies to weekly meal plans.

Dining Dollars is a declining balance account which allows for cash-free and tax-free (a savings of 10%) purchases from Howard University (HU) On-Campus Dining locations for food and drink products only. Please visit the Howard Dining and Bison One Card websites for more information.

Dining Dollars are included with meal plans, as a package and cannot be increased or decreased. Dining Dollars are for a semester and any unused Dining Dollars at the end of a semester will be forfeited.

Meal Plans
• Traditional 19 Meal Plan – 19 Meals per Week and $150 Dining Dollars per Semester
• Traditional 14 Meal Plan – 14 Meals per Week and $200 Dining Dollars per Semester
• 170 Block Meal Plan – 170 Meals per Semester and $325 Dining Dollars per Semester
• 140 Block Meal Plan – 140 Meals per Semester and $225 Dining Dollars per Semester
• 75 Block Meal Plan – 75 Meals per Semester and $175 Dining Dollars per Semester
• $900 Dining Dollars Plan – $900 Dining Dollars per Semester

Method of Payment
The amount indicated above for the selected plan will be billed to your student account. Visit howard.edu/BisonOneCard to select your meal plan online.

For pricing information, please visit the Sodexo and Bison One Card websites.

The last day meal plans and dining dollars will be available is May 6th.
BISON BUCKS

http://auxiliary.howard.edu/bison-one-card---bison-bucks.html

Bison Bucks are a pre-paid, stored value account, which allows for secure and convenient cashless spending on campus and off campus at select locations.

Your Bison One Card gives you access to your Bison Bucks account.

Bison Bucks accounts can be accessed by visiting the Bison One Card Website (http://auxiliary.howard.edu/bison-one-card---bison-bucks.html) and logging into “My Bison One Card”. Students can log into My Bison One Card to make deposits, check balances, view transaction history, statements and also deactivate and reactivate their Bison One Card. Parents, relatives and friends can also go to My Bison One Card to add funds to a student’s Bison Bucks Account. Every dollar added is available to you, the student, and there are no transaction fees or minimum balances to maintain.

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

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

Please visit the Bison One Card Office’s website for more information on Bison Bucks and participating locations on and off campus.

EASY. No need to carry cash or debit/credit cards.

CONVENIENT. Use Bison Bucks on or off campus at a variety of places. Click on “Where To Use My Card”.

DEPOSIT. Make secure online deposits with your Discover, MasterCard, and Visa. Family and Friends can also deposit money into Bison Bucks.

ONLINE. Click on “My Bison One Card” to manage your Bison Bucks and other accounts.

MOBILE APP. Download the Bb eAccounts (mobile app) on your Apple or Android device.

Give Back. When you use your Bison Bucks at one of our participating off-campus locations, a portion of your sale benefits the “Bridging the Gap” Student Aid Campaign.
Bison Bucks can be used to make purchases at: (a) all HU On-Campus Dining Locations; (b) select Campus Vending machines; (c) Campus Laundry Machines; and (d) select off-campus restaurants and retailers.

For a complete list, please visit Where To Use My Card.

7. **How can I (Student, Faculty, and Staff) add Bison Bucks?**

Visit My Bison One Card and login. Use a credit/debit card to add Bison Bucks between $5 and $500, which will be added to your Bison Bucks account.

Note: Every dollar added is available to you and there are no transaction fees or minimum balances to maintain.

8. **Can Family and Friends add money to Bison Bucks?**

Bison One Card holders (Students, Faculty and Staff), parents, grandparents, cousins, friends, etc. can visit My Bison One Card and select "Make a Guest Deposit". Guests can use a credit/debit card to add Bison Bucks between $5 and $500, which will be added to a student's Bison Bucks account.

Note: Guests will need the (a) First Name, (b) Last Name, and (c) ID Number of the Bison One Card holder (c) ID Number

For Students: Student's ID number (without the @ symbol) or the 6-digit * number on the back of the card For Faculty/Staff the 6-digit * number on the back of the card)

9. **How can I add or change a meal plan?**

Beginning in July 2016 Students can select their meal plan via BisonWeb.

The last day to add or cancel a meal plan is the last business day of the second week of classes of the current semester. Students living in a Required Meal Plan Residence Hall will be required to have a meal plan.

For more detailed information on meal plans please visit Meal Plans (Dining Dollars). Note:

Meal Plans that are added in the Fall will automatically be assigned and billed for the Spring (of the same academic year).

10. **What is the deadline to cancel and/or change a meal plan?**

A meal plan cannot be cancelled after the second week of classes of the current semester. Thereafter cancellations are granted only when the student officially withdraws from Howard University. The refund percentage is based on the date of withdrawal and can be found on Howard University's Academic Calendar for that academic year.

11. **What's the difference between Bison Bucks and Dining Dollars?**

Dining Dollars are included with the purchase of a meal plan and additional funds cannot be added to that account later. Dining Dollars can be used only at HU On-Campus Dining Locations.

Dining Dollars expire at the end of each semester.

Bison Bucks are loaded to the student's account through My Bison One Card, by using a credit/debit card. Bison Bucks can be accepted at any location that accepts the Bison One Card.

Bison Bucks carry over from year to year and are refundable with request upon graduation, academic withdrawal, or termination of employment.

12. **Where can I use my Bison One Card?**

Please click on the “Where to Use My Card” link on the Bison One Card Website (www.howard.edu/BisonOneCard) to find out what locations accept the Bison One Card and what accounts they accept.
1. **What is the Bison One Card?**
The Bison One Card is your Official Howard University ID. From accessing your residence hall to dining on campus or doing laundry, this card has you covered! The Bison One Card provides you with convenience on or off campus.

2. **Where do I go to get my Bison One Card?**
Students, Faculty and Staff can obtain their Bison One Card from the Bison One Card Office. Please bring with you a valid form of U.S. government issued identification (Driver's License, State ID) or a Passport.

Bison One Card Office 2301 Bryant Street, NW Washington, DC 20059 Bryant Street Entrance Mondays-Fridays; 9am-5pm

3. **Can I upload my photo online?**
Yes, if you’re primary role is Student.

Between June 6, 2016 and August 8, 2016 all validated incoming first time students for Fall 2016, may upload photos online via BisonWeb (www.howard.edu/BisonWeb). The student will receive an email with information where to retrieve their Bison One Card once the uploaded photo has been approved.

Login: BisonWeb & Click on ‘Bison One Card - Photo Upload’ Photo Requirements:
A: Solid white or blue background
B: Color photo
C: Look at the camera
D: Remove non-religious coverings
E: Take photo of your head, with space around your head (top, sides and bottom)

4. **How do I deactivate/reactivate my card?**
Log onto My Bison One Card to deactivate or reactivate your lost or stolen card. Deactivating your card on the Bb eAccounts website will automatically deactivate your current card.

5. **How do I replace a lost/stolen/damaged card?**
Lost or Damaged Cards:
You will need to pay a card replacement fee of $10 to replace a lost or damaged card and here is a basic list of why we charge:

(a) Card is hole punched.
(b) Card is damaged due to negligence, e.g. ID card was washed and/or dried with clothes.
(c) Card is intentionally destroyed in any way or forms. Stolen Cards:

A Police Report will need to be provided for review. We review if the Bison One Card was properly secured prior to being stolen.

How to Pay Card Replacement Fee:
(a) Pay using Bison Bucks in the Bison One Card Office.
(b) Pay using Cash at the Cashiers Office (1st Floor of the Administration Building) and bring the paid receipt to the Bison One Card Office.

6. **What are Bison Bucks?**
Bison Bucks is a prepaid, stored value account available to all Bison One Card holders. There are no transaction fees or minimum balances associated with the card. Just load and use at a variety of places.
**Bison One Card Office**
2301 Georgia Ave, Washington, DC 20059  
1st floor of the iLab (On Bryant Street between 6th Street and Georgia Avenue)  
(202) 806-2109  
www.howard.edu/BisonOneCard Monday – Friday from 9am – 5pm  
(excluding observed holidays as per University Calendar)

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

**Howard University ID Card is the Bison One Card**
The Howard University ID Card is the Bison One Card. Bison One Cards are issued to Students (active and registered for classes), Faculty and Staff (active) and Contractors (actively sponsored by a Howard University division, department, school or college). For Contractors, Sponsors must use PeopleSoft’s ePAR system. Bison One Card holders must carry their Bison One Card at all times while on Howard University property.

**Photo Upload**
The Bison One Card is the official Howard University ID Card. Photo Upload is available to 1st time students only. After uploading your photo the Bison One Card Office will review and send an email within 1 week. When picking up your Bison One Card bring a valid photo ID, which can be a USA government issued ID or a valid Passport. Bison One Card holders must carry their Bison One Card at all times while on University property.

**Start:** Monday, June 6, 2016  
**End:** Monday, August 8, 2016  
**Login:** BisonWeb & Click on ‘Bison One Card - Photo Upload’ Photo Requirements:  
A: Solid white or blue background  
B: Color photo  
C: Look at the camera  
D: Remove non-religious coverings  
E: Take photo of your head, with space around your head (top, sides and bottom)  
Photos submitted to the Bison One Card Office will not be returned; they become the property of Howard University and will be used for official and administrative purposes only.

**Lost Your Card?**
If you lose your card, please deactivate it by logging into the My Bison One Card website.  
Within the My Bison One Card website, click on Card Services and deactivate all your card numbers.

**Card Replacement Fee ($10) for:**  
Lost Cards  
Damaged Cards (hole, cracked, bent)

**Where to Pay?**
**Cashiers Office** (Cash accepted)  
2400 6th St. NW, Suite 115, Washington, DC 20059  
**Bison One Card Office** (Bison Bucks accepted)  
2301 Georgia Ave, NW, Washington, DC 20059 (Bryant St Entrance)
Students who attend a summer orientation session will have “priority” status during freshmen move-in, have the opportunity to register early, become familiar with the campus and city during the summer before classes begin, and walk onto campus with all of their “business” taken care of.

Registration for summer orientation is currently open. Students must submit their enrollment deposit to be eligible for registration. Spaces are limited for these sessions, and only the first 200 students who register for each session can be accommodated.

To register for summer orientation, visit ous.howard.edu/orientation and click on Summer Orientation.

For more information, please contact Charles Prince at (202) 806-4029 or orientation@howard.edu.

**Fall Orientation (#BisonWeek)**

All students are required to attend Fall On-Campus Orientation which begins after move-in on August 11th. Each school and college, various university departments and student organizations will sponsor events throughout the week.

Classes begin on **Monday, August 22nd.** A more detailed orientation schedule will be available online.

### Orientation Webinars

#### Student Sessions

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<thead>
<tr>
<th>May 2016</th>
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<tbody>
<tr>
<td>Introduction to Orientation</td>
<td>Wednesday, 18th</td>
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<tr>
<td>Understanding the Placement Examination</td>
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<tr>
<th>June 2016</th>
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<tbody>
<tr>
<td>Career Services</td>
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<tr>
<td>Title IX</td>
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<td>Student Support Services</td>
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<td>Residence Life</td>
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<td>TBD</td>
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<th>July 2016</th>
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<tr>
<td>Library Services</td>
<td>Wednesday, 6th</td>
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<td>Registration &amp; Degree Works</td>
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<tr>
<td>Study Abroad &amp; Prestigious Scholarships</td>
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<td>Office of Financial Services</td>
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#### Parent Sessions

<table>
<thead>
<tr>
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<tr>
<td>Parent Session</td>
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<th>June 2016</th>
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<tr>
<td>Parent Session</td>
<td>Thursday, June 23rd</td>
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<tr>
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<tr>
<td>Parent Session</td>
<td>Thursday, July 28th</td>
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</table>
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**Orientation** will prepare and inform students about finding and using Howard University resources and navigating Howard University’s campus (history, housing, transportation, financial aid) through our mandatory Pre-, Summer and Fall Orientation.

**Pre-Orientation (#VirtualHoward)**

**Virtual Orientation**

ALL incoming students are required to complete Virtual Howard prior to starting classes on campus.

Virtual Howard is our online, self-guided tutorial about Howard University and the services available to you and your family. Through Virtual Howard, you will receive valuable information about the University and become more familiar with academic resources and campus life. Subjects covered include:

- Howard's history
- math placement exams
- tuition payments
- campus technology, and
- life outside of the Howard University classroom.

To receive credit for completing the tutorial, you must complete a series of quizzes after registering with your name and Howard ID number.

*Parents also have access to the modules and you should invite them to visit the site if they’d like to review the tutorial.*

To access the virtual orientation, simply visit ous.howard.edu/orientation and click on the orientation link under “Pre-Orientation”. The deadline to complete the modules must be done before attendance of our Summer Orientation.

**Summer Orientation (#BecomingABison)**

The new summer student orientation session seeks to enhance the experience afforded to incoming students by providing smaller sessions and adding workshops related to Academic Success and Achievement. Supplemented by the new Virtual Orientation, these additional features will ensure that students have a well-rounded “on-boarding” experience that focuses on development and academic success.
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### Check-in

**Travel Plans**

- Trunks (shipping)
- Travel light
- Let your trunks do the work
- Please print legibly, with paint or nail polish, the address of your Residence Hall on the face of your trunk, footlocker, and other luggage to be shipped. This will be accepted.

Your luggage should be addressed as follows:

**Your Name**

- Name of Hall to which you are assigned
- Street & Number Howard University Washington, DC & ZIP CODE

**Smaller Luggage & What to Bring**

- A couple of suitcases and an overnight bag should be adequate hand luggage. Be sure to include personal items such as alarm clock, toiletries, towels, and a set of bed linen in the event your trunk and other luggage have not arrived. Be sure also to bring photo identification when you come to check-in.

**Arrival Time**

You are expected to report to your residence hall on the date and time designated in your Residence Hall Packet received from that office. If you arrive after 5:00 pm we may be unable to check you in until the next day. Please do not report before the designated date. The halls will not be ready to receive you. If for any reason you must arrive prior to the opening date, we suggest you make arrangements with a hotel, motel, friends or relatives. In the event that you are unable to report on the designated date and/or will be late, notify your assigned residence hall and/or fax the Office of Residence Life at (202) 806-4431 well in advance. Please do not phone the Office of Residence Life, it’s extremely busy at the beginning of each semester, and it is difficult to confirm your phoned message. In the event that you do not report on time and we do not hear from you, your reservation will be canceled, the space re-assigned, and the deposits forfeited.

**Check In & Arrival Times August 11, Thursday**

Residence Halls open for check-in of New Entrants at 10 A.M. Communications & Engineering, Architecture and Computer Science ONLY

**August 12, Friday**

Residence Halls open for check-in of New Entrants at 10 A.M. Business, Education & Allied Health Sciences ONLY

**August 13, Saturday**

Residence Halls open for check-in of New Entrants at 8 A.M. 8AM-12PM Arts and Sciences A-L ONLY 12PM-4PM Arts and Sciences M-Z ONLY

**August 18, Thursday to August 19, Friday**

Residence Halls open for Continuing Students at 9:00 A.M. (No Weekend Residence Hall Check-in)
RESIDENCE HALLS ADDRESSES

Charles R. Drew Hall
511 Gresham Place, N.W. Washington, D.C. 20059
(202) 806-7379
Mr. Mervin Augustin, Residence Hall Manager

College Hall North
2229 4th Street, N.W. Washington, DC 20059
(888)-600-4660
Ms. Tiffani Loiseau, Building Manager

College Hall South
2205 4th Street, N.W. Washington, DC 20059
(888)-600-4660
Ms. Nicole Heard, Area Manager

George W. Carver Hall
211 Elm Street, N.W. Washington, DC 20059
(202) 806-7833
Ms. Joann Watson, Residence Hall Manager

George W. Cook Hall
601 Fairmont Street, N.W. Washington, D.C. 20059
(202) 806-7392
Mr. Mervin Augustin, Residence Hall Manager

Harriet Tubman Quadrangle
2455 4th Street, N.W. Washington, D.C. 20059
(202) 806-7388
Ms. Kini Spady – Residence Hall Manager

Howard Plaza Towers
2251 Sherman Avenue, N.W. Washington, D.C. 20001
(202) 797-7148
TBA

Lucy Diggs Slowe Hall
1919 3rd Street, N.W. Washington, D.C. 20001
(202) 806-4035
Mr. Kenyatta Hobson, Residence Hall Manager

Mary M. Bethune Annex Hall
2225 4th Street, N.W. Washington, D.C. 20059
(202) 806-6001
Ms. Yetunde Akinola, Residence Hall Manager
DIRECTIONS TO THE MAIN CAMPUS

From Maryland - Traveling West
Take the Baltimore-Washington Parkway (I-295 North) to New York Avenue (R-50 West). Take New York Avenue to Florida Avenue and turn right. Take Florida Avenue to Georgia Avenue and turn right. Take Georgia Avenue to Howard Place (approximately four blocks) and turn right. You are now on the campus of Howard University.

From Maryland - Traveling South
Take I-95 to I-495 (Silver Spring). Take I-495 to Georgia Avenue (Silver Spring). Take Georgia Avenue to Howard Place (approximately seven miles). Turn left. You are now on the campus of Howard University.

From Maryland - Traveling North
Following I-295 North across the 11th Street Bridge. Go through tunnel (I-395 North) to the 3rd Street Tunnel. Take the 3rd Street Tunnel to Massachusetts Avenue exit. (You will actually be on New Jersey Avenue not Massachusetts Avenue.) Take New Jersey Avenue to Florida Avenue and turn left. Take Florida Avenue to Georgia Avenue (approximately three blocks) and turn right. Take Georgia Avenue to Howard Place (approximately four blocks) and turn right. You are now on the campus of Howard University.

From Virginia - Traveling East
Follow Shirley Highway (I-395) East through the 3rd Street Tunnel (I-395 North) to the Massachusetts Avenue exit. (You will actually be on New Jersey Avenue not Massachusetts Avenue.) Take New Jersey Avenue to Florida Avenue and turn left. Take Florida Avenue to Georgia Avenue (approximately three blocks) and turn right. Take Georgia Avenue to Howard Place (approximately four blocks) and turn right. You are now on the Campus of Howard University.

OR
Take I-66 East across the Theodore Roosevelt Memorial Bridge to Constitution Avenue. Take Constitution Avenue (23rd Street is at the end of the bridge) to 7th Street and turn left. (At Florida Avenue, 7th Street becomes Georgia Avenue). Take Georgia Avenue to Howard Place (approximately four blocks) and turn right. You are now on the campus of Howard University.

From Virginia - Traveling North
Take I-95 North to I-395 North to the 12th Street exit. Turn right onto Constitution Avenue. Follow street it becomes Georgia Avenue) to Howard Place (approximately four blocks from Florida Constitution Avenue to 7th Street and turn left. Follow 7th Street (at Florida Avenue, 7th Avenue) and turn right. You are now on the campus of Howard University.

From Shaw-Howard Univ. Metro Station - green line
Exit the Shaw-Howard U. Metro station from the 7th Street/Georgia Avenue entrance, turn right/north and proceed approximately six blocks until you have reached the main campus of Howard University.
• Pain Relievers/Vitamins Plastic Bowl and Cup
• Fork, Knife, Spoon, Chip Clips
• Umbrella

**Clothing Guide**

• 21 Pairs of Underwear
• 21 Pairs of Socks (more if you play sports)
• 7 Pairs of Pants/Jeans
• 14 Shirts/Blouses
• 2 Sets of Sweats Pajamas Slippers/Flip-Flops
• 2 Sweaters
• Light and Heavy Jacket
• Gloves/Scarf/Hat
• 1 Pair of Boots
• 2 Pair of Sneakers or Comfortable Walking Shoes
• 1 Pair of Dress Shoes
• 2 Sets of Business Attire
• 1 Set of Semi-Formal Attire

Before leaving home take inventory of your property and make a duplicate list of all items that contains a serial number. Leave one copy at home, keeping the other with you. If you have valuable property that doesn’t have a serial number, use an engraver to mark it with your social security number. We strongly advise students to check with their parent’s insurance company to see if you are covered away at college. If you aren’t covered or you would like additional or supplemental insurance we strongly recommend National Student Services Inc., for more information you can log on to [www.nssinc.com](http://www.nssinc.com).

**MyFridgeRental.com** is not affiliated with Howard University and will provide microfridge rental services as an independent vendor. This establishment works with students and parents directly to process payments and to coordinate delivery, pickup and service requests.
"WHAT I SHOULD BRING" CHECKLIST

In addition to your everyday clothing you should bring at least two professional/evening outfits. Below is a list that you can use as a guide to help you prepare for moving into your dormitory. Rooms in the Residence Halls are smaller than regular rooms, so pack accordingly.

WHAT SHOULD I BRING CHECKLIST?

**Linens/Laundry**
- Quilt/Comforter/Blanket
- Extra long, twin size linens (2 sets) Pillows (2 sets)
- Towels (3 of each - bath, hand, face)
- Mattress Pad
- Clothes Hangers
- Laundry Bag/Basket
- Laundry Detergent/Fabric Softener
- Sewing Kit

**Room Items**
- Alarm Clock/Small Lamp/Wastebasket
- Under-the-bed Storage Trays
- Fan
- Bulletin Board and Push Pins/Dry-Erase Board
- Toolkit/Stereo/Television/DVD Player
- Cable Cord/Ethernet cord
- Desktop Computer/Laptop/Printer
- Surge Protector/Extension Cords/ Room Decorations/Telephone
- Bed Risers
- Office-School Supplies/Assignment Book
- Calendar
- Heavy-Duty Stapler and Staples
- Printer Paper/Pens/Pencils/Notebooks
- Pocket Folders
- 3 x 5 Index Cards
- Post-it Notes/Paper Clips/Scissors/Highlighters
- Ruler
- Stackable Desk Trays/Dictionary/Thesaurus
- Stamps/Envelopes

**Toiletries/Other**
- Any Medical Prescriptions
- First Aid Kit
- Personal Hygiene Products
- Shower Tote
- Shower Shoes

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<thead>
<tr>
<th>Item</th>
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<tr>
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<tr>
<td>Laundry Detergent/Fabric Softener</td>
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<tr>
<td>Sewing Kit</td>
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<tr>
<td>Alarm Clock/Small Lamp/Wastebasket</td>
</tr>
<tr>
<td>Under-the-bed Storage Trays</td>
</tr>
<tr>
<td>Fan</td>
</tr>
<tr>
<td>Bulletin Board and Push Pins/Dry-Erase Board</td>
</tr>
<tr>
<td>Toolkit/Stereo/Television/DVD Player</td>
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<tr>
<td>Cable Cord/Ethernet cord</td>
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<tr>
<td>Desktop Computer/Laptop/Printer</td>
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<tr>
<td>Surge Protector/Extension Cords/ Room Decorations/Telephone</td>
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<td>Bed Risers</td>
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<td>Office-School Supplies/Assignment Book</td>
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<td>Heavy-Duty Stapler and Staples</td>
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<td>Stamps/Envelopes</td>
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<td>Any Medical Prescriptions</td>
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<tr>
<td>First Aid Kit</td>
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<tr>
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<tr>
<td>Shower Tote</td>
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<tr>
<td>Shower Shoes</td>
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HOW TO REMOVE A MEDICAL HOLD?

Howard University complies with the DC law, which requires all students to have documentation of completing the mandatory immunizations. All students who do not meet the immunization requirements will be placed on MEDICAL HOLD. This medical hold may result in interruptions in your academic schedule and/or affect your eligibility for University housing. It is your responsibility to avoid being placed on medical hold by providing the Student Health Center (SHC) with documentation of the required immunizations. You may verify that your immunizations are complete by reviewing the following:

CHECKLIST OF REQUIRED IMMUNIZATIONS AND TUBERCULOSIS (TB) SCREENING:

✔ PPD (Tuberculosis skin test) or TB blood test (T-spot or Quantiferon Gold) within 6 months of starting at HU. If you have a history of a positive PPD, submit a copy of a CXR report within 6 months of starting at HU.

✔ Tetanus (TdaP) within the past 10 years.

✔ Meningococcal Vaccine – required for staying in University housing and those in health professions. Need one dose after age of 16 years.

✔ Two (2) MMR (Measles, Mumps, Rubella) after your first birthday or copy of immune blood titers.

✔ Three (3) Hepatitis B vaccines or a copy of immune blood titers.

✔ Two (2) Varicella vaccines or History of Chicken pox (month/year) documented by a Medical Provider or a copy of immune blood titers.

Please submit all missing documentation before June 30, 2016! You can submit the information via fax to (202) 806-7416.

THIS IS OFFICIAL NOTIFICATION THAT A MEDICAL HOLD WILL BE PLACED ON YOUR ACCOUNT IF DOCUMENTATION OF THE ABOVE IMMUNIZATIONS AND TB SCREENS ARE NOT SUBMITTED TO THE STUDENT HEALTH CENTER BEFORE JUNE 30, 2016.

To verify your Medical Hold status:

• Login to BisonWeb
• Select Student Services
• Select Student Records
• Select View Holds
HOW TO REMOVE A MEDICAL HOLD?

Howard University complies with the DC law, which requires all students to have documentation of completing the mandatory immunizations. All students who do not meet the immunization requirements will be placed on MEDICAL HOLD. This medical hold may result in interruptions in your academic schedule and/or affect your eligibility for University housing. It is your responsibility to avoid being placed on medical hold by providing the Student Health Center (SHC) with documentation of the required immunizations. You may verify that your immunizations are complete by reviewing the following:

**CHECKLIST OF REQUIRED IMMUNIZATIONS AND TUBERCULOSIS (TB) SCREENING:**

- ✔️ PPD (Tuberculosis skin test) or TB blood test (T-spot or Quantiferon Gold) within 6 months of starting at HU. If you have a history of a positive PPD, submit a copy of a CXR report within 6 months of starting at HU.
- ✔️ Tetanus (TdaP) within the past 10 years.
- ✔️ Meningococcal Vaccine – required for staying in University housing and those in health professions. Need one dose after age of 16 years.
- ✔️ Two (2) MMR (Measles, Mumps, Rubella) after your first birthday or copy of immune blood titers.
- ✔️ Three (3) Hepatitis B vaccines or a copy of immune blood titers.
- ✔️ Two (2) Varicella vaccines or History of Chicken pox (month/year) documented by a Medical Provider or a copy of immune blood titers.

Please submit all missing documentation before June 30, 2016! You can submit the information via fax to (202) 806-7416.

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- • Select Student Services
- • Select Student Records
- • Select View Holds

**BISON EMAIL, BLACKBOARD, BISONWEB**

**Student E-mail**

Howard University provides e-mail accounts to all students through Google Apps.

**Getting Started**

1. Obtain Your Username & Initial Password
   - Logon to BisonWeb, click View E-Mail Addresses.
   - If you do not see a Howard-issued e-mail address, contact the Help Desk.

2. Log in to E-mail and Other Apps

E-mail . . . .http://mail.bison.howard.edu   Chats . . . .Download Google Talk Client

**Contact**

**Phone:** 202-806-2020
Monday - Friday, 8:30am-7:00pm

**Walk-in:** (location on left): For some services, noted below, clients may visit us at the Help Desk at the iLAB without scheduling an appointment.
Monday - Friday, 8:30am-5:00pm

**How To Register**

**Before you start, you will need** access to your Howard University-issued E-mail Address, which is used to create and maintain your account. Make sure that you can access your Howard e-mail account prior to attempting to register.

- Create your account here using your HU-issued e-mail address.
- Confirm your mobile number. Set-up Guardian Profile (optional).

**BisonWeb**

BisonWeb provides access to course registration, student accounts, financial aid, grades and transcript information.

**Users:** Students & Faculty

For additional information, visit the Bison Web Home Page Log in to Bison Web

- Username: 9 digit Howard University ID including ‘@’, (Example: @12345678)
- Password: 6 digit PIN which is usually your birth date without dashes, unless you changed it already

**Blackboard:**

Blackboard helps engage students and faculty in a digital classroom experience. It encourages correspondence between students and other students, as well as with faculty.

**Users:** Students & Faculty

Log in to Blackboard
Blackboard Resources for Faculty
Blackboard Resources for Students

- **Username:** 8-digit Banner/BisonWeb ID without ‘@’ sign
- **Password:** Bison Web pin or 6-digit DOB
  in mmddyy format
Howard has its own language! This cheat sheet will help you brush up before you arrive on campus.

**A-Building** – Howard University Administration Building

**Blackburn** – Armour J. Blackburn University Center

**Burr** – Burr Gymnasium

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

**CEDAR** - Center for Career Education, Development & Research

**CNAHS** – College of Nursing and Allied Health Sciences

**Chapel** - Andrew Rankin Memorial Chapel; Non-denominational worship service held every Sunday during the academic year at 11:00 a.m. at Cramton Auditorium.

**COAS** – College of Arts and Sciences

**Cramton** – Cramton Auditorium

**CRN** – Course Registration Number

**Founders** – The Founders Library

**ETS** - Enterprise Technology Services

**Founders Walk** -- Pathway to Howard Hall (located on 6th Street N.W.)

**GA** – Graduate Assistant

**GSA** – Graduate Student Assembly

**HoChi** – Howard China (restaurant located at Georgia Ave. and Gresham Pl.)

**HUSA** – Howard University Student Association

**HUSSL** – Howard University School of Law

**iLab** - Student information lab (located in the Technology Center at 2301 Georgia Ave, 2nd Floor)

**OL** - Orientation Leader

**PunchOut** – Campus Eatery (located on the ground floor of the Blackburn University Center)

**RA** – Resident Assistant

**ResNet** - Residential computing services

**S.O.B** – School of Business

**S.O.E** – School of Education

**TA** - Teaching Assistant

**The Hilltop** – Howard University Newspaper

**The Mecca** - Howard University is considered the "Mecca" of Black education and intellect

**The Valley** – Howard University Lower Quadrangle

**The Yard** – Howard University Upper Quadrangle

**UGSA** – Undergraduate Student Assembly

**WHUR** – Howard University Radio (96.3 FM)

**WHUT** – Howard University Television (33)

And whenever you hear “HU”… you always respond with “You Know!”
After reserving your place at Howard University by paying the non-refundable Admissions Deposit, the following steps are encouraged for a successful transition.

Submit your Housing Contract
If you want to live in campus housing, you must submit your housing contract online thru Bisonweb, which can be accessed by visiting bisonwed.howard.edu. The housing tab can be found by clicking “Student Services”.

Return your Health History and Immunization Forms
As a new student, proof of vaccinations and immunizations is required. Make sure you are up to date on your immunizations and send in your completed forms to the Student Health Center. Please visit howard.edu/studenthealth for more information including forms and important dates.

Submit your AP Scores
Contact the College Board at collegeboard.com to request your AP scores. Please end all documents addressed to Howard University, Office of Admissions, 2400 th St, NW, Washington, DC 20059.

Pay your Bills and Complete Your Financial Aid Process
Student Financial Services has information on fee rates, billing, payment options, loan repayment, and educational tax credit. Their online billing site provides real-time account inquiry and electronic payment for tuition/fees. Additionally, get information on loans and scholarships and find out who your Financial Aid Counselor is. Learn more at howard.edu/financialaid.

Request Accessibility Services (if needed)
The Office of Student Services provides equal access to programs, services, and physical facilities to students with disabilities. A Request for Accommodations form is available at studentaffairs.howard.edu/departments/office-student-services.

Register your Vehicle
Although parking is extremely limited, if you are bringing a vehicle with you to campus, you are required to secure a parking pass prior to your arrival. Register online at http://auxiliary.howard.edu/parking--trnsp.html or contact the parking office at 202-806-2000. Please note freshman are not advised to travel to campus with a vehicle.

Get your Howard University ID Card
All students are required to have a Howard University ID Card. Your Bison One Card provides you access to your residence hall, labs, libraries, meals, campus events, and more. Find more information at auxiliary.howard.edu/bison-one-card.html.

Pack smart
In this guide you will find a “What To Bring” reference for your convenience. Also, at howard.edu/residencelife you’ll find comprehensive lists of what to bring (and what NOT to bring) when you move in to the residence halls.

Contact your college/department
Find your college’s website howard.edu/academics and learn more about your program and course requirements.

Pack Required Forms of Identification
You will be required to provide government issued photo identification to obtain a bank account or University ID Card. You will also need a social security card to obtain a Employment Eligibility Card or passport. Come prepared with all official identification.

Get ready to join one of the country’s most prestigious universities!
If you have any questions not addressed in the Survival Guide, do not hesitate to contact the Office of the Vice President for Student Affairs at (202) 806-2100.
the history and culture of people of African descent in Africa, the Americas and other parts of the world.

The University competes in 19 varsity sports including basketball, football, bowling, lacrosse, soccer, softball, swimming, tennis, both indoor and outdoor track and volleyball.

Regarded as one of the most prestigious institutions of higher learning in the world, current enrollment approximates 11,000 students from virtually every state, the District of Columbia, and more than 70 countries. The University traditionally has had the largest gathering of Black scholars in the world.

**Founders Walk**

Founders Walk, a pathway to Howard Hall, recounts the milestones of the University's proud heritage through engraved bricks that reflect the important roles played by individual and organizations in Howard University's history.

**Howard Hall**

The General Oliver Otis Howard House is located on the campus of Howard University. Constructed between 1867 and 1869, it was the home of Major General Oliver Otis Howard, the founder of the school and its first President from 1869 to 1873. The house still retains many of its decorative elements such as the high mansard roof, elaborate dormer windows, tower, and decorative iron balustrades. The Board of Howard University was able, through General Howard, to purchase a one-acre lot including a frame building to begin operation of the school. The Howard House was among the first buildings constructed.

Although the Trustees voted to give General Howard a lot upon which to build a residence, he instead purchased the lot for $1,000. In 1909, when the University began to expand, the Howard House was purchased. The house has had varied uses over the past century. For example, between 1936 and 1942, the Howard House was the home of Miss Lulu V. Childers, and served as the Conservatory of Music, which she directed. From 1967 to 1972, the African Language Center and African Studies Department were located there. The building presently is used for conferences and special events.

General Oliver Otis Howard House is located on the Howard University Campus at 2401 Sixth St., NW.

**The Founders Library**

The Founders Library, completed in 1939, is the center of intellectual life on the Howard University campus and a proud monument to hope and achievement. Albert I. Cassell, FAIA (1895-1969) was the architect of Founders Library and several of the most prominent structures on the Howard University campus. The Founders Library is the main component of a continually evolving Howard University Library (HUL) system.

The Founders Library houses the University Museum and the Moorland-Spingarn Research Center, which collects, preserves, organizes, and make available for research a wide range of resources chronicling the Black experience. Among these is an exhibit at the entrance of the Library of images from the award-winning history of Howard University, The Long Walk: The Place Making Legacy of Howard University. This book documents the campus's evolution from the purchase of the first 150 acres to the University's acquisition of its current holdings. The Long Walk also mark the first time the physical environment of Howard University's main campus has been the subject of extensive research. The television version of The Long Walk, produced by WHUT, won an international video award, in competition with 2,867 entries from 48 states, the District of Columbia, and 11 other countries.
Howard University's main campus has been the subject of extensive research. The current holdings of the University Library (HUL) system include a continually evolving collection of images from the award-winning history of Howard University, The Long Walk: The Place Making Legacy of Howard University. This book documents the campus's evolution from the purchase of the first 150 acres to the University's acquisition of its structures on the Howard University campus. The Founders Library houses the University Museum and the Moorland-Spingarn Research Center. The Moorland-Spingarn Research Center (MSRC) is recognized as one of the world's largest and most comprehensive repositories for the documentation of the history and culture of people of African descent in Africa, the Americas, and other parts of the world.

The University competes in 19 varsity sports including basketball, football, bowling, lacrosse, soccer, softball, swimming, tennis, both indoor and outdoor track, and volleyball. The University's library system contains more than 1.8 million volumes, including the Channing Pollock Collection. The Moorland-Spingarn Research Center (MSRC) is recognized as one of the world's largest and most comprehensive repositories for the documentation of the history and culture of people of African descent in Africa, the Americas, and other parts of the world.

Howard University is a living symbol of the determination of a people to free themselves of oppression and enjoy the fruits of life, liberty, happiness, and prosperity as responsible citizens in an equal society. Since 1867, Howard has awarded more than 100,000 degrees in the professions, arts, sciences and humanities. Howard ranks among the highest producers of the nation's Black professionals in medicine, dentistry, pharmacy, engineering, nursing, architecture, religion, law, music, social work and education. The University has long held a commitment to the study of disadvantaged persons in American society and throughout the world. The goal is the elimination of inequities related to race, color, social, economic and political circumstances. As the only truly comprehensive predominantly Black university, Howard is one of the major engineers of change in our society. Through its traditional and cutting-edge academic programs, the University seeks to improve the circumstances of all people in the search for peace and justice on earth. Howard has grown from a single-frame building in 1867 and evolved to more than 89 acres, including the six-story, 400-bed Howard University Hospital. Since 1974, it has expanded to include a 22-acre School of Law West Campus, a 22-acre School of Divinity East Campus and another three-fifths of an acre facility in northeast Washington and a 108-acre tract of land in Beltsville, Maryland.

Howard prepares men and women to advance social justice and the preservation of human liberty. In each of its 13 schools and colleges, Howard University seeks to develop technically competent and morally committed individuals.

The University's library system contains more than 1.8 million volumes, including the Channing Pollock Collection. The Moorland-Spingarn Research Center (MSRC) is recognized as one of the world's largest and most comprehensive repositories for the documentation of the history and culture of people of African descent in Africa, the Americas, and other parts of the world.
Among the prominent African Americans who lived in LeDroit Park were:

- Robert A. Terrell, the first African American municipal Judge
- Mary Church Terrell, a distinguished educator, suffragette, and civil rights activist. She was the first African American to serve on the DC School Board.
- Major Christian Fleetwood, a Civil War hero
- General Benjamin Davis, the first African American general
- Clarence Cameron White, violinist
- Walter Washington, the first mayor of DC elected under home rule
- Paul Laurence Dunbar, poet

The Frelinghuysen University - founded in 1906 by Dr. Jesse Lawson and Dr. Anna J. Cooper, was established to provide evening education classes for employed African Americans who were unable to attend school during the day.

**Greater U Street Historic District**

The Greater U Street Historic District is a Victorian-era neighborhood, developed largely between 1862 and 1900. The area consists of a coherent group of row houses constructed overwhelmingly by speculative builders and real estate developers along streets established by the L’Enfant Plan. The neighborhood’s rapid development was in response to the city’s strong demand for housing following the Civil War, the growth of the Federal government in the late 19th century, and the expansion of Washington’s economy and population.

The historic district is also significant as the center of Washington’s African American community between c.1900 and 1948. While always racially and socio-economically diverse, the area was predominately white and middle class until the turn of the century. As Washington became increasingly segregated, the neighborhood emerged as a “city within a city” for Washington’s African American residents. U Street became the city’s most important concentration of businesses, entertainment facilities, and fraternal and religious institutions owned and operated by African Americans, while the surrounding neighborhood became home to many of the city’s leading African American citizens. This second phase of development is most tangibly evident along U Street, and its immediately adjacent blocks where buildings of significant stature and architectural expression were built by and for the African American community. While the area remained an important commercial and cultural center for the African American community through the 1960s, the neighborhood began to change in character after racially restrictive real estate covenants were declared unconstitutional by the Supreme Court, thus allowing African Americans access to housing throughout the area.

Today, the Greater U Street neighborhood is defined by a variety of architectural styles and building types ranging from the 19th-century residential and commercial architecture to the early- to mid-20th-century African American fraternities/societies, theaters, and jazz clubs for which the area gained international acclaim. Between the commercial transportation corridors, the streetscapes are defined by rows of 19th-century dwellings punctuated by churches, corner stores, and schools. There are several notable landmarks within the historic district, which are listed below.

*Introduction to DC and Surrounding Cities continued on next page.*

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Washington, DC is not only the capital of the United States of America; it also ranks as one of the world’s top tourist destinations. But Washington has much more to offer than the well-known attractions. This is a city of neighborhoods, and within the neighborhoods are hundreds of African American heritage sites.

Shaw\(^1\)

The Shaw neighborhood was named in honor of Colonel Robert Gould Shaw, who led the 54th Massachusetts Volunteer Infantry, one of the first official black units during the Civil War. “The neighborhood, from its earliest days, was very strongly African-American, as a result of a number of Union army camps that were located here to accommodate escaped slaves or former slaves that had managed to make their way to the District of Columbia,” says Alex Padro, a Shaw advisory neighborhood commissioner and the executive director of Shaw Main Streets. Due to the early concentration of freed blacks, the Shaw neighborhood had developed schools, churches, hospitals, and a university — all established and constructed in close proximity to be able to serve that large African-American population.

The neighborhood thrived in the late 19th and early 20th centuries as the pre-Harlem center of African American intellectual and cultural life. Howard Theological Seminary received its first matriculates in 1866; by 1925, Professor Alain LeRoy Locke was advancing the idea of “The New Negro”, and Langston Hughes was descending from LeDroit Park to hear the “sad songs” of 7th Street. The most famous Shaw native to emerge from this period— sometimes called the Harlem Renaissance—was Duke Ellington.

LeDroit Park\(^2\)

LeDroit Park was developed by Amzi L. Barber, one of the founders of Howard University. Barber married the daughter of successful real estate broker LeDroit Langdon and resigned his post at Howard in 1873. LeDroit Park was developed as an exclusively white residential area, and this policy was enforced to the extent that a fence enclosed the area and guards were stationed at the gates to restrict access. This fence became a focal point of unrest. In July of 1888, the fence was torn down by protesting African Americans, which signaled a movement towards the integration of the area. In 1893, a barber, Octavius Williams, became the first African American to move into the subdivision. The LeDroit Park area was integrated for only a short time, and by the beginning of World War I, the white families had moved out. LeDroit Park remains essentially intact today and serves as home to many prominent African Americans.
ALMA MATER

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

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

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

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

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

Dear Students:

It is with great pleasure that we both welcome new students into the Bison Family while greeting those of you who have decided to return. As we reopen the doors of Howard University, it is our hope that each of you have come with the intention of acquiring knowledge to plan and execute your educational goals while contributing to the larger campus community.

Here at the Mecca, we emphasize our pillars of truth, service, leadership and excellence. As you strive to meet these expectations, you will find that it is no easy task alone. The journey you are about to undertake is a critical stage in your life and it is our goal, as one connected entity, to help you become familiar with the Howard community. Moreover, because we understand the necessity for clear and direct guidance during this move, we are excited to present the “Bison Survival Guide”!

As both a student and participating member here at the Mecca, each of you will be required to balance the academic demands of your programs, as well as, your respective lives outside of the classroom. Inasmuch as you gain, you are also expected to serve. These efforts will require organization, time management, diligence and the use of every resource and opportunity available at your fingertips.

Ultimately, our hope is that this guide will assist you in achieving the growth you seek and we encourage you to take full advantage of this resource during your quests here on the hilltop. Further, we invite you to become meaningful participants in your university community. Additionally, you are also being provided with the standard Howard University Student Handbook (H-Book). As such, your student handbook will include conduct, guidelines, and protocol for the various offices and departments on campus. This complete guide will serve as a Howard University clearinghouse where you will learn how each office and department is connected while gaining information and procedures about a network that we hope you plan to plug into.

Excellence in Truth and Service,
Howard University
WELCOME TO HOWARD UNIVERSITY

We hope you are as excited as we are for this new academic year. As you prepare to leave your family and embark on this new chapter in your life, we want to ensure that you are as prepared as possible for your first day on campus as a Howard University student. Please review this packet as it contains pertinent information regarding your matriculation at Howard University.

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