

# MORRIS BROWN COLLEGE



## STUDENT HANDBOOK

Providing “*Academic Excellence*  
with a *Personal Touch* . . .  
*From Registration To Graduation*”

2011-2012  
Academic Calendar

[www.morrisbrown.edu](http://www.morrisbrown.edu)



Atlanta, Georgia 30014

## MORRIS BROWN COLLEGE

Office of the President

July 2011

Dear MBC Students:

As Morris Brown College begins its 131<sup>st</sup> year of operation, I want to welcome you to the 2011- 2012 school year on this historic campus. Morris Brown College is the FUBU of HBCUs. It was founded by African Americans for African Americans, and since its inception has a record of producing successful alumni who serve communities across the nation in a wide variety of fields. I am confident that when you complete your degree, you will be equipped to face the challenges in this global society.

While the past has served us well, we at Morris Brown are not content to rest on our laurels. We know that the only constant in life is change... and we are in the midst of great change. We have refined our curriculum so that we can better prepare you to meet the challenges of our fast paced, competitive, ever changing world of technology.

In the last few years, we have faced many challenges, but we are at the brink of a breakthrough that will only strengthen the Morris Brown family. Soon a \$9.9 million debt to the U.S. Department of Education will be eliminated. That will definitely help us as we seek to gain financial stability and our accreditation. Home Depot awarded MBC a \$10,000 grant for the Retool Your School Campaign to make physical improvements on a campus beautification project. We are also making significant progress on other initiatives to support our progress. During your first few days on campus, please read through this handbook carefully. It has been prepared to familiarize you with our campus and to apprise you of your rights and responsibilities as a Morris Brown College student. If you have questions, do not hesitate to contact us.

Again, welcome! I am delighted that you have chosen to become a "Brownite," and I hope that you will find your stay rewarding. Sincerely yours,

Dr. Stanley J. Pritchett, Sr.  
18<sup>th</sup> President  
Morris Brown College

### SERVICE DIRECTORY

<u>OFFICE</u>	<u>BUILDING</u>	<u>PHONE NO</u>
Academic Affairs	Administration, 1 <sup>st</sup> Floor	404-739-1082
Admissions	Administration, 1 <sup>st</sup> Floor	404-739-1070
Alumni Affairs	Administration, 2 <sup>nd</sup> Floor	404-739-1123
CyberLab	Hickman, 2 <sup>nd</sup> Floor	404-739-4357
Enrollment Services	Administration, 1 <sup>st</sup> Floor	404-739-1073
Facilities & Maintenance	Administration, 1 <sup>st</sup> Floor	404-739-1004
Financial Aid & Student Accounts	Administration, 1 <sup>st</sup> Floor	404-739-1562
Fiscal Affairs	Administration, 2 <sup>nd</sup> Floor	404-739-1043
Health Services-Wellness Center	Hickman, Main Floor	404-739-1522
Human Resources	Administration, 1 <sup>st</sup> Floor	404-739-1528
Institutional Advancement	Administration, 2 <sup>nd</sup> Floor	404-739-1123
President	Administration 2 <sup>nd</sup> Floor	404-739-1010
Public Safety	Hickman, Main Floor	404-739-1500
Registrar	Administration, 1 <sup>st</sup> Floor	404-739-1073
Residential Living	Administration, 1 <sup>st</sup> Floor	404-739-1047
Student Activities & Events	Administration 1 <sup>st</sup> Floor	404-739-1004
Student Affairs	Administration, 1 <sup>st</sup> Floor	404-739-1004
Student Government Assoc.	Administration 1 <sup>st</sup> Floor	404-739-1004
Student Records/Transcripts	Administration, 1 <sup>st</sup> Floor	404-739-1072

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## **Morris Brown College**

### **Student Handbook and Academic Calendar**

**2011-2012**

#### **ADMINISTRATIVE SERVICES**

**Dr. Stanley J. Pritchett, Sr., President**

**Dr. Gloria L. Anderson, Vice President for Academic Affairs**

**Dr. Jacqueline Pollard, Vice President for Institutional  
Advancement**

**Ms. Toledo Riley, Registrar**

**Attorney Robert Johnson, Chief of Staff**

#### **NOTICE**

The Student Affairs Division publishes the Student Handbook. The information contained in this handbook is current as of the date of publication. The college reserves the right to change policies or procedures when warranted. All revisions will supersede previously published information or policies. Questions concerning revisions of the student handbook should be directed to the Vice President for Student Affairs. Failure to read this Handbook does not excuse a student from the requirements, regulations and consequences described herein. (Handbook

#### **STUDENT AFFAIRS DIVISION**

**Vice President for Student Affairs - Vacant**

**Mr. Geoffery Thompson, Residential Director**

**Mr. Terronce Estell, Student Activities**

**Ms. Stacey Barrett, Student Activities**

**Ms. Shirley Hoover, College Nurse**

**Dr. Lawrence Powell, College Physician**

**Ms. Mattie Sherrell, Financial Aid-Student Accounts**

## COLLEGE VISION

As an academic institution, grounded in excellence and anchored in tradition, Morris Brown College prepares and promotes students destined for a lifetime of learning and achievement in a global society.

### BIBLICAL FOUNDATIONS STATEMENT

**College Seal and Motto:** To God and Truth

**Doctrinal Statement:** Morris Brown College hereby affirms its historical affiliation with the African Methodist Episcopal Church and is committed to fulfilling its mission, as an institution of higher education, upon foundational beliefs as stated in The Book of Discipline of The African Methodist Episcopal Church, Forth-eighth Edition (2008) The Apostle's Creed; and Section II. Articles of Religion;

#### **The Apostle's Creed**

I believe in God the Father Almighty, Maker of heaven and earth, and in Jesus Christ his only son our Lord who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried. The third day, he arose from the dead; he ascended into heaven and sits at the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. I believe in the Holy Spirit, the Church universal, the communion of saints, the forgiveness of sins, the resurrection of the body and the life everlasting. Amen.

#### **Foundational Beliefs**

**The Trinity:** There is but one living and true God, everlasting, without body or parts, of infinite power, wisdom, and goodness; the Maker and Preserver of all things, both visible and invisible. And in unity of this God-head, there are three persons of one substance, power and eternity - the Father, the Son and the Holy Ghost. (Article I).

**Deity and Humanity of Christ:** The Son, who is the Word of the Father, the very and eternal God, one substance with the Father, took man's nature in the womb of the blessed virgin; so that two whole and perfect natures, that is to say, the God-head and manhood, were joined together in one person, never to be divided, whereof is one Christ, very God and man, who suffered, was crucified, dead and buried, to reconcile his Father to us, and to be a sacrifice, not only for original guilt, but also for actual sins of men. (Article II).

**The Bible:** The Holy Scriptures containeth all things necessary for salvation; so that whatever is not read therein, nor may be proved thereby, is not to be required of any man, that it should be believed as an article of faith, or be thought requisite or necessary to salvation. In the name of the Holy Scriptures, we do understand those canonical books of the Old and New Testament, of whose authority was never any doubt in the Church (Article V).

**Creation:** (Genesis 1:1) "In the beginning God created the heavens and the earth, and the sea, and all that in them there is; wherefore, the Lord blessed the Sabbath day and hallowed it.

**Redemption:** Not every sin willingly committed after justification is the sin against the Holy Ghost, and unpardonable. Wherefore, the grant of repentance is not to be denied to such as fall into sin after justification. After we have received the Holy Ghost, we may depart from grace given, and fall into sin, and, by the grace of God, rise again, and amend our lives. And therefore, they are to be condemned who say they can do no more sin as long as they live here; or deny the place of forgiveness to such as truly repent. (Article XII)

**Salvation:** We are accounted righteous before God only for the merit of our Lord and Savior, Jesus Christ, by faith, and not by our own works or deserving; wherefore, that we are justified by faith only, is a most wholesome doctrine, and very full of comfort.(Article IX)

**Second Coming:** Jesus Christ his only son our Lord who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead; and buried. The third day he arose from the dead, he ascended into heaven and sits at the right hand of God the Father Almighty' from thence he shall come to judge the quick and the dead. (Apostle's Creed)

**Heaven and Hell:** And He was seated on the throne said, "Behold, I am making all things new." Also, He said, "Write this down, for these words are trustworthy and true." And He said to me, "It is done! I am the Alpha and the Omega, the beginning and the end." To the thirsty, I will give from the spring of water of life without payment. The one who conquers will have the heritage, and I will be his God and he will be my son. But as for the cowardly, the faithless, the detestable, as for murders, the sexually immoral, sorcerers, idolaters, and all liars, their portion will be in the lake that burns with fire and sulfur, which is the second death". (Revelation 21: 5-8)

**Satan:** Satan is real. "Submit yourselves therefore to God. Resist the devil, and he will flee from you". (James 4:7)

## **COLLEGE MISSION STATEMENT**

Morris Brown College was founded on Christian principles in 1881 by the African Methodist Episcopal Church and is chartered by the State of Georgia as a private, coeducational, liberal arts college engaged in teaching, research, and public service in the arts, humanities, social and natural sciences and professional programs.

The mission of Morris Brown College is to provide educational opportunities in a positive and nurturing environment that will enable its students to become fully functional persons in our global society. The College prepares graduates to live meaningful and rewarding lives, thereby enabling them to make socially constructive and culturally relevant contributions to society.

The College accepts the obligation to place events and points of view in the context of humanity's long intellectual history and to expose both to the light of humanity's best thinking. To that end, the College must maintain the distance that will permit engagement with contemporary events only to the extent that such a focus does not interfere with the ability to study with objectivity and to reflect upon such events dispassionately.

Morris Brown College, in its commitment to academic excellence, provides experiences that foster and enhance intellectual, personal, and interpersonal development for students who have demonstrated the potential to compete in a challenging undergraduate liberal arts program of study.

Because the most universal criterion by which Morris Brown College and any other institution may be measured is the achievement of its alumni, the College seeks to provide its students with:

1. An environment that will foster the development of a wholesome attitude toward, and a full appreciation for, the cultural heritage of the human race as epitomized in the major intellectual and/or cultural disciplines;
2. Knowledge that represents a comprehensive understanding of the fundamentals of the intellectual and cultural disciplines embodied in the Liberal Arts tradition of the General Education Program;
3. Experiences that will promote an awareness of, and sensitivity to, the societal structures and

processes which persistently provoke the climate and substance of social change;

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4. An understanding of, and respect for, the ethical, moral and spiritual values of the Christian Faith;
5. A set of skills that will equip them to negotiate effectively the cultural, economic, global, political, and social environments;
6. Preparation in the scholarly tradition that will support graduate and professional studies;
7. Training that prepares them for active participation as intellectually competent, proficient individuals in a scientific and technologically advanced society;
8. Opportunities to contribute to research, artistic and other intellectual endeavors; and
9. Opportunities for public service and experiential training to enrich the lives of citizens in local, state, national and international communities.

## **GENERAL EDUCATION COMPETENCIES**

**General Education Competency 1:** Students completing the general Education core curriculum will be able to write a research paper using the correct grammar, spelling, punctuation, and research methods.

**General Education Competency 2:** Students completing the general education core curriculum will be able to read an article related to their field of studies from a refereed journal, and offer in writing a critical interpretation of its meaning.

**General Education Competency 3:** Students completing the general education core curriculum will be able to deliver a ten-minute speech before an audience using correct grammar, word pronunciation, and eye contact.

**General Education Competency 4:** Students completing the general education core curriculum will be able to solve personal and business mathematical application problems.

**General Education Competency 5:** Students completing the general education core curriculum will be able to use computer software to solve personal and business application problems.

### **ENROLLMENT SERVICES**

The central purpose of Enrollment Services is to complement the institutional mission, and to enhance the strong academic tradition of the college. Enrollment Services serves as the planning and coordination hub for Recruitment, Admissions, Registration, Enrollment, Retention, Student Records, Student Activities, Health Services and Residential Living units. From the first introduction of a new student during orientation, until the awarding of the bachelor's degree at commencement, Enrollment Services is constant in the lives of each Morris Brown College student.

## **MORRIS BROWN COLLEGE**

### **ALMA MATER**

Words By: Milton Randolph  
Music By: Waymon Handcock

(1)

ALMA MATER PRIDE OF EARTH,  
GAV'ST TO ME ANOTHER BIRTH  
HAVEN FOR ALL HUNGRY SOULS  
FEEDING THEM SHALL BE OUR GOAL  
EVER LET THY BANNER BE  
EMBLEM OF THE BRAVE AND FREE  
A WELCOME TRUTH TO EVERYONE,  
UNTIL THY WORK IS DONE.

(2)

HAIL TO THEE, MAKER OF MEN,  
HONOR TO THEE ONCE AGAIN,  
SACRED TRUTHS ON FIRREST GROUND,  
HAIL TO THEE, DEAR MORRIS BROWN,  
TO THY PRECEPTS PRAISE ACCORD,  
TO THEM MAY WE ERE BE BOUND  
AND BOW AND THANK THE GRACIOUS LORD  
FOR DEAR OLD MORRIS BROWN.

MORRIS BROWN COLLEGE MOTTO: "TO GOD AND TRUTH"

MORRIS BROWN COLLEGE COLORS: PURPLE and BLACK

MORRIS BROWN COLLEGE MASCOT: The WOLVERINE

# MORRIS BROWN COLLEGE

## "QUICK FACTS" . . .

### **Rich History:**

Founded in 1881 by the African Methodist Episcopal Church as the only college in Georgia established by African Americans for African Americans.

### **Nurturing Environment:**

The administration, faculty and staff are committed to academic excellence with a personal touch. Academic advisors work one-on-one with students to pursue their individual goals. Faculty/student ratio:1:6. Average class size: 12. We are Family!

### **Charter:**

Private, independent, co-educational institution. 130 years of continuous operation. Chartered by the State of GA. Currently the college is not accredited by a national or regional accrediting agency.

### **Access to Opportunity:**

The college's commitment to students begins in middle school and continues after college. MBC offers the Bachelor of Arts and Bachelor of Science degrees the following: Business Administration; General Studies in Music; General Studies in Music Industry; General Studies in Psychology; Organizational Management and Leadership ; and Online Organizational Management and Leadership.

### **Admissions:**

Applications and all required documents should be forwarded to the Office of Admissions by May 1<sup>st</sup> for the fall semester attendance and by Dec. 1<sup>st</sup> for the spring semester attendance.

**Cost of Attendance:** Tuition & Fees = \$ 4,250.00 per semester; Room = \$ 2,100.00 per semester; and Board = \$ 2,150.00 per semester. We work hard to support every student's potential to earn a college degree by providing scholarships, grants and access to bank loans.

### **Student Life:**

MBC provides unlimited personal growth and fulfillment in a unique familial environment. Student leadership programs are designed to complement the academic programs. Students participate in the student government association, campus ministry, civic forums, drama, dance, intramural sports, vocal & instrumental performance organizations, special interest groups, and more!

### **ATL:**

Located at the highest point in downtown Atlanta, MBC is within minutes of the city's cultural, athletic, retail centers; World Congress Center, CNN, Phillip's Arena, GA Dome, Aquarium, Capital, MLK, Jr. Center, African American Museum and MARTA Transit.

## The Division of Student Affairs

**Introduction** - The Division of Student Affairs contributes significantly to student learning and development by providing programs, services and extra-curricular activities that assist students in defining, clarifying and achieving their educational goals. Our programs and services focus on each student's personal, social, emotional and physical development. We provide opportunity to those in need of a nurturing, college community.

### I. MBC College Essentials

**College Orientation** - College Orientation programs are designed to make you, the new student, feel welcome at Morris Brown College. They are an important link to the College because they are designed to promote your academic achievement and personal development throughout your first year at Morris Brown College.

**New Student Orientation** - The foundation of your experience at Morris Brown College begins with Orientation. Consider it to be your first day at school. Through small group discussions, academic advisement, and special topic presentations, new students become well informed on how to be successful in the College community. The program, held each semester, includes academic and student services information, a campus and library tour, access to valuable resource handbooks, as well as, an opportunity to meet faculty, staff, new and continuing students.

**First-year Student Program** - This program provides information services and activities specially targeted toward new and transfer students throughout their first year, as an extension of New Student Orientation. Each fall the program covers a wide variety of topics, which help students successfully transition to Morris Brown College. The First Year program also offers special activities for first year students.

**The Admissions and Enrollment Process** – To become officially enrolled in Morris Brown College, each student must:

- Submit all required documents and fees to the Office of Admission and Records by May 1<sup>st</sup> for the Fall semester and by December 1<sup>st</sup> for the Spring semester.
- Meet with his/her Academic Advisor for assistance and approval;
- Select courses and have them entered into the computer by the Registrar;

- Report to Financial Aid/Student Accounts for awards and payment plans;
- Report to the Cashier to pay required tuition and fees and receive an official enrollment stamp.
- Report to Public Safety to obtain a Student Identification Badge.

### Academic Advisement and Support

The Academic Affairs Office provides a comprehensive range of academic and learning support services to help students succeed academically. Students are assigned an advisor during new student orientation. It allows you to interact with a faculty member in your discipline beyond the confines of the classroom to assist in the development of your Master Plan of Study. Faculty members keep regular office hours that are posted outside each faculty office.

**Academic Advisement for Undeclared Majors** – The Office of Academic Affairs provides advisement and information about policies and procedures that affect undergraduate undeclared students, readmission and reinstatement, course selection, and selecting a major.

**Using the College Catalog to Plan Your Studies** - A careful reading of the Catalog is the first step in planning your studies and developing your master plan with your Academic Advisor. The catalog contains policies and regulations that apply to all students. The Catalog groups requirements for each major according to the academic departments that offer the various courses of study.

**Enrollment Categories** – Students who are enrolled with a minimum of 12 semester hours during a particular semester are regarded as “**Full-Time**” students. Students who are enrolled with less than 12 hours in a semester are regarded as “**Part-Time**”.

**Graduation Requirements** – *Morris Brown College* awards the Bachelor of Arts and Bachelor of Science degrees the following: Business Administration; General Studies in Music; General Studies in Music Industry; General Studies in Psychology; Organizational Management and Leadership; and Online Organizational Management and Leadership. In order to qualify for graduation, students must meet the following eligibility requirements:

- Minimum cumulative GPA of 2.0
- Successful completion of 120 semester as noted in Student's Master Plan
- Clearance by the Academic Advisor, Academic Dean and the Director of Enrollment Services that all major program requirements have been met
- Clearance by Financial Aid and Student Accounts Manager for all financial obligations

**Course Credit** – is stated in semester hours. One fifty (50) minute recitation/lecture period per week for fifteen (15) weeks, or the equivalent in laboratory work, constitutes a semester hour.

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**The Withdrawal Process** – To Drop a Course or Withdraw from the institution, you must circulate an “Official Withdrawal Form” and return the form signed with appropriate signatures to the Registrar. Any student failing to adhere to the Withdrawal Process as described herein will be charged the “Full” Tuition and Fees for the entire semester.

### **Financial Aid and Student Accounts**

The Office of Financial Aid and Student Accounts provides financial assistance to help support the student's educational costs at the College by offering scholarships, grants, work-study and access to bank loans. To be considered for financial aid, you must complete and submit a Morris Brown College Financial Aid Application and other required forms each academic year. The Financial Aid Office awards funds in accordance with the College's academic and financial criteria.

#### **Student Costs**

\$ 4,250.00 per semester Tuition and Fees for students living off- campus.

\$ 2,100.00 per semester Rooming Fee for students living on-campus.

\$ 2,150.00 per semester Board (Food Service) for students living on-campus.

\$ 500.00 per semester “approximate” costs for books.

#### **Full-Service Banks in the community includes:**

Bank of America- (404) 752-0660

Citizens Trust Bank - (404) 522-1792

Capitol City Bank & Trust – (404) 752-6067

Credit Union of Atlanta – (404) 658-6465

Regions Bank – (800) 734-4667

Sun Trust Bank – (404) 332-3149

Wells Fargo Bank – (404) 756-3050

**Mail Service** - Mail is delivered daily to the Main Office. A college identification card must be presented in order to receive mail. Special deliveries, certified mail, express mail, registered mail, and parcels may be picked up at the Main Office on campus.

**Library Services** - The Woodruff Library is located at the corner of James P. Brawley Dr. and Beckwith Street. The Library's collections number over 500,000 books and bound periodicals. The Library regularly receives periodicals, scholarly journals, serials and newspapers. The Library is open for use by the College community. The Library changes its hours during holidays and semester breaks. Check postings at the Library entrance or call 404-522-8980.

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**Reference Center** - The Reference Center and Information Desk should be your first stop to ask for help in using the Library's resources, which include a large and growing number of electronic resources such as the World Wide Web, the Internet, on-line catalogs, databases, information services, etc. The Reference Center is located on the first floor.

**Computer Labs** - Morris Brown College is a leader in using information technologies as an integral part of the instructional program. By using the campus network, students have access to a wide range of software applications, library searches, full text retrieval of current publications, electronic mail, and other resources such as the Internet.

**MBC CyberLab** - To use the resources in the **MBC CyberLab**, you are required to:

- (1) provide a valid MBC photo-ID card, sign-in and out each time you use the lab;
- (2) comply with all College and lab policies, procedures, and rules;
- (3) comply with all federal, state and local ordinances and laws as published and posted in the **CyberLab**. Lab hours are posted.

*Note: For all MBC policies regarding the appropriate use of college resources and responsible personal conduct, please refer to Section IV - Student Rights and Responsibilities of this handbook.*

## **II. HEALTH, WELLNESS, PREVENTION AND SAFETY**

### **Health, Wellness and Prevention**

The main ingredient in wellness is the emphasis on self-responsibility. We believe that you are ultimately responsible for the choices you make about your health and life. All students are required to have their health services forms completed and filed in the **Wellness Center** prior to registration. The information that you provide is confidential and cannot be shared with anyone without your permission.. At the Wellness Center students may get information and materials about wellness, prevention, and illness.

**Health Services Requirement for New and Re-Admit Students** - New and re-admitted students must present valid proof of the following:

- 1) A physical examination,

- 2) Measles, Mumps, Rubella immunizations,
- 3) A negative T.B. test or chest x-ray taken within one year preceding the first day of classes and a Tetanus vaccination within the past 10 years.

Physical examinations are available at private physicians' offices, county health departments, and HMO providers. Students will not be able to complete registration or continue enrollment without this mandatory information.

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**Insurance Coverage** -The cost of basic medical services is included in your registration fee. Morris Brown College provides a primary accident and health insurance program that covers a portion of medical expenses incurred as a result of injury or illness, or a life-threatening emergency. This plan provides 24-hour coverage during the term of the policy for each student insured. The insurance becomes effective at the time of registration for each semester. Major medical insurance should be purchased separately and is the responsibility of the student or his/her family.

**MBC Wellness Center** - The MBC Wellness Center exists to help students improve their lifestyles in an effort to move toward optimal personal health, and to have a healthy campus community. This is accomplished through a combination of efforts to enhance awareness, personal and professional growth and create an environment that supports total student development. The **Wellness Center** is located on the Main floor in the Hickman Student Center on the corner of M.L.King, Jr. Dr. and Sunset Ave.

**The Health Services Staff** - consists of a medical doctor and a licensed nurse. Health services are available between the hours of 10:00 am and 3:00 p.m. Monday through Thursday. The college staff will page the nurse and/or medical doctor after business hours for student emergencies. The professional staff is available to treat most illnesses and injuries and to administer first aid. In the event the student cannot reach the nurse or college physician, the student must call Public Safety, Vice President for Student Affairs, and the Resident Assistant (On-Campus students only) for assistance. In serious emergencies the student must first call 911 to be transported to the nearest Hospital within 5 minutes from the campus,(also contact college staff).

#### **Services available includes but not limited to:**

**Urgent Care** - Urgent care is provided for non-emergency condition such as minor cuts, sprains and acute injuries.

**Primary Care** - Provides medical care and treatment for basic, acute and episodic symptoms and conditions.

**Walk-in Clinics/Appointment Visits** - A student is eligible to receive unlimited services where he/she will be seen by one of our medical staff members for a wide variety of health problems.

**Referrals** - to outside providers are available when deemed necessary. Most students seen in the Wellness Center are "self-referral"; however, friends, staff, faculty, and administrators refer a significant number of students for services.

#### **Counseling Services includes but is not limited to:**

1) **Individual Counseling** - students meet with a counselor in a one-on-one setting to work through personal concerns. Students are referred for counseling based on individual need. Most students are seen for less than one semester.

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2) **Group Counseling** - offers a broad range of insight and support from peers and professional counselors. Some groups deal with general concerns; others have a more specific focus such as grief, survival of sexual trauma, and/or eliminating self-defeating behaviors.

3) **Consultation Services** – available for campus groups, faculty, staff, and administrators.

4) **Wellness Education and Prevention** - consist of programs/seminars such as but not limited to: HIV/Aids, STD's, substance abuse, sexual assault prevention, anger management, building & maintaining healthy relationships, stress, healthy eating habits /eating disorders, healthy life styles, skin disorders and self-care methods.

**Mandatory Leave of Absence** - The College Physician, the Director of Health Services, the Vice President for Student Affairs, or the Vice President for Academic Affairs may recommend or require that a student be withdrawn from the College or placed on mandatory Medical Leave of Absence when the student's health (physical and/or psychological) is life threatening, impedes his or her academic progress, is disruptive to the College community, or endangers the health and safety of the College community. Upon return, he or she must provide official documentation regarding the medical and/or health problems which resulted in a Mandatory Leave of Absence to the Vice President for Student Affairs for clearance to resume his or her studies.

**Pregnant Student Policy** - A resident student who becomes pregnant should notify the Vice President for Student Affairs and College Nurse. The student may be permitted to reside on-campus until the end of the second trimester of pregnancy, provided she gives the Vice President for Student Affairs and College Nurse the following information in writing:

- 1) The estimated date of birth
- 2) A statement from her physician regarding her health and that of the fetus
- 3) A statement from the attending physician indicating that participation in formal activities will not harm her or the fetus (this information will be shared with and maintained by Morris Brown College Health Services)
- 4) A waiver releasing Morris Brown College from any responsibility or liability for her health or the outcome of the pregnancy, and
- 5) The name of the physician providing prenatal care

*Note: Morris Brown College assumes no responsibility or liability for the health of the mother or the outcome of the pregnancy. The College Nurse and the Vice President for Student Affairs, in consultation with the student, the College Physician, and the student's attending physician, will judge continuation as a resident student beyond the second trimester on an individual basis.*

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## **PUBLIC SAFETY CONCERNS**

**24 Hours On-Campus Emergency Phone 404-739-1500, Public Safety**

**Emergencies Off-Campus – DIAL 911, Atlanta Police**

**Location** - Main Floor of the Hickman Student Center on M. L. King Jr. Dr. at the corner of Sunset Street. Morris Brown College Department of **Public Safety** recognizes its' duty to ensure the **safety and security** of the individuals who comprise the Morris Brown College Community and establish and maintain a system for protection of the assets of the institution. The Public Safety Staff are dedicated and responsible in the discharge of their duties. The Office of Public Safety offers the following suggestions to best protect yourself and your belongings:

- 1) Engrave your valuables with recognizable identification numbers. Engraved articles are easier to identify as stolen. Please do not leave valuables in sight in your parked car(s).
- 2) Trust Your Instincts. If you suspect something is wrong, or a situation seems dangerous, you are probably right? Don't dismiss or ignore suspicious people, cars, or situations. Remove yourself and report them to Public Safety.
- 3) Cooperate in Prosecution of Crime. Always be mindful of the possibilities due to others in the future if criminals are not punished or rehabilitated.
- 4) Avoid Potentially Dangerous Situations. Don't appear to invite trouble. Use your best judgment about where to go, who to go with, what activities to participate in, and how to dress. Don't give out personal information to strangers and casual acquaintances.
- 5) Dress Accordingly. Wear clothing that allows you to move comfortably, and in case of danger, easily walk or run away.

**Evacuation Procedures - When responding to a fire emergency remember "REMAIN CALM !" Follow these procedures when evacuating a building on campus:**

- 1) As soon as you hear the fire alarm, stop whatever you are doing and alert anyone else in the immediate area that may not have heard the alarm.

- 2) Proceed immediately to the nearest exit; do not attempt to locate the emergency.
- 3) Make a mental picture of the route you intend to follow to reach the exit. If possible, joining with others who are heading toward the same exit. Do not use the elevators.
- 4) Move quickly. Stay calm. Panic kills. Don't jump from windows unless instructed to do so by fire officials.
- 5) Once outside, move away from the building and go directly to the evacuation or assembly area. Remain there until instructions are received from a MBC staff person.

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- 6) Hang light-colored clothing or other material our the window or on an exterior door knob to signal fire fighters for help.

**Search and Seizure Policy** - This policy statement applies to residence hall rooms, vehicles, student lockers, office space used by student organizations and/or any other student property housed or physically located on property owned, leased, rented, or otherwise occupied by Morris Brown College.

- 1) Students' property will be searched if there is reason to suspect that some criminal activity is in process or occupants of the room are, or have been, involved in a violation of College policy.
- 2) The Residence Hall Director or professional staff member on duty, and a certified officer from the Department of Public Safety must perform resident searches. If necessary, civil authorities may be notified and a warrant obtained.
- 3) If circumstances so warrant, e.g., where the officer or other college official has a reasonable belief that it is imminent danger to life or person, or where there is a reasonable belief that criminal activity is occurring and delay in entering a premises will result in the destruction of the evidence of suspected criminal activity, a search warrant is not necessary.

**Firecrackers and Fireworks** – are prohibited at Morris Brown College. They are illegal, dangerous and can cause injuries and/ or fires.

**Lost and Found.** You can ask about lost articles from 9:00 a.m. to 5:00 p.m., Monday through Friday at MBC Public Safety.

**Parking** - For all lots, you must secure a parking decal. You MUST have it properly displayed. Parking spaces are on first-come, first-served basis. Parking is also restricted in Faculty and Staff areas and Disabled (unless authorized) spaces. Students may secure parking decals at the MBC Public Safety Office.

**Public Transportation** to MBC is excellent. MARTA bus service stops on the campus, within walking distance. Monthly transportation passes may be purchased at several

locations designated by MARTA. For additional transit information, including rates, schedules and timetables for the various bus routes, call MARTA at 404-848-4711.

## **RESIDENTIAL LIVING**

Evidence shows that the on-campus experience is a valuable tool in the success of students. They are more likely to graduate, get better grades, and are better socially developed. The on-campus living experience at Morris Brown College will provide opportunities for you to develop new friendships, and also assist you in your personal growth, development and transition to college life away from home.

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**Resident Directors** - manage the day and evening operation of each residence hall.

**Residence Application Procedures** -To be considered for on-campus housing, students must complete the following procedures:

- 1) Must be admitted to the College.
- 2) Must complete, sign, and return the Admissions and Housing Confirmation Form and \$ 350.00 housing deposit by May 1 for Fall and Dec. 1<sup>st</sup> for Spring semester.

### **General Housing Policies**

- 1) The College strongly encourages each student to purchase or show proof upon check in of personal property insurance. The College is not responsible for the loss of money or valuables or damage to the property of residents.
- 2) Room changes and residence hall transfers are made upon the approval of the Resident Director.
- 3) With the exception of accommodations for documented cases of physical disability, **pets are not** permitted in the residence halls.
- 4) Furniture may not be moved from rooms or public areas without the authorization of the Resident Director and Vice President for Student Affairs.
- 5) Room keys should not be given to other students or persons not enrolled at the College. A \$ 50.00 charge will be assessed if a key is lost or not returned to the office and a "Hold" will be placed on the student's records. There is a charge of \$ 50.00 for the replacement of a lock & key.
- 6) Damages to College property will result in charges for the total amount required to make the necessary repairs. Damages to common areas, (hallways, restrooms, elevators, lounges, etc.) may be charged to residents of a floor or entire building. Unauthorized usage of emergency exits may result in a \$100 fine.
- 7) The College reserves the right to enter a room/apartment to: service repairs, pest control, room inspections, safety inspections, an emergency

situation that may require immediate entry or belief that the student's life may be in danger.

- 8) Throwing objects from windows is prohibited. Students found guilty of this violation may be suspended indefinitely. Window screens are to remain in place at all times.

**Room Visitation Policy and Procedures** - Guests and visitors to the campus must receive permission from the staff person on duty before visiting a student. Each resident is responsible for knowing when visitation is allowed. Co-ed visitation will be held from 6 p.m. until midnight.

- 1) Visitors must enter the residence hall through the front door and sign in at the main desk. The resident and guest must leave picture identification cards (driver license, college I.D.) at the desk. The resident must sign his/her guest in and out. The resident must also escort the visitor from the main desk to the room visited.
- 2) Each resident will be held responsible for the actions of his/her guest. Guest(s) must begin to vacate the residence halls no later than 11:45 pm each evening.
- 3) Roommates must give mutual consent to a co-ed visitation prior to a guest being signed in. Each student must be properly dressed during visitation hours.
- 4) The College reserves the right to impose a one guest-per-person limit.

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- 5) Students may not have guests or visitors stay overnight without authorization from the Resident Director and the Vice President for Student Affairs.
- 6) An overnight guest will be charged \$25.00 per night for housing. If a student has an unauthorized guest, he/she will be charged \$25 per night and may be subject to disciplinary action.
- 7) No person **under 18 years** of age may visit a residence hall room or remain overnight unless accompanied by a parent or guardian.
- 8) Any student charged with violation of the visitation policy will be subject to disciplinary action.

**Residence Hall Hours** - The residence halls officially close at 12 midnight each day. All non-residents must vacate the buildings at this time. Any person illegally entering or exiting buildings after closing hours will be subject to arrest.

**First Offense:** The identification card of the violator will be retrieved and given to the Resident Director. A counseling session will be held with the violator(s) and a written reprimand will be issued.

**Second Offense:** The violator(s) will be referred to the Judicial Officer for additional sanctions including fines and community service.

**Third Offense:** Mandatory removal from the residence hall for a period of one semester.

**Quiet Hours** – To create and maintain an environment conducive to study, a time period has been established for quiet hours. Quiet hours will be observed Monday through Sunday, 8 p.m. to 8 a.m. During the reading period/final examination weeks, quiet hours are enforced 24 hours a day.

**Laundry Facilities** - Each residence hall is equipped with washers and dryers to accommodate laundry needs. These facilities are for residents' use only.

**Closing of Residence Halls** - The residence halls officially close at the end of the fall and spring semesters. All students must remove all personal property and vacate the buildings. Official closing dates will be posted in each residence hall.

### **Conduct in the Residence Halls**

**Privacy** - The proper limits of privacy will normally develop through mutual agreement among the residents. It is essential that an individual student's right to privacy within the student's own living quarters be respected by fellow students.

**Noise** - Students must use amplifiers, stereos, musical instruments, radios, TV sets, and the like, with consideration of other residents. Voice levels must be consistent with other residents' need for reasonable privacy and quietness.

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**Horseplay** - Playing, wrestling, running, jumping is not tolerated in the resident hall. This type of behavior can cause injuries to self as well as damage to the building.

**Loitering** - "Hanging out", fraternizing, in front of resident halls and other areas of campus should be kept to a minimum. This behavior can lead to unproductiveness and disrespect.

**Smoking**- Morris Brown College Residential Halls are smoke free environments. Smoking may be done outside in a designated area at least 50 feet away from the front of the residence hall. Nothing in the residence hall can be ignited. No candles, incense, hair, or shoe polish.

## **III. STUDENT ACTIVITIES, LEADERSHIP AND ORGANIZATIONS**

**The Office of Student Activities** - is responsible for the coordination and implementation of all cultural, social, personal development, and extra-curricular activities of the college. Such activities include, but are not limited to intra-mural/recreation activities, concerts, speakers, recitals, exhibits, lectures, tournaments, and programs of a religious nature. These activities are sponsored and established, to

ensure well-rounded educational experiences, augment classroom instruction, and provide opportunity for personal development and self-realization. The office also registers and monitors the activities of all campus organizations.

**Student Activity Fees** - The activity fees that are paid each semester fund the S.G.A and student activities. Payment of these fees automatically entitles every student to SGA membership and participation in all student activities.

**Admission and Participation** – Admission to all campus activities is by current Morris Brown College identification card and/or an admission fee. **NO Identification Card, NO Admittance.** Students are strongly encouraged to participate in extracurricular activities and gain membership in campus organizations in order to develop special talents and skills, as well as increase their potential for leadership and social development. The college urges students to choose membership in campus organizations carefully. Students on academic or disciplinary probation are ineligible to participate in extra-curricular activities or maintain membership in campus organizations.

**General Regulations Governing Student Organizations** – Student organizations desiring to function on the campus must complete an address/telephone portfolio of officers, members and advisors with the Office of Student Activities and the Vice President for Student Affairs. Organizations must be established for purposes that are consistent with the mission, goals and objectives of the College. Also needed is an

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updated copy of your constitution, membership policy, goals for the year, organization primary purpose, and time and place of regular meeting dates.

- 1) All organizations are required to engage in at least one (1) Service Learning/Academic or cultural project per semester. All projects must be documented by the Office of Student Activities and approved by the Vice President for Student Affairs.
- 2) All organizations are entitled to the use of college facilities, use of campus bulletin board space, publicity for events/activities in the Monthly Calendar, also, guidance /assistance in planning activities from staff of the Office of Student Activities.
- 3) If an organization is not registered with the Office of Student Activities it is considered illegal. All functions will be cancelled by public safety. If the organization persists to operate illegally, charges will be made on the individuals who are in control/sponsored the activity.
- 4) The Office of Student Activities may revoke the charter of a student organization for inactivity, violations of college policies, or other reasons deemed appropriate.
- 5) The Office of Student Activities and Student Affairs reserves the right to withdraw recognition from any campus organization when the well being of the College community requires such action.
- 6) Any organization that violates College regulations will be referred to the College Judicial Officer for disciplinary action.

*Note: Additional guidelines governing Student Organizations, Charters, Greek and Organizational Advisors may be obtained from the Office of Student Activities.*

**Posting of Signs for Events and Programs** - The Office of Student Activities must approve posters and signs displayed on Morris Brown College property for activities

and/or events. A copy of posters, handbills, or other forms of announcements distributed or posted shall be filed with the Office of Student Affairs. All Posters or Signs must:

- 1) Bear the name(s) of sponsors.
- 2) Bear the Office of Student Activities stamp before posting.
- 3) Be removed within 24 hours after the event, if violated disciplinary actions may be administered.

**Student Governmental Leadership** - The Office for Student Activities, advises the Student Government Association (S.G.A.) and supports student involvement in all S.G.A. committees and activities. The S.G.A. provides a wealth of cultural, social, and recreational events and educational programs that augment the academic curricula. The Executive Board of S.G.A. manages and directs the expenditures of all S.G.A. monies and also represents the student body.

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**Student Governmental Involvement** - Your involvement in student government can make a difference to you and our campus. Besides elected officers, the Student Government Association (S.G.A.) needs interested students to participate on academic committees and to help with special events like Homecoming and extra-curricula activities and events. For students who want to become involved, S.G.A. provides experiences in two categories: **governance**, including campus and statewide student advocacy and **administration**, i.e., finance, budget, public relations, research, development, special projects, election committee, polls and surveys).

**Criteria for Officers** - To be nominated as an officer of the S.G.A., a College Queen and/or King, a student must be currently enrolled and in good standing, not be on disciplinary probation and not have a judicial record from the previous semester. Specific additional requirements to serve in student government, represent the institution as a Queen or King, including rules and procedures, can be secured from the Offices of Student Activities. The required GPA for the S.G.A. President is 2.7 or above and for a College Queen is 2.8 or above.

**Student Representation in College Governance** - The S.G.A. oversees student senators and also nominates representatives to the administrative committees. Additionally, the president of the S.G.A. is a sitting member of the Morris Brown College Board of Trustees. For further information, call the SGA President @ (404) 739-1070.

**Alumni Association** - Upon graduation, you will receive a free, one-year membership in the Morris Brown College National Alumni Association. Each graduate is expected to locate a MBC Alumni Chapter in your area. If there is not one, please contact the Alumni Affairs office on how to start a chapter. The Alumni Association provides valuable benefits for its members and current students, which include: 1) Subscription to the alumni update, 2) Student

scholarships, 3) Student Alumni Association, 4) Invitations to alumni events, 5) Opportunities to volunteer, 6) Mentoring Service that matches students with peer and professional mentors to develop intergenerational and professional networking opportunities.

#### **Special Events that students are requested to attend includes:**

**Convocations** – At the beginning of each semester the College holds an annual Opening Convocation. The purpose of the assembly of faculty, staff and students is for the administration to provide a general overview of the upcoming semester activities/events and direction for academic achievement, goals and objectives.

**Founder's Day** - is an annual program that is focused on the founding of our great institution. The administration, faculty, staff, students and the alumni come from far and near to celebrate our rich heritage.

**Commencement** - The College holds Commencement Exercises annually at the end of the spring semester. The program is attended by faculty, administrators, staff, students, alumni, families and friends. Students who have graduated the previous fall are eligible

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to participate in the "cap and gown" ceremony along with those who have applied to graduate in the spring semester.

**Coronation** - Coronation activities are marked by a gala pageant held prior to Homecoming which organizational queens are presented. It also represents the crowning of Miss Morris Brown College and the presentation of her Court who will be presented during the annual Homecoming festivities.

**Homecoming** - Homecoming is an annual event that occurs in the fall semester so that past, present, and future Morris Brown College supporters can gather for a reunion of alumni and fellowship with current students, family and friends. Past years' festivities have included memorable events such as a parade, national alumni meeting, an organizations' fair, and parties/concerts on the yard, and in Herndon Stadium following the Homecoming football games. Homecoming is funded by S.G.A. and co-sponsored by a campus-wide committee of student, faculty and staff volunteers. To assist with the planning of Homecoming or for more information, contact the Student Activities Office.

**Campus Ministry** - Morris Brown College was founded on high moral and spiritual values. Our Campus Ministry is a service on the College campus that provides spiritual nourishment of mind, body and soul, and is a resource for providing guidance in matters of ethical and moral values. Therefore, the College seeks to combine academic excellence and spiritual development. MBC reflects an ecumenical approach to the development of services, programs, and ministries. The College imposes no denominational requirements on its students, staff, or faculty. Recognizing that students, faculty, staff, and administrators will be faced with many difficult decisions and challenges, campus ministry is designed to respond to the needs of the campus community, including: 1) Bible Study, 2) Music Ministry, 3) Pastoral Counseling, 4) Religious Emphasis Week, 5) Prayer Vigils, Breakfast(s) and/or Luncheon(s).

## IV. STUDENT RIGHTS AND RESPONSIBILITIES

### Campus Policies and Procedures

As a member of the Morris Brown College family, each student maintains certain rights but also accepts the responsibilities inherent in these rights. The following policies and procedures outline not only Morris Brown College rules and regulations, but also procedures that will assist you, as a student, in ensuring that your rights are recognized. Consider this final segment of the Wolverine Guide as another significant reference document which will prove valuable to you throughout your academic career at Morris Brown College.

**Students Rights and Responsibilities Preamble** - Students have rights and responsibilities deriving from their highest standards. As members of this community, students have the duty of exercising and cherishing the freedom to

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learn. Therefore, appropriate opportunities in the classroom, on the campus, and in the larger community should prevail for such a purpose. This document enumerates some conditions conducive to freedom of learning. Students should exercise their rights with maturity and responsibility.

- 1) **Academic Advisement** - Students have the responsibility to seek academic advisement throughout their enrollment at this College. To meet this responsibility, they have the right to reasonable access to professional advisement in the selection of a major; plan course sequences; plan for the next semester's coursework; keep records up-to-date; and discuss career goals and aspirations. Students have the responsibility to consult the requisite catalogs, schedules, and handbooks for rules and regulations concerning their major and support courses.
- 2) **In the Classroom** - When appropriate to the mode of instruction in the classroom as well as in conference and advisement, the professor should encourage open inquiry and free expression. Students shall be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic performance.
  - a. **Freedom of Expression** - Students are responsible for mastery of the content of any course in which they enroll, but they are free to take reasoned exception at appropriate times to the interpretation of data or opinions offered.
  - b. **Academic Evaluation** - Students are responsible for meeting standards of academic performance established by their professors. Evaluations based on standards other than academic performance in the course being offered shall be considered arbitrary or capricious. The measurement of a student's performance is the responsibility of the professor. The assignment of a final grade is the responsibility solely of the professor.

- c. **Instructional Practice** - Students have the right to substantial instruction in the course content at the time scheduled for class meetings except in mitigating circumstances.
- d. **Writing and Plagiarism** - Plagiarism is a direct violation of intellectual and academic honesty. While it exists in many forms, all plagiarism refers to the same act: representing somebody else's words or ideas, as one's own. The most extreme forms of plagiarism are a paper written by another person, a paper obtained from a commercial source, or a paper made up of passages copied word for word without acknowledgement. But paraphrasing author's ideas or quoting even limited portions of their texts without proper citation is also an act of plagiarism. Even putting someone else's ideas into one's own words without acknowledgment may be plagiarism. In any of its forms, plagiarism cannot be tolerated in an academic community. It may constitute grounds for a failing grade, probation, suspension, or expulsion.

### 3) Student Official Records and Information.

- a. **Separation of Records and Information** - To minimize the risk of disclosure to unauthorized persons, discipline, counseling, medical, and activities records shall be kept separately from the official College academic records. Transcripts

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of academic records shall contain only information about academic status, except that student participation in academic governance may also be recorded pursuant to policies adopted by the College. However, disciplinary actions taken against a student, which affect eligibility to re-register, may be recorded for as long as authorized by special action of the President or designee, pursuant to the Student Disciplinary Procedures of Morris Brown College

- b. **College Access to Records and Information** - Information from disciplinary, counseling, academic, medical, or activities files shall be available only to authorized persons within the College who require such records in the normal course of performing the assigned duties of their position.
- c. **Access by Others to Records and Information** - Students have a right to expect that their records will not be subject to unauthorized disclosure or access. Student records shall not be available to any extra-institutional person, agency, or organization except as permitted under the Family Educational Rights and Privacy Act [FERPA, 20 U.S.C. 1232(G)].

There are circumstances under which "directory information" can be released to outside parties unless a student specifically prohibits it by filing a form with the Registrar's Office. (The College shall ensure that the students are notified of their right to file such a form). Directory information as defined by FERPA includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The appropriate College officer shall review all requests for release of student "directory information" to extra-institutional

parties and a determination rendered as to whether it meets FERPA requirements.

**Note: The College shall make a good-faith effort to notify a student in writing upon receipt of a subpoena for student records and information. The College also may convey the judicial authority requesting the records, the specific records requested, and the action taken by the College.**

- d. **Student Access to Records and Information** - Unless their right to access has previously been waived on a form provided for that purpose, currently-enrolled and former students of Morris Brown College shall have under both the Family Educational Rights and Privacy Act of 1974 (FERPA) and, if applicable, State law, the right to know about existing student record systems and to examine their own records, including letters of recommendation, by following procedures that are established

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by the office responsible for keeping records. Persons making recommendations have a right to know in writing whether access rights have been waived. Students may challenge the record's accuracy or the appropriateness of its retention. In addition, students shall have the right to include in their individual records any additional information or responses bearing on information they find objectionable.

Students must furnish copies of such additional information to the individuals, departments, or administrative officers who originated the information found objectionable\*\*\*.

- e. **Confidentiality of Acquired Information** - All College personnel shall respect confidential information about students that they acquire in the course of their work.
- f. **Political Files** - No records or files shall be kept reflecting the political beliefs or political activities of students.
- g. **Disciplinary Files** - Any person or entity holding disciplinary records shall destroy disciplinary files five years after the expiration of disciplinary action or immediately after the decision that there shall be no disciplinary action.
- h. **Copies of Student Records.** A student may receive a copy of a record, which the student has requested or consented to be released. Students must pay a charge for copies of records for which such a charge has been established.

#### 4.) Division of Student Affairs

- a. **Freedom of Access to Higher Education** -The College will make clear the characteristics and academic performance of students, which it considers relevant to success in the institution's program. Under no circumstances should a student be barred from admission on the basis

of race, religion, or sex. Thus, within the limits of its facilities, the College shall be open to all students who are qualified according to its admission standards. The facilities and services of the College shall be open to all of its enrolled students, and the institution shall use its influence to secure equal access for all students to public facilities in the local community.

- b. **Freedom of Association.** Students bring to the campus a variety of interests previously acquired, and develop many new interests as members of the academic community. They shall be free to organize and join associations to promote their common interests.
- Affiliation with an extramural organization shall not disqualify a student organization from College recognition. At the same time, all actions of a student organization shall be determined by vote of only those persons given voting privileges in that organization and who also hold bona fide membership in the college community. These college organizations may not represent themselves as expressing official policy or practice of the College.
  - The College requires student organizations to make every effort to secure a faculty advisor. Each organization shall be free to choose its own faculty advisor. Institutional recognition will not be withheld or withdrawn solely because of the

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inability of a student organization, after conscientious effort, to secure an advisor. Members of the faculty perform an important educational role and serve the college community when they accept the responsibility to advise and consult with student organizations. They shall guide organizations in the exercise of responsibility.

- Student organizations, including those affiliated with an extramural organization, will be open to all students without respect to race, creed, color, sex, religion, national origin, disability, or age. This provision is not applicable with respect to gender where the organization is a chartered sorority or fraternity.
  - Students and student organizations are free to examine and to discuss all questions of interest to them, and to express opinions publicly or privately. They are also free to support causes that do not disrupt the regular and essential operation of the institution.
  - Students are allowed to invite and to hear any person of their own choosing, providing the invitation is consistent with the college's policy on visiting speakers. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.
- c. **Student Participation in Institutional Government** - As members of the academic community, students shall be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body.
- d. **Student Publications and Broadcasting** - Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration They are a

means of bringing student concerns to the attention of the faculty and the institutional authorities, and of formulating student opinion on various issues on the campus and in the world at large.

## CODE OF STUDENT CONDUCT

**Statement of Principles** – The inherent regulations provide for the administration and adjudication of allegations concerning student misconduct and are intended to resolve student conduct matters in as informal an administrative setting as possible consistent with due process standards. The most important of these is the student's responsibility to perform academically to the full extent of his or her ability. In so doing, it is assumed that each student will observe the basic principal of academic honesty. Any act of cheating or misrepresenting one's own or someone else's academic work will be considered a very serious offense.

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Beyond our expectations of academic honesty—and of equal importance—is the assumption that the Morris Brown College student will accept his or her civil and civic responsibilities. What are these responsibilities? Simply put, they are the courtesies, considerations, and gestures of respect towards other members of the campus community that allow us all to express our personal freedoms without trampling on those of others.

Campus disciplinary regulations govern students as members of the College community and are separate and distinct from criminal or civil processes that may arise from identical circumstances that apply to students as citizens at large. Accordingly, student conduct proceedings may not be deferred solely on the grounds that criminal or other judicial proceedings are pending; nor will they be subject to challenge on the ground that criminal or civil charges involving the same incident have been dismissed or the outcome determined in favor of the student.

**Honesty Code** - Students enrolled at Morris Brown College are expected to adhere to an Honor Code requiring that they will:

- 1) not ask for, give, or receive information or other form of help in any examination or test administered by a teacher or other representative of the College;
- 2) not present or otherwise submit any oral or written work represented as their work, if it is not entirely theirs it must be properly cited and referenced;

- 3) maintain responsible behavior during examinations and conform to the conditions established by the faculty member or College staff in charge of the examination;
- 4) refrain from plagiarism and/or cheating, and to refrain from inadvertently creating the appearance of plagiarism or contributing to plagiarism on the part of others.

Note: Students charged with violating the Morris Brown College Honor Code will be referred to the Vice President for Academic Affairs and the Chief Judicial Officer to conduct fact-finding and judicial review. Student found guilty of breaking the Honor Code may be assessed penalties including (but no limited to) receiving an "F" grade in the course in question or suspension from the College.

**Respect** - is an attitude and behavior that should be afforded to all members of the College community through proper acknowledgment of their personal and professional positions. Students are asked to observe academic courtesy with regard to all titles (President, Vice President, Dr., Dean, Rev., Professor, Mr., Mrs., Miss, Ms). Students should not use first names when speaking to and about faculty or staff members. Students are expected to exercise proper decorum in the classroom.

**Respect Convocations and Church Services** - Students are asked to show proper respect to speakers and fellow students during church services, convocations, founder's day and commencement. This would include refraining from the following: talking, studying, reading, sleeping, wearing headphones, arriving late, leaving early or

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participating in any disruptive behavior. All students must stand when directed from the platform. To demonstrate proper respect, gentlemen are required to remove headwear during all church services, convocations, founder's day and commencement exercises.

**Dress Code** - Modesty and cleanliness are important values that reflect the personal dignity and integrity desired at Morris Brown College. Members of the MBC community commit themselves to observe the following standards:

- 1) The dress and grooming of men and women should always be modest, neat, clean and consistent with the standards of Morris Brown College,
- 2) Student dress for campus and public events should reflect dignity and maturity,
- 3) Athletic clothing, including athletic shorts, sweats, caps and hats, or unkempt clothing is not acceptable in classrooms, or at forums, convocations, programs or other public meetings,
- 4) Doo-Rags, Baseball Caps, Bandanas are forbidden in the academic setting (classroom). Gentlemen must remove all headwear in classrooms and academic buildings.

## Student Conduct Regulations

### A. DEFINITIONS

- 1) A **student** is a person who is currently enrolled at Morris Brown College, or a person who has completed the immediately preceding term and is eligible for re-enrollment. The term "currently enrolled" includes anyone for whom applicable fees for the semester in question have been paid wholly or in part.
- 2) **College property** includes any property owned, operated, or maintained by or leased to the College, including all College grounds and structures.
- 3) **Rape** includes all acts of sexual intercourse involving penetration imposed under the following circumstances:
  - a. where the complaining party is incapable, because of a mental, developmental, or physical disability, of giving legal consent and this fact is known or reasonably should be known to the person committing the act; or
  - b. where such an act is accomplished against a person's consent by means of force, coercion, duress, violence, or reasonable fear of harm to the complaining party or another; or
  - c. where the complaining party is prevented from resisting or giving consent as a result of intoxication, or is unconscious at the time of the act, and this fact is known or reasonably should be known to the person committing the act.

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*Note: A student found guilty of committing rape under these regulations is subject to dismissal from the College.*

- 4) **Sexual assault** refers to the imposition of non-consensual sexual conduct, excluding rape, including but not limited to oral copulation, penetration by a foreign object, or caressing, fondling, or touching of a person's genitalia, buttocks, or breasts. A student found guilty of committing a sexual assault is subject to dismissal from the College.
- 5) **Consent** is defined as positive cooperation in act or attitude based on the exercise of free will. The person consenting must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating relationship shall not be sufficient to constitute consent. Students should also understand that consent might not be inferred from silence or passivity alone.
- 6) **Sexual harassment** includes any unwelcome sexual advance, 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 term or condition of instruction, employment, or participation in other College activity; (2) submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with that other individual's performance or creating an intimidating, hostile, or offensive College environment.
- 7) **Fighting words** are those personally abusive epithets which, when directly addressed to an ordinary person, are, in the context used and as a matter of

common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to: **Race; Ethnicity; Religion; Sex; Sexual orientation; Disability, and Other personal characteristics.** Fighting words constitute "harassment" when the circumstances of their utterance create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in College programs or activities.

- 8) **Recognition** is the process by which any group or organization of students, faculty, and staff at the College applies for and obtains formal status as a registered or sponsored campus organization.
- 9) A **registered** student organization is a group of students who organize to become involved in a common activity and which is registered with and approved by the Office of Student Activities for the purpose of using campus facilities.
- 10) A **sponsored departmental organization** is any group of students, faculty, and/or staff from a college, school, department, other unit or combination of units of the College, who organize to become involved in a common activity.
- 11) **Non-College** groups are organizations that do not receive recognition of campus organizational status from the College. Such organizations must seek prior permission from the Office of the President before using College facilities. Failure

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to receive such authorization may result in Public Safety disbanding the meeting or activity.

- 12) **Instructional use of facilities** refers to use of facilities by authorized College staff for approved academic purposes. The Office of the Registrar and Vice President for Academic Affairs are responsible for scheduling facilities for these purposes.
- 13) **Hazing** refers to any physical, verbal or mental abuse, including actions intended to, or which tend to, embarrass or humiliate a person or a participant in some type of activity.

## **B. SPECIFIC EXAMPLES OF PROHIBITED CONDUCT**

The types of conduct listed below are prohibited by the College. Students who engage in such conduct will be subject to discipline in accordance with these regulations. Unless otherwise indicated, these regulations govern student conduct on College property, at official College functions and College-sponsored programs away from the campus, and on the campuses, grounds, and facilities and at functions of AUC schools.

- 1) Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
- 2) Forgery, alteration, or misuse of College documents, records, keys or identifications.
- 3) Theft of, conversion of, or damage to or destruction of, any property of the College or property of others while on College premises.

- 4) Unauthorized entry to or use of College property, equipment, or resources. This section includes all forms of misuse of College equipment involving electronic or computerized information storage.
- 5) Obstruction or disruption of, or interference with teaching, research, administration, and student disciplinary procedures, or other College activities
- 6) Violation of College policies, campus regulations or rules governing residence in College housing facilities.
- 7) Camping or lodging on College property other than in authorized facilities.
- 8) Hazing, physical abuse, fighting, assault, battery, threats of violence, or conduct that threatens the health or safety of any person.
- 9) Rape, including date rape, sexual assault, or sexual harassment.
- 10) Disorderly or lewd conduct, including disorder associated with drunkenness.
- 11) Participation in a disturbance of the peace or unlawful assembly.
- 12) Failure to comply with the direction of College officials or other public officials acting in the performance of their duties or resisting or obstructing such College or other public officials who are performing or attempting to perform their duties.

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- 13) Unlawful manufacture, distribution, dispensing, possession, use, sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances; or paraphernalia associated therewith; identified in Federal and State law or regulations, on College properties or at official College functions.
- 14) Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol on College properties or at official College functions, which is unlawful or otherwise prohibited by, or not in compliance with, College policy or campus regulation.
- 15) Use or possession of an explosive device, firearm, or other deadly weapon.
- 16) Use of "fighting words" to harass any person.
- 17) Violation of any other College policies or regulations pursuant to a declared state of emergency.
- 18) Criminal conduct. While most students are law-abiding, there will be occasions when criminal acts will be committed by Morris Brown students on and off campus. In all cases where this is brought to the attention of the College administration, the student(s) involved may be subject to College discipline, regardless of whether the matter is subject to external prosecution or whether there has been a court determination of guilt or innocence.

### **C. SANCTIONS AND PENALTIES**

Students violating College policies and campus regulations may be subject to the following:

- 1) **Warning** - Written notice to the student that continued or repeated violations of specified College policies or campus regulations may be cause for further disciplinary action, normally in the form of Censure, Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.
- 2) **Censure** - Written reprimand for violations of specified College policies or regulations, including notice to the student that continued or repeated violations of specified College policies or regulations may be cause for further disciplinary action, normally in the form of Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.
3. **Loss of Privileges and Exclusion from Activities** - Exclusion from participation in designated privileges and extracurricular activities for a specified academic term or terms. Violation of any conditions of the exclusion or any College policies or regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Suspension or Dismissal. Additional penalties may include the withholding of transcripts and awarding of degrees or exclusion from participation in academic activities.
4. **Suspension** - Termination of student status for a specified period of time including an academic term or terms with reinstatement thereafter certain. Violation of the conditions of Suspension or of College policies or regulations during the period of

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Suspension may be cause for further disciplinary action, normally in the form of Dismissal.

5. **Dismissal** - Termination of student status for an indefinite period. Readmission to the College shall require the specific approval of the Vice President for Student Affairs or the President of the College.
6. **Exclusion from Areas of the Campus** - Exclusion of a suspended or dismissed student from specified areas of the campus when there is reasonable cause to believe that the student's presence there will lead to (1) physical abuse; (2) threats of violence; (3) conduct that threatens the health or safety of any person on College property or at official College functions.
7. **Restitution** - Requiring students to reimburse the cost/value of items damaged or misappropriated, whether college or private property, may be imposed exclusively or in combination with other disciplinary actions. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages.
8. **Unpaid College Service** - A designated number of hours of unpaid College service, to be performed under the direction of an administrative officer of the College.
9. **Other Appropriate Actions** - Other appropriate non-disciplinary action, such as additional academic assignments or counseling.

*Note: Apart from imposing the sanctions and penalties listed above, the Vice President for Student Affairs or other campus officials may admonish students that specified conduct may violate one or more of the prohibitions listed in this Handbook. Since these communications are not disciplinary, they may be issued without conducting a hearing.*

- 1) **Interim Suspension** - Exclusion from classes, or from other specified activities or areas of the campus, before final determination of an alleged violation for any conduct that threatens the health or safety of an individual; or is disruptive to the orderly operation of the campus.
- 2) **Administrative Expulsion** - Independent of the procedures described in this section, the President (or the Chief, or Lieutenants in the Campus Public Safety Department) may exclude disruptive persons from the campus where there is reasonable cause to believe that the individual has engaged in an activity which (1) willfully disrupts the orderly operation of the campus and (2) is illegal under Federal or State criminal statutes.

**D. PROCEDURES FOR REVIEWING CHARGES OF ALLEGED STUDENT MISCONDUCT**

- 1) A complaint alleging student misconduct may be filed by a member of the faculty or staff, a student, or other aggrieved person. Complaints alleging violation of certain campus policies such as Sexual Harassment must be filed with the Office of Human Resources and within prescribed time limits, if any.
- 2) All allegations that a student has violated College policies or campus regulations will be referred to and investigated by the Chief Judicial Officer or

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his/her designee, except as otherwise stated (for example, in Section 3). The Office will resolve each case, by not pursuing the complaint (where appropriate), by reaching a settlement agreement with the student, or by assigning the case for a formal hearing before the appropriate body authority. A student may be referred for appropriate counseling or other professional assistance.

- 3) In a case involving alleged rape, sexual assault, or sexual harassment, the investigation of specific allegations will be conducted by the Office of Public Safety or other officer designated by the President. This investigation will be conducted in accordance with the procedures and privacy requirements applicable to the particular complaint. The Chief Judicial Officer, who will decide whether the Judiciary Board should prosecute the case, will review the investigator's preliminary findings.
- 4) The Chief Judicial Officer may seek the advice of the College Counsel as to whether there is sufficient reason to charge a student for an alleged violation.
- 5) Except under unusual circumstances, a student shall be charged in writing within 10 calendar days of the referral of the matter to the Chief Judicial Officer. The notification of charges, (which should be hand delivered or sent by first class mail), must specify the section of the College Policies and campus regulations the student allegedly violated and may include a brief description of the factual basis for the charges, and a statement of the accused student's rights to consult an attorney or other advisor at any stage of the disciplinary proceedings. Said attorney or advisor does not have the right to appear before or address the disciplinary hearing body. A copy of the

Morris Brown College Code of Student Conduct and if applicable a copy of the College Policies must also be made available to the student(s)

- 6) In cases involving extreme emotional or dangerous student behavior, the campus policies, if any, concerning such behavior may be followed in addition to or instead of initiating formal disciplinary action.
- 7) In lieu of proceeding to a formal hearing, the student and the Chief Judicial Officer may arrive at a mutually acceptable settlement agreement concerning disposition of the charges.
- 8) Cases in which more than one student is charged with violating the same Student Conduct Regulation(s) and which depend on common evidence may, at the discretion of the Chief Judicial Officer, either be considered jointly in a single consolidated hearing or be assigned to separate, individual hearings. If a student who is so charged challenges such an assignment, the Chair of the Judicial Board shall resolve the matter.
- 9) A disciplinary hearing must begin within 20 calendar days of the time the charges were brought by the Chief Judicial Officer unless the Vice President for Student Affairs grants an extension of time for good cause. At least three calendar days before the hearing, the accused student must be notified by hand delivered or first-class mail of the date, time, and location of the hearing.

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- 10) Hearing Authorities. Allegations of misconduct against either students or student organizations are subject to review by the Chief Judicial Officer or by another hearing authority as outlined below. In cases where a student elects to have a matter resolved administratively, i.e., an admission to violation of the Code of Conduct, the Chief Judicial Officer will make findings of fact, determine whether there has been a violation of the Code of Student Conduct, and, in such cases, impose sanctions. The same procedures apply to hearings before the Judicial Board or hearing officer, except the Board or hearing officer shall make recommendations of sanction to the Chief Judicial Officer.
- 11) The Judicial Board shall hear all cases not administratively resolved.
  - a. The Board shall consist of a panel of minimum of five members, maximum of seven. The panel shall consist of two/three students, two faculty members, and one/two staff members. The Panel shall elect a chair. The students will be nominated by the SGA President or his/her designee or by the Director of Student Activities if the SGA President or his/her designee fails to appoint student members. The Vice President for Academic Affairs will nominate the faculty members. The Vice President for Student Affairs shall nominate the staff members.
  - b. When a member of a Panel is unavailable for assignment to a hearing, persons on the appropriate alternate list will be contacted. If a five-member committee cannot be convened, the Chief Judicial Officer and/or Chairperson of the Judicial Board may either appoint a three-person sub-panel or a hearing officer to hear the case.

- c. All appointments to the Board will be for a term of twelve months and will commence on the first day of the Fall Semester, unless otherwise specified. Members may be appointed for successive terms.
- 13) In a case involving alleged serious misconduct by an organization, the Chief Judicial Officer may convene an ad hoc committee (consisting of three Student Affairs staff and two students nominated by the SGA President or his designee) to review the case and to consider whether to recommend (a) revocation of the organization's sponsorship or recognition, (b) revocation of recognition of the organization's officers, or (c) other appropriate sanction.
  - 14) In a case involving an alleged violation of the policies, regulations, or rules governing residence in College housing facilities, the complaint may be reviewed and resolved in accordance with procedures established by the Resident Life Office.
  - 15) Evidence.
    - a. Upon reasonable request, the accused student shall be informed of all the documentary evidence upon which the charges will be prosecuted. Such evidence will be made available to the student for inspection no later than three calendar days prior to the hearing. Any evidence received by the administration subsequent to such a request and within three calendar days of the hearing will be provided to the student and shall be admissible upon a showing of good cause.

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- b. No evidence that has been determined by the Chief Judicial Officer or the hearing authority to have been obtained by fundamentally unfair means may be taken into consideration.
  - c. The Chief Judicial Officer or the hearing authority in making decisions about the introduction of evidence should consider the privacy interests of the parties. In cases involving allegations of sexual assault or rape, testimony regarding an individual's sexual history and practices should not be admitted into evidence. The accused student may be advised by legal counsel, or other representative at any stage of the proceedings, although the role of the legal counsel or representative may be limited by the Chief Judicial Officer or the hearing authority.
- 16) Unless otherwise determined by the hearing authority, evidence shall be submitted in the following order: evidence submitted in support of the charges, evidence submitted by the accused student, rebuttal evidence in support of the charges, rebuttal evidence submitted by the student. Hearings need not be conducted according to technical rules of procedure and evidence.
  - 17) The burden of proving the charge by a preponderance of evidence shall be upon the College.
  - 18) No person will be required to testify against him or herself in any disciplinary proceeding. No testimony shall be admissible unless the opposing party is afforded the right of confrontation and a reasonable opportunity for cross-examination, provided that if a witness is unavailable, the hearing authority

shall determine whether written or other recorded statements of such witness shall be admitted, taking into account the reliability of the witness and whether or not the accused student would suffer undue prejudice.

- 19) All evidence upon which the hearing authority's recommendation in the case may be based must be introduced in the presence of the accused student at the hearing except where the student (a) fails to appear after appropriate notice has been given or (b) otherwise waives his or her right to be present. No communication of information regarding the merits of the case or its disposition may be made to the hearing authority without the adverse party's being afforded an opportunity to respond.
  - 20) The Judicial Board is authorized, but not compelled to make an official audiotape recording of the hearing, a copy of which, if made, must be made available to the accused student upon request. Any tape recordings of hearings will be kept for at least five years following final determination of the case.
  - 21) The Panel chair or hearing officer will rule on all questions of procedure, including but not limited to the order of presentation of evidence, admissibility of evidence, applicability of regulations to a particular case, and relevance of testimony. If, in a disciplinary proceeding, a challenge arises to the constitutionality or legality of an application of any such regulations or policies to a particular case, the hearing shall continue and the challenge may be submitted by the Panel chair or Hearing Officer in writing to the Vice President for Student Affairs, who may seek legal advice before ruling on the question.
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- 22) Hearings before the Board shall be closed unless the accused student elects (or, in the case of consolidated hearings, all accused students elect) in writing two calendar days in advance to have a public hearing. All other hearings shall be closed. In all hearings, accused students and complaining witnesses may have a non-participating observer present. The Chair of the Panel may, when necessary to maintain order or to protect the rights of participants, declare a hearing closed to the public. In a case concerning allegations of sexual misconduct or other allegations involving important privacy interests, the chair may close a hearing upon determining that the privacy rights of a witness may be jeopardized.
  - 23) The accused student will receive a copy of the summary, findings, recommendations, and any other documents that are prepared by the hearing authority at the time those documents are forwarded to the Chief Judicial Officer by the hearing authority. The written report of the hearing authority shall include a determination of whether the student is guilty of the charges. In addition, the hearing authority may recommend specific penalties and sanctions.
  - 24) Except under unusual circumstances, a decision concerning the disposition of the charges against a student shall be reached by the Chief Judicial Officer within fourteen calendar days of receiving all documents forwarded by the hearing authority.
  - 25) When there is reasonable cause to believe that a charged student's participation in College activities or presence at specified areas of the campus will lead to physical abuse or any conduct that threatens the health or safety of an individual or other

disruptive activity incompatible with the orderly operation of the campus, the Chief Judicial Officer or the Vice President for Students Affairs or his/her designee may place a student charged with violating College policies and campus regulations on Interim Suspension until such time as a hearing on the original charges can be held. If at all possible, a hearing should be held on the original charge within fourteen calendar days of the accused student's suspension.

Under the terms of the suspension, a student shall be restricted only to the minimum extent necessary. A decision by the Chief Judicial Officer to impose an Interim Suspension shall be reviewed by the Vice President for Student Affairs or her/his designee within 48 hours of the suspension's imposition.

- 26) A student placed on Interim Suspension must immediately be given notice of the charges and the opportunity for a prompt hearing on the Interim Suspension.
- 27) If the accused student is found to have been unjustifiably placed on Interim Suspension, the Chief Judicial Officer will take reasonable steps to ensure that the student is not disadvantaged with respect to employment or academic status as a result of the imposition of the Interim Suspension.

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**E. APPEALS** The Vice President for Student Affairs or his/her designee will review appeals of the Chief Judicial Officers decisions.

- 1) Within **five calendar days** of receiving notification of the Chief Judicial Officers decision, the accused student may submit a written request to the Vice President for Student Affairs or his/her designee requesting reconsideration of the decision. A request for reconsideration must be based on newly discovered information that was not available at the time of the hearing or a showing that the sentence is a miscarriage of justice. Where the request is based upon new information, the case may be referred back to the hearing authority for further consideration.
- 2) The Judicial Officer or her/his designee shall make the final determination of all cases brought under these regulations. In doing so, the Judicial Officer or the designee shall review the record of the case and will not consider evidence that was not part of the record of the case.

### **F. MAINTENANCE OF DISCIPLINARY RECORDS**

- 1) **Confidentiality** - The record of a disciplinary case and all supporting documentation shall be maintained according to the College's policies and applicable Federal and/or State laws concerning maintenance and disclosure of student records, protection of a student's rights of privacy, and the disclosure of personal student information.

- 2) **Duration** – The file of a student found guilty of violating campus regulations (including any transcripts or recordings of the hearing) will be maintained as a disciplinary record by the Office of the Vice President for Students Affairs for a period of five years from the date of the letter providing notice of final disciplinary action, unless otherwise determined by the Vice President for Student Affairs.

### **G. STUDENT GRIEVANCE PROCEDURES**

Student Grievance Procedures at Morris Brown College are intended to provide a formal, standardized means for students to seek redress concerning actions of the College and/or faculty, administrators, and staff of the College. Further, the purpose is to establish standardized procedures and safeguards, which shall be followed by the College in the adjudication of grievances. Students considering filing a formal grievance are urged to read the complete text of the Student Grievance Procedure document in this handbook.

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#### **WHAT IS A GRIEVANCE?**

A grievance is a formal complaint by a student arising out of an alleged action of the College, including faculty, administrators and/or staff of the College. Such action is alleged by the student to be unauthorized and/or unjustified and adversely affecting the status, rights or privileges of the student, including actions based on race, color, religion, sex, sexual orientation, national origin, age, handicap, or veteran status.

Students are reminded that the grievance procedure is not designed to replace the open communication and understanding that are vital to the academic process. If the student wishes to proceed with a grievance, the student may withdraw the grievance at any stage and the process will immediately terminate. During all stages of the grievance, the burden of proof will be on the party making the allegation.

The Student Grievance Policy does not allow for the involvement of parents, legal counsel or other representation. The presence of these representatives is prohibited during the Student Hearing or Grievance Process.

#### **HOW DOES ONE GRIEVE?**

**STEP 1:** Informal discussion between the concerned parties is always the place to start. If attempts to resolve the problem at this level fail, or if the person alleged to have aggrieved the student cannot be reached by reasonable effort, or if the nature of the grievance is such that an informal meeting is not possible, or the student feels uncomfortable, the student has the right to continue to step two of the grievance procedure.

**STEP 2:** If the student grieving against a College employee has not been able to resolve the problem through direct and informal communication with the employee, the student must meet informally with the employee's department chair or program coordinator. If, after ten working days a satisfactory solution is not found, the chair or coordinator will meet with the student. If the student chooses to file a formal grievance the student must give a written statement of grievance (see Statement of Grievance, below) to the chair or the coordinator of the program in which the employee served at the time of the alleged action.

Formal grievance statements received by the chair, coordinator, or designee may or may not be referred to a department or program level committee that recommends action to the chair or coordinator. The chair, coordinator, the designee, or the committee will investigate the allegations and reach a conclusion that does or does not support the student's contentions. The chair or coordinator has 15 working days to respond to the student after the conclusion of the investigation.

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If either the student or the person against whom the grievance was filed disagrees with the chair's or coordinator's findings and recommendations, that person may appeal under procedures outlined in step 3.

**STEP 3:** If the student or person against whom the grievance was filed is not satisfied with the results of step two, or if the grievance is against the chair of a department or coordinator of a program, the student must next transmit a written statement of grievance (see below) to the appropriate school dean or senior administrator. The school dean or senior administrator will refer the grievance to a committee (step three) established at the College or senior administration level.

**STEP 4:** If the student is not satisfied with the results of step three, or if the grievance is against the dean of the school or a senior administrator, the student may file a written statement of grievance with the College Student Grievance Committee. If the grievance involves the teaching responsibility of such an administrator, however, steps one, two, and three cannot be bypassed.

#### **STATEMENT OF GRIEVANCE**

Basically, the statement of grievance is a clear, simple statement of fact, according to the student's understanding of what happened. It should provide enough information to give the committee a complete understanding of the situation from the student's perspective. The Vice President for Student Affairs should be called on for assistance.

#### **STUDENT EMPLOYMENT GRIEVANCE**

Student employees are urged to discuss their work-related problems and complaints with their immediate supervisors. Supervisors shall give primary

attention to settling disagreements on an informal basis. If, after discussions with the immediate supervisor, the student is still not satisfied, the student employee may file a grievance on the appropriate form within 20 calendar days after the student has discovered the action leading to the grievance. The grievance forms are available in the Office of Student Affairs. The written grievance must be presented to the immediate supervisor.

The scope within which a student employee may file a grievance is limited to:

1. Performance evaluation
3. Student employee classification
4. Dismissal
5. Violation of the College's discrimination policy
6. General harassment
7. Sexual harassment.

The following steps should be followed in preparing and presenting an employment grievance:

**STEP 1: COMPLETE THE GRIEVANCE FORM** - Include a brief description of the problem including any evidence or listing of witnesses, if applicable, which will support

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your charges. Also, provide a statement of the action you think your supervisor should take which you believe would remedy the problem. Sign the form.

**STEP 2: FIRST LEVEL REVIEW** - Present the grievance form to your immediate supervisor. Retain a copy of the form and note the date that it was presented to your supervisor. Your immediate supervisor has seven calendar days from receipt of the grievance to make a decision and return a response and the grievance form to you.

**STEP 3: SECOND LEVEL REVIEW** - If you are not satisfied with your supervisor's response, you may then present your grievance form to the second level of review, which is the appropriate Department Head. Present the grievance form within five calendar days of the date it was returned by your immediate supervisor. If your supervisor fails to respond within seven calendar days, submit to the second level supervisor the copy of the grievance form you retained along with an explanation. Note the date you present your grievance to the second level of review. The second level of review will respond to your grievance within 12 calendar days. Failure to present the grievance to the second level of review within five calendar days of receiving the written response will be considered an automatic termination of the grievance.

**STEP 4: THIRD AND FINAL REVIEW** - If you are not satisfied with the response of the second level of review, you should write your reasons for disagreeing with the decision on a separate sheet of paper, attach it to the original grievance form, and present it to the Department Head's supervisor. The third level of review will respond to the grievance within ten calendar days of receiving it. The decision at this level shall be final. Failure to present the grievance to the third level review within five calendar days

of receiving a response from the second level will be considered an automatic termination of the grievance. Any of the proceeding time limits may be extended based upon mutual written agreement between the grievant and the person responsible for responding to the grievance. Reprisal against a student employee for utilizing these grievance procedures will result in disciplinary action being initiated against the individual taking such reprisal.

### **Policy on the Prohibition of Sexual Harassment**

The College will take action to prevent and eliminate sexual harassment. Such conduct subject to disciplinary action and/or termination. Sexual harassment\* includes but is not limited to: Unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature; Any act that contributes to a workplace or learning environment that is hostile, intimidating, offensive, or adverse to persons because of the sexual nature of the conduct; or conditioning an act, decision, evaluation, or recommendation on the submission to or tolerance of any act of a sexual nature.

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The prohibition against sexual harassment applies to all transactions of College business, whether on or off campus. Individuals with supervisory authority are responsible for reporting a formal complaint about sexual harassment to a designated complaint investigator. Failure to do so may lead to appropriate administrative action.

Specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are available in the following locations: Offices of Human Resource; Student Affairs, Academic Affairs and Health Services.

### **Guidelines on Acquired Immune Deficiency Syndrome (AIDS)-The**

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response of Morris Brown College to the epidemic of HIV (Human Immune deficiency Virus) infection shall be education. The organization and implementation of effective educational programs about AIDS and HIV infection are designed by format and content for effective learning by people of any age, ability, gender, ethnicity, or sexual orientation. Educational programs should address faculty, staff, and students; they should reach not only residential students, but also commuters and non-traditional students.

### **Non-Discrimination**

All students and all employees of the College living with AIDS, HIV disease, or a positive antibody (Human Immune Deficiency Virus) test shall be afforded unrestricted classroom attendance, working conditions, use of all College facilities and participation in co-curricular and extracurricular activities as long as they are physically and psychologically able to do so. Morris Brown College shall analyze the individual circumstances and respond to persons living with AIDS,

AIDS related conditions or HIV infection on a case-by-case basis. Each case shall be evaluated based upon the individual's ability to function, the needs of the campus community and the legal obligations involved.

### **Confidentiality**

Confidential information concerning any aspect of HIV infection shall be handled with extraordinary care. Guidelines concerning the handling of confidential information about people with HIV infection shall be consistent with those found in the American College Health Association's Recommended Standards and Practices for a College Health Program, fourth edition.

### **STUDENT NOTIFICATION OF DRUG-FREE ENVIRONMENT**

In accord with the Drug-Free Schools and Communities section of the Higher Education Act of 1965, as amended, Morris Brown College provides the following notification to all its students:

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### **STANDARDS OF CONDUCT**

College standards prohibit the unlawful possession, manufacture, cultivation, use, or distribution of illegal drugs (as those terms are defined by State and Federal Laws) on campus property. The College also prohibits the illegal possession, distribution and consumption of alcoholic beverages (as those terms are defined in City and State law)

on campus property and restricts the consumption of alcoholic beverages by those legally permitted to consume them to certain places, times and occasions.

### **SANCTIONS**

**Illegal Drugs** - Federal and State laws on drug abuse provide for stringent penalties for illegal possession, manufacture, cultivation, sale, transportation, use of and administration of any narcotic drug; more stringent penalties for those convicted of previous narcotics offenses than for first offenders, and extremely stringent penalties for those who in any way involve minors in the use of narcotics. A person is subject to prosecution if he or she illegally uses or is under the influence of narcotics, or knowingly visits a place where illegal narcotic use is occurring.

**Alcohol** – The College's policy with respect to alcohol follows the laws of the State of Georgia and the City of Atlanta. These laws and regulations govern all persons, regardless of age or status. State and city laws, prohibit: (1) the purchase or sale to, possession of, or consumption of alcoholic beverages by anyone under 21; (2) the serving of alcohol to an already intoxicated person; and (3) the manufacture, use of or provision of a false state identification card, driver's license, or certificate of birth or baptism. If convicted for violating these laws, punishment-up to and including a jail sentence-may result.

*Note: In addition to city and state prohibitions, Morris Brown College prohibits the sale, use or possession of alcoholic beverages on campus or at any school sponsored event. Organizations violating this policy may be subject to administrative action ranging from probation to removal of official recognition. Individuals, who violate these provisions, are subject to disciplinary action up to and including suspension or expulsion.*

## **DISCIPLINARY SANCTIONS**

The College can take disciplinary action, up to and including suspension or expulsion, against any student who sells or knowingly possesses any illegal drug or alcohol while on campus property. **College action may be taken whether or not civil or criminal authorities take independent action. Conviction or acquittal in a criminal court does not necessarily preclude College disciplinary action.**

### **Appropriate Use Guidelines for Computer and Network Use**

Your use of the College's computing and networking resources is a privilege that depends on your using the resources appropriately. Appropriate use includes, but is not limited to, adherence to the following guidelines:

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**Legal Guidelines** - You must use all Morris Brown College resources in strict accordance with local, state, and federal laws. These laws cover such areas as illegal access to computer systems, networks, and files; copyright violations; and harassment issues.

- \* DO NOT copy and/or use software, images, music or other intellectual property unless you are certain that you have the right to do so.
- \* DO NOT make copies of MBC software for use on non-MBC machines unless explicitly permitted to do so.
- \* DO NOT transmit to others inappropriate images, sounds, or messages that might reasonably be considered harassing. Harassment is defined as the creation of an intimidating, hostile, or offensive working or educational environment.
- \* DO NOT attempt to break into MBC systems, networks, or user accounts.
- \* DO NOT use MBC systems or networks as a staging ground for attempts to break into other systems or networks.
- \* DO NOT use MBC resources for partisan political purposes, such as using email to circulate advertising for political candidates.

**Ethics in Computer and Network Use** - All students, faculty, and staff at Morris Brown College are responsible for using computing and networking resources in an ethical and legal manner. College policy prohibits account theft, file theft, violation of informational privacy, and penetration or harm to operating systems. If abuse of computer systems occurs, those responsible for such abuse will be held legally accountable.

**Consequences of Illegal or Unethical Actions** - Actions that are illegal or against College policy will be referred to the appropriate officials regardless of whether or not a computer was involved in their commission. Only minor computer and network policy violations will be handled internally by MBC. College officials may monitor user activities and access any files or information in the course of performing normal system and network maintenance or while investigating policy or other violations. Anyone using MBC resources expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, MBC may provide the evidence to law enforcement officials.

**Your Responsibility for Maintaining Privacy** -You are responsible for maintaining appropriate access restrictions for your files, as well as protecting your password.

**Email** can be misdirected easily and also is subject to disclosure pursuant to a public records request. For these reasons, it is advisable not to send information in email that you would not want seen by others.

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## **FEDERAL LAWS**

**Non-Discrimination Policy** - Pursuant to Title IX, Part 86, Title VI, title VII, and Section 504 of the Rehabilitation Act of 1973, no person in the United States shall, on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity administered by Morris Brown College; or in any term, condition or privilege of employment.

**Title IX of the Education Amendment of 1972** -No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. For further information, contact Vice President for Student Affairs.

**The Family Educational Rights and Privacy Act of 1974 -Buckley Amendment** – Morris Brown College accords all the rights under the law to students who are declared independent. No one outside the institution, shall have access to, nor will the institution disclose any information from students' educational records without the written consent of students, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted

under the act. Copies of the Buckley Act may be obtained from the Offices of Student Affairs and Human Resources.

**The Americans with Disabilities Act of 1990** - The Americans with Disabilities Act (ADA) was adopted by the United States Congress and signed into law on July 26, 1990. The ADA gives civil rights protection to individuals with disabilities similar to those provided to individuals on the basis of race, sex, national origin, age, and religion. It guarantees equal opportunity in public accommodation, employment, transportation, state and local government services, and telecommunications. Under the ADA, a person has a disability if he/she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment and people who are regarded as having a substantially limiting impairment.

**ACKNOWLEDGEMENTS**

The Student Affairs Division sincerely appreciates the joint efforts of the students, alumni, administration, faculty and staff in the gathering of information and publishing of the 2011-2012 version of the Morris Brown College Student Handbook.

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Academic Calendar

Morris Brown College <> Fall Semester 2011 <> Academic Calendar  
(OML Online Calendar available @ [www.morrisbrown.edu](http://www.morrisbrown.edu))

Faculty and Staff Workshop	Monday-Tuesday, Aug. 15-16, 2011
Residence Hall Open for New Students, 9:00 am	Monday, Aug. 15, 2011
New Student Orientation	Wednesday-Sunday, Aug. 17-21, 2011
Placement Tests for New Students, 9:00 am	Thursday-Friday, Aug. 18-19, 2011
Registration, 11:00-7:00 pm	Monday-Tuesday, Aug. 22-23, 2011
Seniors submit Graduation Applications for May 2012	Tuesday, Aug. 23, 2011
First Official Day of Classes	Wednesday, Aug. 24, 2011
Begin Withdrawal Period with a Grade of W	Tuesday, Aug. 30, 2011

Labor Day Holiday	Monday, Sept. 5, 2011
Last Day to Add/Drop a Class	Friday, Sept. 9, 2011
Fall Opening Convocation	Thursday, Sept. 22, 2011
Mid-Term Exams	Monday-Friday, Oct.10-14, 2011
Homecoming Week	Monday, Oct. 10-Saturday, Oct.15, 2011
Second 8-Week Session Begin	Monday, Oct. 17, 2011
Last Day to Withdraw from a Course	Friday, Oct. 28, 2011
Spring 2012 Pre-Registration	Monday-Friday, Nov 7-11, 2011
Thanksgiving Holidays after Last Class	Wednesday, Nov. 23, 2011
Classes Resume at 8:00 am	Monday, Nov. 28, 2011
Last Day of Classes	Wednesday, Nov. 30, 2011
Reading Period	Thursday-Friday, Dec.1-2, 2011
Final Exams	Monday-Friday, Dec. 5-9, 2011
Residence Halls Close at 12:00 Noon	Saturday, Dec.10, 2011
Final Grades due by 12:00 Noon	Tuesday, Dec.13, 2011

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Morris Brown College <> Spring Semester 2012<> Academic Calendar

Faculty/Staff Workshop	Friday, Jan. 6, 2012
Residence Halls open, 9:00 am	Sunday, Jan.8, 2012
New Student Orientation, 4:00 pm	Sunday, Jan.8, 2012
Placement Tests for New Students, 9:00 am	Monday, Jan. 9, 2012
Registration, 11:00 am-7:00 pm	Monday-Tuesday, Jan. 9-10, 2012
First Official Day of Classes	Wednesday, Jan.11, 2012
Last day to pay Senior Fees for May '12 Graduates	Wednesday, Jan.11, 2012
Opening Convocation	Thursday, Jan.12, 2012
Last Day to Add/Drop a Class	Friday, Jan.13, 2012

Martin Luther King, Jr. Holiday	Monday, Jan. 16, 2012
Begin Withdrawal Period with a Grade of W	Tuesday, Jan. 17, 2012
Mid-Term Exams	Monday-Friday, Feb. 27-Mar. 2, 2012
Spring Break	Monday-Friday, Mar. 5-9, 2012
Classes Resume at 8:00 am, Second 8-Week Session Begins	Monday, Mar. 12, 2012
Founder's Day Convocation	Friday, Mar. 16, 2012
Good Friday-No Classes	Friday, Apr. 6, 2012
Pre-Registration for Fall 2012 Semester	Monday-Friday, Apr. 9-13, 2012
Last Day to Withdraw from a Course	Wednesday, Apr. 18, 2012
Last Day of Classes	Wednesday, Apr. 25, 2012
Reading Period	Thursday-Friday, Apr. 26-27, 2012
Final Exams	Monday-Friday, Apr. 30-May 4, 2012
Residence Halls Close at 12:00 Noon	Sunday, May 6, 2012
Final Grades due by 4:00 pm	Tuesday, May 8, 2012
Commencement Exercises, 4:00 pm	Saturday, May 12, 2012

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