

# STUDENT HANDBOOK

MORRIS BROWN COLLEGE

The seal of Morris Brown College is a circular emblem. It features a central figure, possibly a saint or historical figure, surrounded by Latin text. The outer ring of the seal contains the words "MORRIS BROWN COLLEGE" and the year "1881".

MORRIS BROWN  

---

COLLEGE

THE RESURGENCE

# **THE STUDENT HANDBOOK**

## **2024 - 2025**

### **Purpose**

The Morris Brown College Student Handbook provides a list of all current major policies and procedures affecting students. Since its inception in 1881, Morris Brown College has been a difference-making institution, being the first institution in Georgia founded by African Americans for African Americans. This Handbook will reflect that difference-making spirit; as the institution continues to grow and #resurge, the handbook will be revised as new policies and procedures are adopted. The latest edition will supersede all former editions unless stated otherwise in the text.

### **Administration**

The Student Handbook is drafted by the Office of Student Services. The policies and procedures set forth in this handbook are subject to change; in the event of change faculty, staff, and the student body will be notified. The 2024 -2025 handbook provides the most current information on college policies and regulations and is interpreted and administered by the administrative staff of Morris Brown College; in the absence of the role of Dean of Students, an appointed designee will be responsible for enforcing the policies and procedures outlined in the handbook. All students are responsible for following the policies and procedures herein.

### **Electronic Handbook Notice**

In growing our college's commitment to sustainability, electronic communication of the student handbook will be considered the official form of communication. Therefore, the Morris Brown College Student Handbook is published electronically only and will be available on the college website.



# MORRIS BROWN COLLEGE

## MESSAGE FROM THE PRESIDENT

Welcome to Morris Brown College, the only institution of higher learning in Georgia that was founded by African Americans for African Americans. In existence since 1881 and having survived many challenges along the way, this campus has a rich history, as well as a record of producing successful alumni who are serving communities across the nation in a wide variety of fields. I feel certain that when you complete your degree, you will be just as successful as those illustrious graduates.



Because we are not content to rest on our laurels, Morris Brown College continues to grow and change. Over the past few years, we have developed a curriculum designed to prepare you to meet the challenges of the fast-paced, competitive, ever-evolving technological world in which we live. We have a strong academic program which we deliver in a nurturing environment that gives you the opportunity to grow and mature into professionals, entrepreneurs, and leaders worthy of the utmost respect.

Morris Brown College has much to offer you. I encourage you to take full advantage of the academic and social opportunities available so that you can get the most out of your college experience. Through a range of classroom experiences, independent study, in-the-field internships, and extracurricular activities, you will be able to widen your horizons, become a more well-rounded individual better able to meet whatever challenges your future may hold.

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,

A handwritten signature in black ink, appearing to read "Kevin E. James". The signature is fluid and cursive, written over a white background.

**DR. KEVIN E. JAMES**  
19TH PRESIDENT OF MORRIS BROWN COLLEGE



# MORRIS BROWN COLLEGE

## MESSAGE FROM THE VICE PRESIDENT OF ENROLLMENT MANAGEMENT & STUDENT AFFAIRS

Welcome to the Morris Brown College Family! On behalf of the entire Morris Brown College community, I, Dr. James F. Allen, Vice President of Enrollment Management and Student Affairs, extend a heartfelt welcome to the incoming class of 2024- 2025!

As you embark on this exciting new chapter in your academic journey, we are thrilled to have you join Morris Brown College's rich legacy. Founded in 1881 by Atlanta's African Methodist Episcopal (AME) Church, Morris Brown has a distinguished history as one of the nation's oldest and most respected Historically Black Colleges and Universities (HBCUs).



Our founders, recognizing the urgent need for educational opportunities for Black Americans, established Morris Brown with a commitment to academic excellence and social justice. Throughout the decades, Morris Brown has nurtured countless minds, graduating leaders who have made significant contributions in various fields. From educators and doctors to entrepreneurs and activists, our alumni continue to leave their mark on the world.

Now, it's your turn to become a part of this extraordinary legacy. At Morris Brown, you'll be challenged and supported by dedicated faculty, staff, and fellow students. You'll have the opportunity to explore your academic interests, develop your talents, and discover your purpose. Beyond the classroom, you'll be encouraged to engage in our vibrant campus life, participate in student organizations, and contribute to the Morris Brown community.

We are confident that your time at Morris Brown will be transformative. We are here to guide and support you every step of the way. Embrace the opportunities that await you, challenge yourself, and make the most of your Morris Brown experience.

Sincerely,

A handwritten signature in black ink that reads "Dr. James F. Allen". The signature is written in a cursive, flowing style.

**DR. JAMES F. ALLEN**

VICE PRESIDENT OF ENROLLMENT MANAGEMENT & STUDENT AFFAIRS OF MORRIS BROWN COLLEGE

# MORRIS BROWN COLLEGE

## MESSAGE FROM THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT

Greetings, my fellow Brownites! My name is Cameron S. Wilson, and I am the 91st President of the Morris Brown College Student Government Association. I'm both humbled and delighted to have been elected to serve this prestigious institution.



Our beloved Morris Brown has always been the heartbeat of culture in the Atlanta University Center, and I'm brimming with excitement to collaborate with you all to revitalize our vibrant campus and student life. Together, we'll reclaim our rightful place as a leading force within our local academic community as well the HBCU world at large.

I stand firmly on my original campaign platform:  
"Respect the past. Revive the present. Reclaim the future. Resurge the culture."  
But I can't do this without each one of you. So, let's do it together!

Get ready for a year filled with engaging events, a strong sense of community, the true spirit of Brownite pride and unwavering support for your academic success.

Buckle up, Wolverines – it's going to be an amazing ride!

Sincerely,

A handwritten signature in black ink, appearing to read 'Cameron S. Wilson'.

**CAMERON S. WILSON**  
91ST SGA PRESIDENT OF MORRIS BROWN COLLEGE

## Compliance Information

Morris Brown College (MBC) is committed to encouraging and sustaining a learning and work community free from discrimination, harassment, sexual misconduct, and any related misconduct by promoting an atmosphere of mutual respect and appreciation of others and federal and state laws. Morris Brown College does not discriminate on the basis of race, color, national and ethnic origin, sexual orientation, age, religion, creed, disability, marital status, pregnancy, status with regard to public assistance, veteran status, citizenship status, sex, genetic information, gender identity, gender expression, or any other category protected by applicable federal or state laws in its educational policies, programs, activities and employment.

For more information regarding federal law compliance, see Chapter 4: Community Standards – Federal Law Compliance of this handbook.

Complaints of sexual misconduct, discrimination, harassment, and/or retaliation should be directed to: Title IX Coordinator – [complaints@morrisbrown.edu](mailto:complaints@morrisbrown.edu)

## Campus Directory

**MBC MAIN PHONE NUMBER: (404) 458-6085**

| <u>OFFICE</u>                            | <u>LOCATIONS</u>  | <u>PHONE EXT</u> |
|--|-------------------|------------------|
| Academic Affairs                         | Office Suite 100  | Ext. 2002        |
| Alumni Affairs                           | MB 2007           | Ext. 2007        |
| Business Department                      |                   | Ext. 2029        |
| Campus Operations & Facilities           | MB 2011           | Ext. 2014        |
| Center of Teaching & Learning Innovation |                   | Ext. 2028        |
| Communications & Marketing               |                   | Ext. 2006        |
| Community Standards & Career Development | MB 1006           | Ext. 2060        |
| Human Resources                          |                   | Ext. 2056        |
| Enrollment                               | MB 1008           | Ext. 2015        |
| Financial Aid                            | MB 2009           | Ext. 2024        |
|  |                   | Ext. 2005        |
| Fiscal Affairs                           | MB 2003           | Ext. 2016        |
| General Studies Department               |                   | Ext. 2054        |
| Institutional Advancement                |                   | Ext. 2020        |
| Institutional Effectiveness              | MB 2008           | Ext. 2061        |
| MBC CHOICE                               |                   | Ext. 2018        |
| Music Department                         | Suite 105         | Ext. 2051        |
| Online Learning & Educational Technology |                   | Ext. 2064        |
| President's Office                       | President's Suite | Ext. 2001        |
| Psychology Department                    |                   | Ext. 2017        |
| Security                                 | 1st Floor         | Ext. 2053        |
| Registrar                                | MB 1012           | Ext. 2013        |
| Student Accounts                         | MB 2003           | Ext. 2055        |
|  |                   | Ext. 2050        |
| Student Life                             | MB 1007           | Ext. 2011        |
| Student Success Coaches & Advisers       | Office Suite 100  | Ext. 2033        |
|  |                   | Ext. 2059        |



## **Faith Statement**

Morris Brown College hereby affirms its historical affiliation with the African Methodist Episcopal Church (A.M.E.) and is in keeping with the Church's Articles of Faith. In fulfillment of its mission as an institution of higher education, steeped in the foundational beliefs of The A.M.E. Church; Morris Brown College is committed to the motto of "God Our Father, Christ Our Redeemer, the Holy Spirit Our Comforter, Humankind Our Family."

A.M.E. Church Articles of Faith

<https://www.ame-church.com/our-church/our-beliefs/>

## **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.



## 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)

**Free Will:** The condition of man after the fall of Adam is such that he cannot turn and prepare himself by his own natural strength and works to faith, and calling upon God; wherefore, we have no power to do good works, pleasant and acceptable to God, without the grace of God; by Christ presenting us, that we may have a good will, and working with us, when we have that good will. (Article VIII)

## TABLE OF CONTENTS

|  |    |
|--|----|
| Purpose, Administration & Electronic Notice                                | 2  |
| Message from the President   | 3  |
| Message from the Vice President of Enrollment Management & Student Affairs | 4  |
| Message from the Student Government Association President                  | 5  |
| Compliance Information   | 6  |
| Campus Directory   | 7  |
| The Faith Statement  | 8  |
| The Apostle’s Creed  | 8  |
| Foundational Beliefs   | 9  |
| <br>   |    |
| Chapter 1: The Morris Brown College  | 12 |
| The Morris Brown College Story   | 12 |
| MBC College Presidents   | 13 |
| MBC College Facts  | 14 |
| The Mission and Purpose  | 15 |
| Core Values  | 16 |
| The College Objectives   | 17 |
| The Alma Mater   | 18 |
| 2024 - 2025 Academic Calendar  | 19 |
| <br>   |    |
| Chapter 2: Student Services  | 25 |
| College Orientation  | 25 |
| Student Official Records   | 25 |
| Academic Advisement  | 26 |
| Financial Aid and Student Accounts   | 27 |
| Services for Students  | 28 |
| Campus Ministry  | 28 |
| Career Development   | 28 |
| Health, Wellness and Prevention  | 29 |
| Counseling Services  | 30 |
| Accommodations for Students with Disabilities                              | 30 |
| Campus Safety  | 32 |
| Additional Services  | 33 |

## **TABLE OF CONTENTS**

### **CONTINUED**

|  |    |
|--|----|
| Chapter 3: Student Activities & Leadership                                   | 34 |
| Student Activities & Organizations   | 34 |
| Regulations Governing Student Organizations                                  | 35 |
| Student Government Association (SGA)   | 36 |
| Morris Brown College National Alumni Association                             | 37 |
| Greek Life & Greek Letter Organizations                                      | 38 |
| Anti-Hazing Statement  | 38 |
| Regulations Governing Fraternities, Sororities, & Professional Organizations | 39 |
| Special Events Students Are Requested to Attend                              | 40 |
| <br>   |    |
| Chapter 4: Community Standards   | 41 |
| Student Rights and Responsibilities  | 41 |
| Honor Code & Code of Conduct   | 43 |
| Honor Code   | 44 |
| Code of Conduct  | 45 |
| Sanctions and Penalties  | 47 |
| Judicial Process   | 49 |
| Student Appeal & Grievance Processes   | 51 |
| Policy on the Prohibition of Sexual Harassment & Assault                     | 53 |
| Guidelines on Psychological Crisis   | 54 |
| Statement on Drug-Free Environment   | 54 |
| Guidelines on Computer and Network Use                                       | 55 |
| Federal Law Compliance   | 56 |

# **CHAPTER 1: The Morris Brown College**

## **The Morris Brown College Story**

The circumstances which evoked the founding of Morris Brown College are traditionally linked to a visit by a group of Clark College Trustees to Big Bethel Church to interest the A.M.E members in furnishing a room in Clark College. Legend has it that a Big Bethel layman named Stewart Wiley responded spontaneously, "If we can furnish a room in a newly constructed facility at Clark College, why can't we build a school of our own?" These words ignited a flame in the mind of the Reverend Wesley John Gaines, and on January 15, 1881, during the North Georgia Annual Conference at Big Bethel, he introduced a resolution calling for the establishment in Atlanta of an institution for the moral, spiritual, and intellectual growth of Negro boys and girls.

The steps between the resolution and the opening were few and simple. The Georgia Conference convened in Big Bethel Church and selected the Boulevard site. The State of Georgia granted a charter to Morris Brown College of the African Methodist Episcopal Church on May 2, 1885. Until 1956, the A.M.E. members in Georgia provided the major source of revenue for the College.

On October 15, 1885, 107 students and two teachers walked into a crude wooden structure at the corner of Boulevard and Houston streets in Atlanta, marking the formal opening of the first educational institution in Georgia under solely Negro patronage. The institution was Morris Brown College, named in honor of the memory of the second consecrated Bishop. The college is the only surviving institution of higher education founded by blacks in the State of Georgia.

The A.M.E. Church's founding of Morris Brown not only determined the institution's philosophical thrust, but also created a system of support which functioned to channel its early energies toward developing programs to serve the needs of students from low socio-economic backgrounds. Financially dependent upon a denomination whose constituency was, at the time, primarily unskilled, untrained, and economically unstable, the College, in order to survive, had to absorb into its enrollment a large segment of underachieving students whose parents were loyal supporters of the church that kept its doors open.

This survival strategy of the College became an asset in the 1980's when all academic institutions, black and white, large and small, state and private, were pressured nationwide to develop programs to aid disadvantaged youth. Morris Brown, in response, simply used more effectively her natural institutional flexibility based on the assumption that a college can serve the needs of students suffering the educational handicaps of substandard environments without betraying the talents and abilities of gifted students. The College has served both types of students with a well-balanced campus atmosphere and often innovative academic programs. The result has been the substantial achievements of numerous high-risk students, and the continued excellence of their gifted classmates. Indeed, the differences between these two student populations tend to show little distinction as they move toward graduation and careers.

## MBC College Presidents

The following is a list of the men and women who have led the institution as principal or president through the various stages of the development of Morris Brown College.

|                     |                                   |                  |
|---------------------|-----------------------------------|------------------|
| 1885-1886           | Mrs. Mary McCree                  | Principal        |
| 1886-1887           | Mrs. Alice D. Cary                | Principal        |
| 1887-1888           | The Reverend E.W. Lee             | Principal        |
| 1888-1892           | Professor A.S. Richardson         | Principal        |
| 1892-1896           | Professor A.S. Richardson         | President        |
| 1896-1904           | The Reverend J.M. Henderson       | President        |
| 1904-1908           | The Reverend Joseph S. Flipper    | President        |
| 1908-1911           | The Reverend W.W. Lee             | President        |
| 1911-1920           | The Reverend W.A. Fountain, Sr    | President        |
| 1920-1928           | The Reverend John H. Lewis        | President        |
| 1928-1950           | The Reverend W.A. Fountain, Jr    | President        |
| 1950-1951           | The Reverend Edward C. Mitchell   | President        |
| 1951-1958           | The Reverend John H. Lewis        | President        |
| 1958-1965           | The Reverend Dr. Frank Cunningham | President        |
| 1965-1973           | The Reverend John A. Middleton    | President        |
| 1973-1984           | Dr. Robert Threatt                | President        |
| 1984-1992           | Dr. Calvert H. Smith              | President        |
| 1993-1997           | Dr. Samuel D. Jolley, Jr          | President        |
| 1998-2002           | Dr. Dolores E. Cross              | President        |
| 2002-2003           | Dr. Charles E. Taylor             | President        |
| 2004-2006           | Dr. Samuel D. Jolley, Jr          | President        |
| 2006-2018           | Dr. Stanley J. Pritchett, Sr      | President        |
| <b>2019-Present</b> | <b>Dr. Kevin E. James</b>         | <b>President</b> |

## MBC College Facts

**Rich History:** Morris Brown College was founded in 1881 by the African Methodist Episcopal Church as the only college in Georgia established by African Americans for African Americans.

**MBC Motto:** “To God and Truth”

**MBC Colors:** Purple and Black

**MBC Mascot:** The Wolverine

**Nurturing Environment:** The College 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. The faculty/student ratio is 1:6 and the average class size is 12. We are Family!

**Charter:** Morris Brown College is a private, independent, co-educational institution with 140 years of continuous operation. It is chartered by the State of Georgia.

**Access to Opportunity:** The College’s commitment to students begins in middle school and continues after college. Morris Brown College offers Bachelor’s and Certificate programs.

**Cost of Attendance:** Morris Brown is committed to an affordable quality education; for the cost of attendance, please access the school website at <https://morrisbrown.edu/financial-aid>

**Student Life:** Morris Brown College provides unlimited personal growth and fulfillment in a unique familial environment. Student leadership programs are designed to complement the academic programs. Students may participate in the Student Government Association, campus ministry, civic forums, vocal and instrumental performance organizations, special interest groups, and more.

**Atlanta:** The site of historical landmark building Fountain Hall and location of W.E.B. Dubois former office. Located at the highest point in downtown Atlanta, Morris Brown College is within minutes of the city’s cultural, athletic, and retail centers, including the World Congress Center, CNN Center, State Farm Arena, Mercedes Benz Stadium, Aquarium, Coca-Cola Museum, College Football Hall of Fame Museum, GA State Capitol, Martin Luther King, Jr., Center, Civil and Human Rights Museum and MARTA Transit.

# **The Mission and Purpose Statement**

## **Mission**

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.

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.

## **Purpose**

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 the following: An environment that will foster the development of wholesome attitudes and a full appreciation for the cultural heritage of the human race epitomized in the major intellectual and/or cultural disciplines. Our core values bind us together. They are deeply held beliefs which we translate into consistent standards of behavior when working with our students and each other.

## Core Values

Our core values bind us together as a college and as a community. They are deeply held beliefs which we translate into consistent standards of behavior when working with our students and each other.

- 1. Integrity and Respect:** The College manifests an unwavering adherence to strict moral and ethical character and shows an authentic regard for others while practicing civility and supporting all dimensions of the human as a being.
- 2. Diversity and Inclusiveness:** We celebrate individual differences and recognize that the inclusion of all is vital for the success of the institution and its ability to support a global agenda.
- 3. Quality Teaching and Learning:** We are committed to imparting and gaining knowledge to promote intellectual curiosity in a success-driven environment.
- 4. Excellence:** We strive for excellence in all we do. We are committed to providing excellent teaching and service to our students and staff.
- 5. Service to Community:** Throughout the College, we support and recognize service that contributes to the benefit of the college's student body and its workforce, the State of Georgia, the nation and the world.
- 6. Innovation and discovery:** We take the lead and adopt a spirit of innovation and creativity in our work. We are committed to building a robust culture of ingenuity through habits of mind and championing opportunities to improve our educational landscape.
- 7. Collaboration:** Through collaboration we multiply our contribution. Together, we are stronger, contributing more with a shared sense of goals and mutual support that lead to greater success than isolated work and individual focus. We operate as one cohesive and collegial unit with a unified and student-centered culture.
- 8. Christian Faith:** As a practice, our faith is a vehicle of expression of best interest and intentionality. We are consciously dedicated to the purposeful and intentional expression of God's revealed truth.



## The College Objectives

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 the following:

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.
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.
9. Opportunities for public service and experiential training to enrich the lives of citizens in local, state, national and international communities.

## **The Alma Mater**

### **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 firmest ground,  
Hail to thee, dear Morris Brown.  
To thy precepts praise accord,  
To them may we e'er be bound  
And bow and thank the gracious Lord  
For Dear Old Morris Brown.

## 2024 - 2025 Academic Calendar

| Fall 2024 Full Semester Schedule                                    |  |
|---|--|
| Tuition Payment Due   | Tuesday, July 30, 2024                           |
| New Student Orientation   | Tuesday - Friday, August 6-9, 2024               |
| Faculty and Staff Workshop (Fall 2024)                              | Saturday, August 10, 2024                        |
| New Student Induction Ceremony                                      | Saturday, August 10, 2024                        |
| First Day of Classes  | Monday, August 12, 2024                          |
| Late Registration   | Monday - Friday, August 12-23, 2024              |
| Final Day to Drop a Course without Academic Record                  | Friday, August 23, 2024                          |
| Begin Withdrawal Period with a Grade of W                           | Monday, August 26, 2024                          |
| Labor Day Holiday   | Monday, September 2, 2024                        |
| Fall Opening Convocation  | Wednesday, September 11, 2024                    |
| Midterm Examinations  | Monday – Friday, September 30 – October 4, 2024  |
| Midterm Grades Due by 5:00 p.m.                                     | Friday, October 4, 2024                          |
| Homecoming Week   | Monday – Sunday – October 7 – 13, 2024           |
| Homecoming Convocation  | Friday, October 11, 2024                         |
| Last Day to Withdraw from Course(s) with a Grade of W               | Monday, October 14, 2024                         |
| Fall Graduates Submit Graduation Applications for May 2025 Deadline | Friday, November 1, 2024                         |
| Spring 2025 Registration Opens                                      | Monday, November 4, 2024                         |
| Thanksgiving Holiday (Campus Closed)                                | Monday – Friday, November 25 – 29, 2024          |
| Classes Resume  | Monday, December 2, 2024                         |
| Last Day of Classes   | Wednesday, December 4, 2024                      |
| Reading Period  | Thursday – Friday, December 5 - December 6, 2024 |
| Final Examinations  | Monday – Friday, December 9-13, 2024             |
| Final Grades Due by 5:00 p.m.                                       | Wednesday, December 18, 2024                     |

| Fall 2024 – 8-Week Session I Calendar                 |   |
|---|---|
| Tuition Payment Due                                   | Tuesday, July 30, 2024                  |
| New Student Orientation                               | Tuesday - Friday, August 6-9, 2024      |
| First Day of Classes                                  | Monday, August 12, 2024                 |
| Late Registration                                     | Monday - Friday, August 12-16, 2024     |
| Final Day to Drop a Course without Academic Record    | Friday, August 16, 2024                 |
| Begin Withdrawal Period with a Grade of W             | Monday, August 19, 2024                 |
| Labor Day Holiday                                     | Monday, September 2, 2024               |
| Mid-Term Examinations                                 | Tuesday – Friday, September 3 - 6, 2024 |
| Fall Opening Convocation                              | Thursday, September 5, 2024             |
| Midterm Grades Due by 5:00 p.m.                       | Friday, September 6, 2024               |
| Last Day to Withdraw from Course(s) with a Grade of W | Monday, September 9, 2024               |
| Last Day of Classes                                   | Tuesday, October 1, 2024                |
| Reading Period  | Wednesday, October 2, 2024              |
| Final Examinations                                    | Thursday – Friday, October 3-4, 2024    |
| Final Grades Due by 5:00 p.m.                         | Wednesday, October 9, 2024              |

| Fall 2024 - 8-Week Session II Calendar                |  |
|---|--|
| Tuition Payment Due                                   | Tuesday, October 1, 2024                       |
| New Student Orientation                               | Wednesday, October 2, 2024                     |
| First Day of Classes                                  | Monday, October 7, 2024                        |
| Late Registration                                     | Monday - Friday, October 7-11, 2024            |
| Final Day to Drop a Course without Academic Record    | Friday, October 11, 2024                       |
| Begin Withdrawal Period with a Grade of W             | Monday, October 14, 2024                       |
| Midterm Examinations                                  | Monday – Friday, October 28 – November 1, 2024 |
| Midterm Grades Due by 5:00 p.m.                       | Friday, November 1, 2024                       |
| Last Day to Withdraw from Course(s) with a Grade of W | Monday, November 4, 2024                       |
| Thanksgiving Holiday (Campus Closed)                  | Monday – Friday, November 25 – 29, 2024        |
| Classes Resume  | Monday, December 2, 2024                       |
| Last Day of Classes                                   | Tuesday, December 3, 2024                      |
| Reading Period  | Wednesday, December 4, 2024                    |
| Final Examinations                                    | Thursday – Friday, December 5-6, 2024          |
| Final Grades Due by 5:00 p.m.                         | Wednesday, December 11, 2024                   |

| Spring 2025 Full Semester Schedule  |   |
|---|---|
| Faculty and Staff Workshop  | Saturday, January 4, 2025               |
| Tuition Payment Due   | Wednesday, January 8, 2025              |
| New Student Orientation   | Wednesday, January 8, 2025              |
| First Official Day of Classes   | Monday, January 13, 2025                |
| Late Registration   | Monday – Friday, January 13-24, 2025    |
| Martin Luther King, Jr. Holiday   | Monday, January 20, 2025                |
| Final Day to Drop a Course(s) <i>without</i> Academic Record                                    | Friday, January 24, 2025                |
| Begin Withdrawal Period with a Grade of “W”   | Monday, January 27, 2025                |
| Last Day to Pay Senior Fees for May 2025 Graduates  | Friday, February 21, 2025               |
| Midterm Examinations  | Monday – Friday, February 24 - 28, 2025 |
| Midterm Grades Due by 5:00 p.m.   | Friday, February 28, 2025               |
| Spring Break  | Monday – Friday, March 3-7, 2025        |
| Classes Resume at 8:00 am   | Monday, March 10, 2025                  |
| Second 8–Weeks Session Begins   | Monday, March 10, 2025                  |
| Last Day to Withdraw from Course(s) with a Grade of W for the Spring 2025 Full Semester session | Tuesday, March 11, 2025                 |
| Founder’s Day Convocation   | Friday, March 14, 2025                  |
| Registration for all students begins for Summer and Fall 2025 Semesters                         | Monday, April 7, 2025                   |
| Honors Convocation  | Wednesday, April 16, 2025               |
| Good Friday – No Classes  | Friday, April 18, 2025                  |
| Last Day of Classes   | Wednesday, April 23, 2025               |
| Reading Period  | Thursday - Friday, April 24–25, 2025    |
| Final Examinations  | Monday – Friday, April 28 - May 2, 2025 |
| Final Grades Due By 12:00 pm for Graduation Candidates  | Tuesday, May 6, 2025                    |
| Final Grades Due for all other students (11:59pm)   | Friday, May 9, 2025                     |
| Commencement Exercises  | Saturday, May 17, 2025                  |

| Spring 2025 – 8-Week Session I Calendar   |  |
|---|--|
| Tuition Payment Due   | Wednesday, January 8, 2025               |
| New Student Orientation   | Wednesday, January 8, 2025               |
| First Official Day of Classes   | Monday, January 13, 2025                 |
| Late Registration   | Monday – Friday, January 13-17, 2025     |
| Final Day to Drop a Course(s) <i>without</i> Academic Record  | Friday, January 17, 2025                 |
| Martin Luther King, Jr. Holiday   | Monday, January 20, 2025                 |
| Begin Withdrawal Period with a Grade of “W”   | Tuesday, January 21, 2025                |
| Midterm Examinations  | Monday – Friday, February 3-7, 2025      |
| Midterm Grades Due by 5:00 p.m.   | Friday, February 7, 2025                 |
| Last Day to Withdraw from Course(s) with a Grade of W for the Spring 2025 1 <sup>st</sup> 8-Weeks session | Monday, February 3, 2025                 |
| Last Day of Classes   | Thursday, February 20, 2025              |
| Last Day to Pay Senior Fees for May 2025 Graduates  | Friday, February 21, 2025                |
| Reading Period  | Friday, February 21, 2025                |
| Final Exams for Spring 2025 1 <sup>st</sup> 8-Weeks Session   | Monday - Wednesday, February 24-26, 2025 |
| Final Grades due for Spring 2025 1st 8-Weeks session (11:59 p.m.)   | Friday, February 28, 2025                |

| Spring 2025 – 8-Week Session II Calendar  |   |
|---|---|
| Tuition Payment Due   | Wednesday, March 5, 2025                |
| New Student Orientation   | Wednesday, March 5, 2025                |
| First Day of Classes  | Monday, March 10, 2025                  |
| Late Registration   | Monday – Friday, March 10-14, 2025      |
| Final Day to Drop a Course(s) <i>without</i> Academic Record  | Friday, March 14, 2025                  |
| Founders’ Day Convocation   | Friday, March 14, 2025                  |
| Begin Withdrawal Period with a Grade of “W”   | Monday, March 17, 2025                  |
| Midterm Examinations  | Monday – Friday, March 31–April 4, 2025 |
| Last Day to Withdraw from Course(s) with a Grade of W for the Spring 2025 2 <sup>nd</sup> 8-Weeks session | Monday, March 31, 2025                  |
| Midterm Grades Due by 5:00 p.m.   | Friday, April 4, 2025                   |
| Honors Convocation  | Wednesday, April 16, 2025               |
| Good Friday – No Classes  | Friday, April 18, 2025                  |
| Last Day of Classes   | Thursday, April 24, 2025                |
| Reading Period  | Friday, April 25, 2025                  |
| Final Exams for Spring 2025 1st 8-Weeks Session   | Monday – Wednesday, April 28-30, 2025   |
| Final Grades Due By 12:00 pm for Graduation Candidates  | Thursday, May 1, 2025                   |
| Final Grades Due for all other students (11:59pm)   | Friday, May 2, 2025                     |
| Commencement Exercises  | Saturday, May 17, 2025                  |

| Summer 2025 – 5-Week Session I Calendar                     |                                      |
|---|--------------------------------------|
| New Student Orientation                                     | Wednesday, May 28, 2025              |
| Faculty and Staff Summer Institute                          | Thursday - Friday, May 29-30, 2025   |
| First Day of Classes  | Monday, June 2, 2025                 |
| Late Registration   | Monday - Wednesday, June 2–4, 2025   |
| Final Day to Drop/Withdraw a Course without Academic Record | Wednesday, June 4, 2025              |
| Begin Withdrawal Period with a Grade of W                   | Thursday, June 5, 2025               |
| Midterm Examinations  | Monday – Wednesday, June 16-18, 2025 |
| Midterm Grades Due by 5:00 p.m.                             | Wednesday, June 18, 2025             |
| Juneteenth Holiday  | Thursday, June 19, 2025              |
| Last Day to Withdraw from Course(s) with a Grade of W       | Friday, June 20, 2025                |
| Last Day of Classes   | Wednesday, July 2, 2025              |
| Final Examinations  | Thursday, July 3, 2025               |
| Independence Day Holiday                                    | Friday, July 4, 2025                 |
| Final Grades Due by 5:00 p.m.                               | Monday, July 7, 2025                 |

| Summer 2025 - 5-Week Session II Calendar                    |                                      |
|---|--------------------------------------|
| New Student Orientation                                     | Wednesday, July 2, 2025              |
| First Day of Classes  | Wednesday, July 9, 2025              |
| Late Registration   | Wednesday - Friday, July 9–11, 2025  |
| Final Day to Drop/Withdraw a Course without Academic Record | Friday, July 11, 2025                |
| Begin Withdrawal Period with a Grade of W                   | Monday, July 14, 2025                |
| Midterm Examinations  | Monday – Wednesday, July 21–23, 2025 |
| Midterm Grades Due by 5:00 p.m.                             | Wednesday, July 23, 2025             |
| Last Day to Withdraw from Course(s) with a Grade of W       | Friday, July 25, 2025                |
| Last Day of Classes   | Wednesday, August 6, 2025            |
| Final Examinations  | Thursday, August 7, 2025             |
| Final Grades Due by 5:00 p.m.                               | Friday, August 8, 2025               |



## **Chapter 2: Student Services**

### **College Orientation**

At the beginning of each Fall, Spring, and Summer term, a comprehensive New Student Orientation Program is provided for incoming freshmen and transfer students. Readmission students are also required to attend New Student Orientation if withdrawn for more than one academic year. The program consists of a full schedule of activities and opportunities for new students and parents to become acquainted with Morris Brown College.

The Morris Brown College Orientation program is specifically designed to welcome you to the Morris Brown College family and introduce you to the Morris Brown College way. Orientation will essentially promote your academic achievement and personal development throughout your time at Morris Brown College.

### **Student Official Records and Resources**

The Registrar's Office manages all of the student's official records, such as: enrollment verification, academic transcripts, and degree progress/certification. The registrar is also responsible for complying with FERPA regarding the students' rights and records.

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), Morris Brown College has established policies concerning the confidentiality of student educational records. In accordance with FERPA, students have the right to:

1. Inspect and review information contained in their education records.
2. Challenge the contents of their educational records.
3. Request a hearing if the outcome of the challenge is unsatisfactory to the student.
4. Submit an explanatory statement for inclusion in the record if the outcome of the hearing is unsatisfactory to the student.
5. Prevent disclosure, with certain exceptions, of the contents of their records.
6. Secure a copy of the institution's policy that includes the location of all education records.
7. File complaints with the U.S. Office of Education.

## **Academic Advisement**

Academic advisement is mandatory for all students at Morris Brown College who are seeking degrees. Although academic advisors will endeavor to provide timely and accurate information and advisement to students, ultimately, students are responsible for knowing and observing all regulations that may affect their status at the College and all requirements for completion of a degree.

### **The Student's Responsibility in Academic Advisement**

1. Students should meet with their academic advisor at least once a semester to gain an understanding of the requirements for their major, to plan course sequences, to plan for the next semester's coursework, to keep records up-to-date, and to discuss career goals.
2. Students should be thoroughly aware of, and maintain records of, the requirements of their major program of study, all academic rules and regulations, and any changes made in curricula and academic policies and procedures.

### **Identifying and Meeting with an Academic Advisor**

Steady and appropriate matriculation through a major is possible only if students maintain frequent interactions with academic advisors who are knowledgeable about core curriculum and major program requirements.

1. Academic advisors will assist students in planning and fulfilling their graduation requirements. In addition, academic advisors have the responsibility of approving all changes to students' registration schedules.
2. All new students will be advised by academic advisors in the Student Success Department.
3. Students who have 30 or more credit hours will be assigned to an academic advisor within their major department.
4. In order to ensure that students meet with academic advisors to plan for the next semester's coursework, registration may be delayed for those who do not obtain academic advisement.
5. Although students are assigned to academic advisors, ultimately, students are responsible for being aware of all academic rules and regulations and for knowing and fulfilling all requirements for completion of their major program of study.

## **Financial Aid and Student Accounts**

The Financial Aid Office assists students whose family and/or personal circumstances make financial assistance necessary in meeting the cost of attending Morris Brown College. Financial aid programs include scholarships, loans, grants, and employment. These programs may be offered to students singularly or in various combinations. A student may refuse part, or all the aid offered. In such cases, it becomes the responsibility of the student and parents to compensate for the aid not accepted.

The Financial Aid Office is in the Dr. Gloria L Anderson Multi-Purpose Complex (Administration Building) on the second floor. This office disseminates aid information and counsels students and parents regarding financial need, the availability of funds, and the application process for receiving financial aid from state, federal, institutional, and private financial aid programs. This office also determines eligibility for financial aid and the extent of need and generates a timely notification of the types and amounts of financial aid awards.

The primary purpose of the Financial Aid Program at Morris Brown College is to provide financial assistance to students who without such aid would be unable to attend college. (Note: Special merit-based scholarships may be available.) Various sources of financial assistance are available to students who meet eligibility requirements to participate in the Financial Aid Program. Students and parents are urged to seek assistance in the proper completion of their Aid Applications. All applications should be completed and filed early.

## **Services for Students**

### **Campus Ministry**

Morris Brown College was founded on high moral and spiritual values. Our Campus partners with Big Bethel A.M.E. Church, Turner Theological Seminary and New Birth Missionary Church 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 partner 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.

### **Career Development**

Career Development at Morris Brown is a four-year process designed to work with students by strengthening their skills for career readiness through career workshops, internship/career fairs, interview and resume preparation, graduate program exploration and application assistance, and experiential opportunities. While at Morris Brown, students will gain the skills needed to appropriately articulate their experiences to obtain and maintain gainful employment throughout their career life cycle.

#### Services Provided:

- Career exploration
- Professional Development
- Networking Opportunities

#### Helpful Links:

**[Focus 2 – Career & Major Assessment](#)**  
**[HBCU 20×20 – Career Board](#)**

## **Health, Wellness and Prevention**

All students are required to have their health forms completed and uploaded in the student information management system prior to registration; students will not be able to complete registration or continue enrollment without this information. These forms include proof of: Measles, Mumps, and Rubella Immunizations, a negative Tuberculosis Test or chest x-ray taken within one year preceding the first day of classes, a Tetanus Vaccination within the past 10 years, and a COVID Vaccine is highly recommended; students may also submit a medical or religious wavier in place of this documentation if it applies. The information that you provide is confidential and cannot be shared with anyone without your permission.

### **The College Health Provider**

There is a Memorandum of Understanding (MOU) that sets forth the terms, conditions, and understanding between Morris Brown College (MBC) and Saint Joseph's Mercy Care, Inc. to assist enrolled students at Morris Brown College with comprehensive services that meet the majority of primary physical, mental health and wellness needs. Saint Joseph's Mercy Care provides MBC students with chronic, preventive and routine healthcare needs in the following categories:

- Chronic Care (chronic conditions such as diabetes, high blood pressure, asthma, high cholesterol, obesity, and infectious diseases like HIV)
- Preventive and Routine Care (such as Annual physicals, Immunizations, Sick visits, Wound care, Labs, X-ray, Ultrasounds, Medications, Pre-exposure Prophylaxis (PrEP) for HIV prevention)
- Health Screenings (such as Sexually Transmitted Diseases, Cervical, Breast and Colorectal Cancer, Tuberculosis)
- Behavioral Health (Counseling and Medication and Substance Abuse Disorders)
- Dental Care (Emergency and routine care, x-rays, and preventative care)
- Vision Care (comprehensive eye exam)

For more information, please contact Saint Joseph's Mercy Care at (678) 843-8600.

## **Mental Health Services**

Morris Brown College assists enrolled students with mental wellness care through the on-site Office of Counseling and Student Accommodations.

Services Provided:

- Counseling
- Wellness & Prevention Education

For more information, please contact the Office of Counseling and Student Accommodations at (404) 458-6085 Ext. 2030

## **Accommodations for Students with Disabilities**

Morris Brown College is committed to providing equal access and opportunity for all students, including those with disabilities. The college recognizes the importance of creating an inclusive learning environment that supports the academic success and personal growth of every student. In accordance with the principles of the Americans with Disabilities Act (ADA) and its amendments, Morris Brown College strives to ensure that students with disabilities have reasonable accommodations and support services to facilitate their educational journey.

Morris Brown College remains up to date with the latest developments and guidelines from the Americans with Disabilities Act (ADA) to ensure compliance and promote accessibility. The ADA, as amended by the ADA Amendments Act (ADAAA) of 2008, protects individuals with disabilities from discrimination and mandates reasonable accommodations to provide equal opportunities in various areas of life, including education.

Key aspects of accommodations for students with disabilities at Morris Brown College include:

1. Accommodation Services:
  - Morris Brown College provides a dedicated office responsible for coordinating and facilitating accommodation for students with disabilities.
  - Qualified clinical and health professionals work closely with students to determine appropriate accommodations based on their individual needs and documentation provided.

2. Reasonable Accommodations:

- Morris Brown College offers a range of reasonable accommodation tailored to address the unique needs of each student with a disability.
- Accommodation may include but are not limited to extended time for exams, accessible classroom and course materials, note-taking assistance, assistive technology, and academic support services.

3. Confidentiality and Privacy:

- The college maintains strict confidentiality and respects the privacy of students with disabilities.
- Information regarding a student's disability and accommodations is handled with sensitivity and disclosed on a need-to-know basis.

4. Accessibility and Campus Facilities:

- Morris Brown College strives to provide an accessible campus environment for students with disabilities.
- Efforts are made to ensure that facilities, classrooms, technology, and other educational resources are accessible to all students.

5. Collaborative Approach:

- Morris Brown College encourages open communication and collaboration among students, faculty, staff, and the accommodation services office.
- Through this collaborative approach, the college aims to create an inclusive and supportive educational experience for students with disabilities.

Morris Brown College is committed to fostering an inclusive community where students with disabilities can thrive academically, engage fully in campus life, and reach their full potential. The college remains dedicated to complying with the ADA and its amendments while staying informed about the latest developments and best practices in disability accommodation.

Students with disabilities are encouraged to contact the accommodation services office at Morris Brown College to discuss their individual needs, seek guidance, and initiate the accommodation request process. The college's commitment to providing reasonable accommodation reflects its unwavering dedication to diversity, inclusion, and equal access to education for all students.

## Campus Safety

**Security:** Morris Brown College employs security personnel that provide a secure and safe environment for students, faculty, staff, and others who are present on the campus. These personnel are courteous, friendly, tactful, diplomatic, and use good judgement when dealing with members of the campus community, visitors and/or guests. The services are provided on a twenty-four-hour, seven-day basis. Moreover, Morris Brown College is locked at all times and only authorized users have access to enter the building; security will escort visitors who enter. The campus has also been equipped with security cameras throughout with regularly scheduled security patrols for additional monitoring and safety. It is important to note that Morris Brown College disavows and disclaims any and all liability or responsibility for damaged/loss of property, bodily injury, or any other harm caused by neglect, wrongful and/or criminal activity, or an act of God. Public Safety maintains an “Incident Report” binder in the public safety area, located in the Dr. Gloria L. Anderson Multi-Purpose Complex. The public safety phone number is 404-713-9684.

**Search and Seizure Policy:** This policy statement applies to vehicles, office space used by students/student organizations and/or any other student property housed or physically located on property owned, leased, rented, or otherwise occupied by Morris Brown College. Students' property will be searched if there is reason to suspect that some criminal activity is in process, or occupants are, or have been, involved in a violation of college policy. If circumstances so warrant, e.g., where the officer or other college official has a reasonable belief that there is imminent danger to life or person, or where there is a reasonable belief that criminal activity is occurring and delay in entering the premises will result in the destruction of evidence, a search warrant is not necessary.

**Firearms, Firecrackers/Fireworks & other Weapons:** These are prohibited at Morris Brown College.

**Lost and Found:** Inquiries about lost articles may be made from 9:00 a.m. to 5:00 p.m., Monday through Friday with security; it is important to note that Morris Brown College is not responsible for items misplaced/lost or the recovery of said items.

**Parking:** Students must secure a parking decal for each academic year, and it must be properly displayed while parking on campus. Parking spaces are on a first-come basis; however, restricted spaces are for authorized vehicles and designated disabled vehicles only.

**Campus Emergency Response Plan:** Morris Brown College has a Campus Emergency Response Plan in place to prevent and deal with crises and emergencies that happen on the campus. All administrative, staff, and instructional personnel and students are expected to follow the procedures as specified in the Plan. Annually, Morris Brown will conduct a fire drill at the administrative building. The drill will comply with the applicable safety guidelines. The



College will host an in-house session no less than once a year on the Campus Emergency Response Plan; the Emergency Response Plan will be made available on the College web page.

### **Additional Services**

#### Library Services:

- Students can access the [Atlanta Metropolitan State College Library](#), which is located at 1630 Metropolitan Parkway SW, Atlanta, GA 30310
- Students can access the [Fulton County Public Library Online Services](#). The library also offers free virtual tutoring.
- Students have physical access to the [Washington Park Library](#), which is a few blocks from the campus, located at 1116 M.L.K. Jr Dr SW, Atlanta, GA 30314
- Students can also visit the [Atlanta University Center Robert W. Woodruff Library](#).

#### Computer Lab:

Students can access a wide range of software applications, library searches, full text retrieval of current publications, electronic mail, and other resources such as the Internet in the computer lab located in the Esports Lab.

#### Public Transportation:

Students have direct access to campus by way of the MARTA Metro System; the bus service stop is within walking distance of the campus. 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, contact MARTA.

Helpful Link: [MARTA Metro System](#)

#### MBC CHOICE:

The CHOICE project serves young people at the highest risk for substance abuse and STD and HIV/AIDS infections. Through this program virtual trainings and other activities, participants will learn about safe practices on both spectrums as well as have access to various resources.

Helpful Link: [MBC-CHOICE](#)

#### Residential Living:

Morris Brown College does not operate campus housing; however, the Office of Student Services will assist students with securing housing through one of the college's housing partners. For more information on housing options, students can access the off-campus housing directory on the MBC website.

Helpful Link: [MBC Housing Options](#)

## **Chapter 3: Student Activities & Leadership**

### **Student Activities & Organizations**

The Office of Student Services 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, intramural/recreational 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 opportunities for personal development and self-realization. The Office also registers and monitors the activities of all campus organizations.

Students are strongly encouraged to participate in extracurricular activities, seek membership in campus organizations, and actively engage with their peers to develop special talents and skills. Students on academic probation or disciplinary sanction may be ineligible to participate in extracurricular activities or maintain membership in campus organizations at the discretion of the Office of Student Affairs.

Students that wish to participate as a general body member of any club and/or organization (non-Greek or SGA) must maintain a 2.5 GPA; all other students including those seeking membership in Greek-lettered organizations, executive board positions in clubs/organizations, and the Student Government Association president and vice-president must have a 3.0 GPA.

## Regulations Governing Student Organizations

Student organizations desiring to function on the campus must be established for purposes that are consistent with the mission, goals and objectives of the College. All organizations must complete an address/telephone list of officers, members and advisors with the Office of Student Services; a copy of the organization's constitution & bylaws, financial guidelines, and membership policy must be submitted each academic year. If any of the aforementioned information has changed, the executive board is responsible for providing an updated copy to the Office of Student Services by the 2nd Monday in September; this information should also be submitted with the year's goals and meeting dates. All organizations are required to engage in at least one (1) service learning/academic or cultural project per semester and at least two (2) non-service projects/events per semester. All projects/events must be documented and approved by the Office of Student Services.

All organizations are entitled to the use of college facilities; to host meetings, practices, and/or events; organizations must submit a *campus facilities use form* for approval. All promotions such as flyers, banners, posters, social media post, television or radio advertisement must be filed with the Office of Student Services and approved prior to promotin. Once the forms and promotion material have all the appropriate signatures, the events will be added to the master event calendar.

Promotions must:

1. Bear the name(s) of organization sponsors
2. Bear the Office of Student Affairs and the Office of Communications stamp before posting.
3. Flyers, Posters, and Banners must be removed within 24 hours after the event (If violated, disciplinary actions may be administered.)

If an activity or organization has not been approved or registered with the Office of Student Services, it is considered unsanctioned and those students who are found to be involved with an unsanctioned activity or organization will face disciplinary action.

The Office of Student Services may revoke the charter of a student organization for inactivity, violation(s) of college policies, or other reasons deemed appropriate.

All student organizations and members of student organizations will be required to complete the Organization Form Checklist and Organization Grade Report to maintain an active status on campus and within the individual organizations and The Office of Student Services reserves the right to withdraw recognition from any campus organization when the well-being of the College community requires such action. Any organization that violates College regulations will be referred to the Office of Community Standards for disciplinary action.

## Student Government Association (SGA)

The role of the Student Government Association (SGA) is to help implement school practices, activities, and events that best serve the student body and promote the Morris Brown brand. The SGA will work to develop student centered activities that foster social development, cultural enrichment, broaden leadership skills, and most importantly promote student involvement.

The SGA also oversees student senators and nominates student body representatives to administrative committees. Additionally, the President of the SGA is a sitting member of the Morris Brown College Board of Trustees. For further information call the SGA President at (404) 458-6085, ext. 2010 or 2011.

The Office of Student Services serves as the advisor for the SGA and supports student involvement in all SGA committees and activities.

**Student Government Involvement:** Your involvement in student government can make a difference to you and our campus. Besides elected officers, the Student Government Association needs interested students to participate on committees and to help with special events and extracurricular activities. For students who want to become involved, SGA provides experiences through governance and student body participation.

**Governance:** The Executive Board of SGA manages and directs the expenditures of all SGA funds and represents the student body.

Criteria for Officers: To be considered for an officer position for SGA or the college queen or king, a student must be currently enrolled and in good standing. This means, students cannot be on disciplinary probation and/or have a judicial record from the previous semester. Specific additional requirements to serve in student government or represent the institution as a queen or king, including rules and procedures, can be secured from the Offices of Student Activities. The required grade point average for the SGA president and vice president is 3.0 or above and for a college queen or king is 3.0 or above. The required grade point average for positions on the Executive Board of SGA and the Royal Court 2.5. Elections will be held every spring semester to elect officers for the SGA.

- The student classification to apply for the SGA President and the college queen or king – students must be on track to become a senior, with an earned 90 credit hours or more by the start of the fall semester following elections.
- The student classification to apply for the SGA Vice President – students must be on track to become a junior, with an earned 60 credit hours or

more by the start of the fall semester following elections.

- There will be student elections every academic year for class presidents and executive boards, class queens and kings, and campus major queen and king positions.
- Following the election results, the newly elected officers will be announced. The term of new officers will begin in the fall semester of every academic year. However, in the event a position is left open or becomes vacant, a special election will be held at the beginning of the academic year to fill the positions.

**Student Body Participation:** All students matriculated and currently registered at Morris Brown College shall be considered general body members of the Student Government Association (SGA).

## **Morris Brown College National Alumni Association**

The purpose of the Morris Brown College National Alumni Association is to promote the best interest of the college and its continuous attainment of its mission. Upon graduation, students will receive a free one-year membership in the National Alumni Association. Each graduate should locate a MBC Alumni Chapter in his/her area; if there is not one, students are encouraged to contact the Alumni Affairs office regarding the next steps on how to start a chapter.

The Alumni Association provides valuable benefits for its members and current students, which include:

- Subscription to the alumni update
- Invitations to alumni events
- Volunteer opportunities
- Networking opportunities
- Recruitment and retention assistance
- Programs and activities for graduates and current students

## **Greek Life & Greek Letter Organizations**

Morris Brown College is committed to the support, safety, and prosperity of all fraternal, professional, and social organizations. Below are the regulations governing all fraternities, sororities, professional, and social fellowship organizations.

Current Morris Brown organizations:

- Alpha Phi Alpha, Fraternity Inc. – Iota Chapter
- Sigma Gamma Rho, Sorority Inc. – Beta Lambda Chapter
- Delta Omicron International Professional Music Fraternity

Morris Brown College understands that the membership intake process is the prescribed process that students participate in when seeking membership in the above organizations. Therefore, in conjunction with each organization's National Office, local advisors, and advising chapter, the following policies will guide how membership intake will be conducted on campus; MBC will publish updates as appropriate.

The school will maintain general information regarding the membership intake process of each organization to ensure that the process is consistent with federal and state laws and MBC policy. It is the responsibility of the organizations to provide this information, along with any subsequent updates.

Chapter Members, advisors, and the Office of Student Services will work together to ensure a successful and positive experience for all involved. In order for MBC to assist chapters with the intake process and avoid potential problems, chapters and students seeking membership must adhere to the following requirements outlined in this policy.

### **Anti-Hazing Statement**

Morris Brown College, in accordance with federal and state regulations, maintains that hazing in any form with respect to any college activity is prohibited. Hazing means to subject a student/person to any activity that endangers or is likely to endanger the physical, mental, or emotional health of the student/person or to produce psychological or physical discomfort, fear or stressful situations, embarrassment, harassment, or ridicule, regardless of the students/persons willingness to participate in such activity. Whether conducted on or off campus, any activity that is not consistent with the policies and regulations of Morris Brown College and the federal and state laws will be subject to disciplinary action.

## **Regulations Governing Fraternities, Sororities, Professional & Social Organizations**

1. MBC cannot interfere with the stated national membership requirements of each individual organization; it is the responsibility of the student to research and understand the eligibility requirements. However, students must also meet the general requirements to seek membership and maintain active participation at Morris Brown College.
2. A traditionally enrolled student must be enrolled for one academic year before he/she is eligible to seek membership in any Greek-letter organization.
3. Transfer students from an accredited college or university who satisfy all other requirements, including the organization's, are eligible to seek membership in their second semester of matriculation at the College.
4. All eligible students seeking membership in NPHC organizations must have completed a minimum of 30 semester hours with a cumulative grade point average of 3.0 and be enrolled full-time; students seeking membership in the professional and/or social organizations must have completed at least 12 credit hours (1 semester) and be enrolled full-time with a cumulative grade point average of 3.0.
5. Students seeking membership in the NPHC and/or professional & social organizations must be enrolled at the time of application.
6. To complete the clearance process, candidates for membership in-take and/or initiation must have a zero-account balance in the Student Accounts Office.
7. No student carrying less than twelve semester hours may be considered for the membership in-take process.
8. Alumni/Graduates may not seek membership or be initiated into an undergraduate chapter; students who have already obtained a bachelor's may not seek membership in undergraduate chapters.
9. Only students cleared by the Office of Student Affairs may be considered for membership in-take, initiation and new member activities.
10. Only one membership in-take, initiation, and new member presentation period will be conducted each semester; this period will be determined by the Office of Student Services, and it is the responsibility of each organization to ensure that they meet their national obligations before initiating any membership in-take activities.
11. The membership in-take and initiation periods may not interfere with class attendance, course assignments, college work-study duties, or participation in other College programs or activities.
12. All provisions of the college's Code of Conduct shall be observed throughout the membership in-take, initiation, and new member presentation process.
13. Membership intake interest activities and new member presentation activities must be held on the campus. Other membership intake activities may be held off-campus with appropriate approval of the Office of Student Affairs; no activities are to be held in residential properties.

14. No membership in-take activities may begin prior to 4 p.m. during a scheduled class day. Activities must be terminated by 12 a.m. daily.
15. To maintain active status, the individual members of each fraternity and sorority must earn a minimum 2.70 grade point average each semester; each chapter must achieve a 2.70 cumulative grade point average each semester to maintain active status.

## **Special Events Students Are Requested to Attend**

**Convocations:** At the beginning of each semester, the College holds Convocation. The purpose of the assembly of faculty, staff and students is to officially begin the academic semester and provide a general overview of the upcoming activities/events and goals and objectives.

**Founder's Day:** Founder's Day is an annual program that is focused on the founding of our great institution. The administration, faculty, staff, students and 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 for students who have completed all of the college's academic requirements.

**Coronation:** Coronation activities are marked by a gala pageant held prior to Homecoming in which organizational queens are presented. Coronation includes the crowning of Miss and Mr. Morris Brown College and the presentation of her Court. All will be presented again 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, student events, national alumni meeting, an organization fair, and parties/concerts on the yard. Homecoming is funded by SGA and co-sponsored by a campus-wide committee of students, faculty and staff volunteers.

### **Constitution Day**

Constitution Day is observed each year on September 17th to commemorate the signing of the U.S. Constitution on September 17th, 1787. Each year on September 17th, Morris Brown College celebrates Constitution Day with a variety of activities and educational programs. In the event that Constitution Day falls on a weekend, the holiday will be observed on either the previous Friday or the following Monday. If you have any questions related to Constitution Day or its observance at Morris Brown College, please contact the office of admissions at ext 2015 or email [admissions@morrisbrown.edu](mailto:admissions@morrisbrown.edu).



## Chapter 4: Community Standards

### Rights and Responsibilities

Students have rights and responsibilities derived from the highest of standards. As members of this community, students have the duty of exercising and cherishing the freedom to learn. Therefore, appropriate opportunities in the classroom, on the campus, and in the larger community should prevail for such a purpose. Herein are some conditions conducive to freedom of learning. Students are expected to exercise their rights with maturity and responsibility.

**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.

**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.

**Academic Advisement:** Students have the responsibility to seek academic advisement throughout their enrollment at this Morris Brown 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.

**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.

**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.

**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.

**Instructional Practice:** Students have the right to substantial instruction in the course content at the time scheduled for class meetings, except in mitigating circumstances.

**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 by the office responsible for keeping records.

**Membership in Student Organizations:** 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 fraternity, sorority, or professional organization.

## **Honor Code & Code of Conduct**

### **Introduction**

The Honor Code & Code of Conduct is the foundation upon which life at Morris Brown College is built. It is based upon the idea that all student rights and freedoms will be respected upon the responsibility and accountability of the student. Morris Brown students are expected to maintain three principles while in attendance. Those principles include the following:

1. Respect
2. Honesty
3. Accountability

### **Honor Code & Code of Conduct**

The following regulations provide for the administration and adjudication of allegations concerning student misconduct and are intended to resolve student conduct matters consistent with due process standards. It is each student's responsibility to perform academically, civically, and civilly to the full extent of his/her ability; each student will maintain respect, honesty, and accountability toward their academics, the campus, and the campus community.

As a member of the Morris Brown College community, you are agreeing to maintain the principles in the Honor Code & Code of Conduct and follow all policies and procedures set in the student handbook enacted by college officials. If a student violates a principle of the Honor Code or Code of Conduct, the student will be referred to the judicial system of the college. All violations are alleged until an investigation is conducted and a student is given an outcome for their actions. All students have the right to due process and shall be given the opportunity to speak to the alleged violation.

**Honesty:** students are expected to speak and act truthfully, always showing respect for others and having integrity by not purposefully deceiving, stealing, or cheating.

**Respect:** respect is an attitude or behavior that should be afforded to all members of the college community through proper acknowledgement of their personal and professional positions; students are asked to observe courtesy with regard to all professional and personal titles.

**Accountability:** accountability is the obligation to accept responsibility for one's actions or decisions; students are held liable to explain, justify, and take responsibility for their conduct or performance within the college community.

## Honor Code

Students are expected to adhere to the following Honor Code:

1. Not ask for, give, or receive information in any form for an assignment, 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 including the use of AI generated works.
3. Maintain responsible behavior during class and examinations; students must abide by the code of conduct and the conditions established by the faculty member or College staff in charge of the course.
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.

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 of the source. But paraphrasing authors' 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 of the source 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.

Students charged with violating the Honor Code will go through the appropriate investigative procedures for fact finding and judicial review. Students found guilty of breaking the Honor Code may be sanctioned penalties including, but not limited to, receiving an "F" grade in the course in question or expulsion from the College.

## **Code of Conduct**

Students are expected to adhere to the following Code of Conduct:

### **Dress Code:**

1. The dress and grooming of men and women should always be modest, neat, clean and free from offensive odor.
2. Low hanging pants, revealing clothes, daisy duke shorts, low cut and/or cropped tops or blouses, clothing with offensive language/imagery, caps and hats, bonnets, slippers, pajamas, or unkept clothing is not acceptable in classrooms, convocations, programs or other Morris Brown College sponsored events/programs.

### **Decorum Code:**

1. Students are expected to show proper respect to speakers and fellow students during services, convocations, programs/events, and in the academic setting.
2. Students should avoid talking, texting, studying, reading, sleeping, wearing headphones, arriving late, leaving early or participating in any disruptive behavior during services, convocations, programs/events, and in the academic setting.
3. Students are expected to respect the reasonable privacy of individuals in the academic setting; thus, students should avoid photographing, audio or video recording without the knowledge and consent of all participants.

### **Residential Code:**

Students residing in any of the college's partner residential facilities are accountable for not only adhering to the MBC code of conduct but also adhering to the residential property's code of conduct as well. Students are expected to comply with the policies set forth by each facility, this includes but is not limited to payment of rent in a timely manner, not engaging in disorderly, lewd, and disruptive behavior, ignoring guest and noise protocols, and not engaging in unsafe and threatening behavior. Failure to comply with the property's rules and regulations can result in disciplinary action by the facility, which MBC cannot intervene.

### Prohibited Conduct:

The types of conduct listed below are prohibited by Morris Brown College, this list serves as an example and is not exhaustive. Students who engage in any behavior deemed prohibited will be subject to discipline in accordance with the sanctions and penalties guidelines.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College or its affiliates.
2. Forgery, alteration of property, misuse or alteration of documents, records, keys, identification, or any other property belonging to the college or its affiliates.
3. Theft of, misuse of, or conversion of funds or property belonging to the college or any of its affiliates; this includes individual personal property.
4. The destruction or damage of any property of the College or property of others while on the college premises or participating in any sponsored MBC event/program on or off-campus.
5. Unauthorized entry to or use of college property, equipment, or resources; this also includes all forms of misuse of college equipment involving electronic or computerized information storage.
6. Obstruction or disruption of or interference with teaching, research, administration, student disciplinary procedures, or any other College policy, procedure, activity, or program.
7. Camping or lodging on college property other than in authorized facilities.
8. Hazing, physical abuse, fighting, assault, battery, threats of violence (by way of verbal, physical, electronic, etc.), or conduct that threatens the health, safety, wellbeing, and/or employment status of any person or campus affiliate.
9. Possession of explosive devices, firearms, firecrackers or fireworks, or any weapon of any kind on campus or at any sponsored MBC program/event is prohibited; arson is also strictly prohibited.
10. Any sexual misconduct, including but not limited to rape, date rape, sexual assault, and sexual harassment is strictly prohibited.
11. Disorderly or lewd conduct, including behavior associated with incapacitation and drunkenness is prohibited on campus or at any sponsored MBC program/event.

12. Participation in a disturbance of the peace or unlawful assembly on campus or at any sponsored MBC program/event is prohibited.
13. 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.
14. Unlawful manufacture, distribution, dispensing, possession and/or use (including the suspected possession and/or use), sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol, cigarettes and/other nicotine products, controlled substances or paraphernalia identified by Federal and State laws and the regulations of the college on the college property or at official college functions is strictly prohibited.
15. Use of “fighting/threatening words” to shame or harass any person; use of “fighting/threatening behavior” to intimidate/harm any person.
16. Violation of any other college policies or regulations pursuant to a declared state of emergency.
17. 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 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.

### **Sanctions and Penalties**

The following list of sanctions and penalties serves as a guide in which student disciplinary sanctions will be enforced. Students in violation of any MBC policies, the Honor Code & Code of Conduct, will be subject to the following sanctions.

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 and other 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 Morris Brown College policies or regulations during the period of 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 Chief of Staff 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 (a) physical abuse; (b) threats of violence; or (c) 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.
10. **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.
11. **Administrative Expulsion** - Independent of the procedures described in this section, the President (or the Chief of Staff) may exclude disruptive persons from the campus where there is reasonable cause to believe that the individual has engaged in an



activity which (a) willfully disrupts the orderly operation of the campus and (b) is illegal under Federal or State criminal statutes.

### **Judicial Process**

1. A complaint alleging student misconduct may be filed by a member of the faculty, staff, a student, or other aggrieved person affiliated with the college. All complaints alleging violation of campus policies such as Title IX violations, discrimination, and/or retaliation must be filed with the Title IX Coordinator or the Office of Human Resources and within the prescribed time limits, if any. All investigations will be conducted with the utmost confidentiality to protect all parties involved; therefore, parties will be required to sign an acknowledgment of complaint and confidentiality form at the beginning of any investigation. Documentation of reported misconduct will be kept on the student information system in accordance with the Family Educational Rights and Privacy Act (FERPA).
2. All allegations that a student has violated College policies or campus regulations will be referred to and investigated in the Office of Community Standards or by his/her designee[s], except as otherwise stated. The Office will resolve each case (a) by not pursuing the complaint (where appropriate), (b) by resolve in the Office of Community Standards (c) by reaching a settlement agreement, or (d) by assigning the case for a formal hearing before the appropriate administrative body, including but not limited to the judicial board.
3. In a case involving alleged rape, sexual assault, or sexual base harassment, the investigation of specific allegations will be conducted by the Office of Community Standards and the Title IX Coordinator. This investigation will be conducted with the utmost confidentiality to protect all parties involved, therefore parties will be required to sign an acknowledgment of complaint and confidentiality form at the beginning of any investigation.
4. Except under unusual circumstances, determined by the Office of Community Standards, an investigation and charge of misconduct shall be concluded and issued within (14) calendar days of the reported matter. Students will receive notification of a conduct matter and other subsequent documentation regarding charges if applicable; the notifications will be hand delivered or sent by electronic mail and specify the violated policy or regulation and include a brief description of the factual basis for the charges. If a student chooses to ignore any notification, at its discretion, the Office of Community Standards may assume guilt and move forward with disciplinary sanctions.
5. 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, immediate dismissal from property, and/or criminal action.

6. If the Office of Community Standards chooses to proceed with a formal hearing, the student has the right to request an immediate settlement within 48 business hours of the initial formal hearing notice. In lieu of the formal hearing, the student and the Office of Community Standards may arrive at a mutually acceptable settlement agreement concerning disposition of the charges.
7. Cases in which more than one student is charged with violating the same conduct regulation(s), at the discretion of the Office of Community Standards, may either be considered jointly in a consolidated investigation, disciplinary agreement, or hearing or be assigned to separate hearings. Students who are charged jointly may challenge this assignment within 48 business hours of notice and the Office of Community Standards will take their challenge into consideration.
8. A disciplinary hearing must begin within twenty (20) calendar days of the time the charges were brought by the Office of Community Standards; students will be notified within at least five (5) business days before the hearing of the date, time, and location of the hearing in person and/or by electronic mail. Students will be required to sign an acknowledgement for the pending judicial procedures.
9. In cases that have been referred to the judicial board for a formal hearing, the judicial board will follow the MBC judicial procedures before presenting their findings and making recommendations of sanctions to the Office of Community Standards. It is important to note that the judicial board's findings and recommendations serve as an additional piece to the investigation and will not serve as the final sanction and/or penalty.
10. The Judicial Board will hear, fact find, and recommend sanctions for cases referred by the Office of Community Standards. It is important to note that the judicial board's findings and recommendations serve as an additional piece to the investigation and will not serve as the final sanction and/or penalty.
  - a. The Board shall consist of a panel of a minimum of five (5) members and maximum of seven (7). The panel shall consist of at least: two (2) students, two (2) faculty members, and (2) staff members; among those previously stated the Vice President of Enrollment & Student Affairs shall elect a chairperson. The 2 students will be nominated by the SGA President, the Provost & Senior Vice President of Academic Affairs will nominate the 2 faculty members, and the Vice President of Enrollment & Student Affairs will nominate the 2 staff members.
  - b. When a member of the judicial board is unavailable for a hearing or the Office of Community Standards has determined a conflict of interest regarding the board's sitting members, the student will be notified of a change regarding the number of sitting members; if/when the 5–7-member

committee cannot be convened, the Office of Community Standards will either convene 3 members or 1 hearing officer to the case.

- c. All appointments to the Judicial Board will be for one academic year and will commence on the first day of the fall semester, unless otherwise specified; members may be appointed for successive terms.
11. In the case of a judicial hearing the judicial board will: review the initial summary of the investigation and pending charges, collect any additional evidence needed to proceed with the hearing, hear/review student statements, and provide a recommendation.
  12. The judicial board will provide a summary of their findings and recommendations to the Office of Community Standards within 5 business days of the completion of a hearing. Once the Office of Community Standards has reviewed everything regarding the investigation and hearing, a recommendation will be made using the sanctions and penalties guidelines. The written report of the hearing will be kept on file in the Office of Community Standards.
  13. If a penalty involves suspension or expulsion, the student must be given immediate notice of the charges and the decision of the suspension or expulsion by the Office of Community Standards.

### **Appeal & Grievance Processes**

The student appeal and grievance processes at Morris Brown College are both 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 Morris Brown College in the adjudication of appeals and grievances. Students considering filing an appeal or grievance are urged to read the following.

#### **Appeal Process:**

An appeal is the actionable process that all students have to seek redress regarding disciplinary decisions made by Morris Brown College. Students that wish to file an appeal can only do so under two circumstances: new evidence that was not available during the initial investigation and/or hearing that could sway the outcome or reasonable suspicion of procedural misconduct. The Office of Community Standards will review appeals under the following circumstances.

1. A student charged and sanctioned has the right to appeal a decision within (5) business days of receiving notification of a disciplinary decision. The accused student may submit a written appeal, emailed to the Office of Community Standards, requesting reconsideration of the decision based on: newly discovered information that was not available at the time of the investigation,

and/or hearing or any reasonable suspicion that the sanction was a miscarriage of justice due to procedural misconduct. If the request is based on either of these two or both, it is the responsibility of the student to present their evidence in detail in the appeal request.

2. The Office of Community Standards or her/his designee[s] shall make the final determination of all cases brought under the appeals regulations.

### **Grievance Process:**

A grievance is a formal complaint by a student arising out of an alleged action of Morris Brown 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 based on their protected status of race, color, religion, sex/gender identity, sexual orientation, national origin, age, disability, or veteran status. The Office of Community Standards will review grievances under the following circumstances.

Step 1 - Submit a formal statement of grievance to the Office of Community Standards & Career Development. This statement should include who/what department you wish to file the grievance, why you are filing the grievance, and the sequence of events.

Step 2 - Start with a conversation between you and the concerned party; the Office of Community Standards & Career Development will facilitate this process.

Step 3 - If there is no resolution, go to the department chairperson or the immediate staff supervisor; if there is still no satisfactory resolution, within 10 business days, the student may submit an additional written statement of grievance; the additional grievance form will go before the Office of Community Standards designee[s] for a formal investigation and recommendation.

Step 4 - If the student or the individual of whom the grievance was filed is not satisfied with the recommendation, they may submit a written 'formal grievance decision appeal' to the Office of Community Standards which will be forwarded to the Vice President of Enrollment & Student Affairs for a staff matter or the Provost & Senior Vice President of Academic Affairs for an academic matter for further investigation.

Step 5 - If the student is not satisfied with the decision of the Vice President of Student Affairs or the Provost & Senior Vice President of Academic Affairs and/or the grievance involves one or more of the senior executives, the student may file an additional written 'formal grievance decision appeal' with the Office of Community Standards for further investigation with the President's office.

Step 6 - A final institutional appeal can be made to the Office of the President.

Office of the President  
Morris Brown College

643 Martin Luther King Jr. Drive  
Atlanta, Georgia 30314

Step 7 - If a student is not pleased with the institution's final decision, a final appeal can be made to the Georgia Nonpublic Postsecondary Education Commission and Transnational Association of Christian Colleges and Schools.

Georgia Nonpublic Postsecondary Education Commission  
2082 E Exchange Place, Suite 220  
Tucker, GA 30084

Office: (770) 414-3300; <https://gnpec.georgia.gov/student-resources/student-complaints>

Transnational Association of Christian Colleges and Schools (TRACS)  
15935 Forest Road  
Forest, Virginia 24551  
Office: (434) 525-9539; [info@tracs.org](mailto:info@tracs.org)

#### NC-SARA Complaint Process

Students who are out of state and taking distance education courses at Morris Brown College are required to follow the student complaint procedures as well as the NC-SARA complaint process on the NC-SARA website. For more information, please see the Student Complaint section on the [NCSARA website](#).

## **Policy on the Prohibition of Sexual Base Harassment & Assault**

Morris Brown College will take action to prevent and eliminate sexual harassment & assault. Such conduct is 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 because of the sexual nature of the conduct; or the conditioning of an act, decision, evaluation, or recommendation on the submission to or tolerance of any act of a sexual nature. Sexual assault includes, but is not limited to, the unwanted act of the above behaviors.

The prohibition against sexual harassment & assault applies to all transactions of college business, whether on or off campus. Individuals are encouraged to report a formal complaint about sexual harassment & assault to the Office of Community Standards for investigation or an informal report to a trusted college official and as a mandated reporter, they will inform the proper office.

## Guidelines on Psychological Crisis

A psychological crisis may occur because of emergencies, disasters, or other critical incidents such as suicide, rape, violence, deaths, serious accidents, fires, explosions, bomb threats, threats to the public welfare, or other traumatic or tragic events affecting the campus community.

During the regular academic sessions, students wishing to speak to a counselor will be referred to either the college's health provider or the counseling service.

General Incident Reporting: A college campus is a community of diverse people who come from a variety of places to live, work, and attend school. A crisis or disaster can have direct and indirect traumatizing effects on a wide range of campus community members.

For an unusual or potentially dangerous situation:

- a. Never try to handle a dangerous situation by yourself.
- b. Call the Security office at (404) 713-9684 and they will notify the proper on-call authority for assistance.
- c. Clearly state that you need immediate assistance; give your name, your location, and state the nature of the problem.
- d. All suicide attempts must be reported to the Security office so that proper procedures might be followed to ensure the safety of those involved.

## Statement on Drug-Free Environment

In accordance 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:

**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/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 age 21; (2)

the serving of alcohol to an already intoxicated person; and (3) the manufacture, use of or providing of a false state identification card, driver's license, or certificate of birth or baptism for the purpose of purchase. 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 and cigarettes and other nicotine products 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 civil or criminal authorities take independent action. Conviction or acquittal in a criminal court does not necessarily preclude College disciplinary action.

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

Student use of the MBC computing and networking resources is a privilege that depends on his/her using the resources appropriately. Use of all MBC resources must be 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. Appropriate use includes, but is not limited to, adherence to the following legal guidelines:

- a. DO NOT copy, use, or distribute software, images, music, movies or other intellectual property unless you are certain that you have the right to do so.
- b. DO NOT make copies of MBC software for use on non-MBC machines unless explicitly permitted to do so.
- c. 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.
- d. DO NOT attempt to break into or access without permission MBC systems, networks or user accounts.
- e. DO NOT use MBC systems or networks as a staging ground for breaking into or attempting to break into other systems or networks.
- f. DO NOT use MBC resources for partisan political purposes or advertisement for non-MBC related events, programs, or affiliates; this includes, but is not limited to, using email to circulate advertising for political candidates or personal businesses/goods/services.



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 for Violations – 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.

Maintaining Privacy - All students are responsible for maintaining access to their emails, learning management accounts, and student information accounts; students should be proactive in developing a strong password, keeping track of the password, and protecting the password.

## **Federal Law Compliance**

Morris Brown College is committed to encouraging and sustaining a learning and work community free from discrimination, harassment, and related misconduct by promoting an atmosphere of mutual respect and appreciation of differences.

Non-Discrimination Policy Statement - Pursuant to Title IX, Part 86; Title VI; Title VII; and Section 504 of the Rehabilitation Act of 1973, all members of the Morris Brown College community are protected from discrimination, harassment, and related misconduct while on the property or participating in college-related activities. Members of the college community protected by this policy include, but are not limited to, its community members including students, faculty, staff, administrators, volunteers, vendors, contractors, visitors, and any individuals regularly or temporarily employed, or having any official capacity with the college or on its property. This Policy prohibits all forms of discrimination, harassment, and any related misconduct based on an individual's protected status or protected characteristic, such as age, color, race, gender, religion, and others consistent with state and federal law.



Title IX Policy Statement - As a recipient of federal financial assistance for education activities, Morris Brown College is required by Title IX of the Education Amendments of 1972 to ensure that all its education programs and activities do not discriminate based on sex/gender. Sex includes: sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Morris Brown College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by the Morris Brown policy.

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 Buckley Act. (Copies of the Act may be obtained from the Offices of the Chief of Staff 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.

The seal of Morris Brown College is a circular emblem. It features a central shield with a cross and a book. The shield is surrounded by a wreath. The outer ring of the seal contains the Latin text "MORRIS BRUNENSIS BRUNENSIS" at the top and "SIGILLUM COLLEGIUM MORRIS BRUNENSIS" at the bottom. The year "1881" is inscribed at the bottom center of the seal. The seal is rendered in a light purple color, serving as a watermark behind the main text.

**MORRIS BROWN**  

---

**COLLEGE**