



GUIDE TO STUDENT CONSUMER INFORMATION 2025-2026

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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; and
7. File complaints with the U.S. Office of Education. The following information may be disclosed unless a student specifically requests in writing that it not be released: student enrollment status, dates of enrollment, degree earned, major, honors, and awards. Requests must be submitted in writing to the Office of the Registrar by October 1 annually. Additionally, Morris Brown College will comply with applicable federal and state laws and with court orders that require the release of information under legal compulsion or in cases in which the physical well-being or safety of persons or property is involved.

FERPA regulations also require that Morris Brown College inform students on an annual basis of the method it will use to inform them of their FERPA rights. The College's policy is distributed via the College Catalog and other publications available to students and families.

The FERPA form is available on the Office of Registrar website at [Registrar – Morris Brown College](#) (FERPA Form)

VOTER REGISTRATION

Applications for voter registration for Georgia residents are available in the Student Affairs Office, Administration Building. Detailed voter information is also located at the Secretary of State website [Register To Vote | Elections \(ga.gov\)](#). Every year the MBC Student Affairs Office works with the Fulton

County Voter Education Office to conduct either an on-site or virtual voter education and registration workshop. For more information, please contact Devonne McKenzie, Director of Student Life and Retention, devonne.mckenzie@morrisbrown.edu, 404-458-6085, ext. 2011.

FINANCIAL ASSISTANCE AVAILABLE TO STUDENTS

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 of 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 located 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 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 amount 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.

Students are responsible for the timely completion of requirements to receive financial aid. This includes requirements of the College, private funding sources, as well as federal funding sources. Failure to comply with requirements within specified deadlines may result in a student not receiving financial assistance and may necessitate payment of the balance with personal funds.

The Morris Brown College Financial Aid Office strives to ensure that all students apply for financial aid promptly and provides assistance and support in the application process. For any additional questions and concerns, please refer to the current College Catalog and/or contact the Financial Aid Office.

Descriptions of available federal, institutional, and private sources of student assistance, application procedures, eligibility criteria, recipient selection criteria and criteria to determine award amounts, methods of disbursement, terms and conditions of Federal Work-Study or loans, Federal Direct Student Loan entrance and exit counseling, sample loan repayment schedule, employment opportunities, student rights and responsibilities, and satisfactory academic progress standards are available on [Financial Aid – Morris Brown College](#) or at the Financial Aid Office, 643 Martin Luther King, Jr. Drive, Atlanta, GA 30314.

Morris Brown College is not approved to award Georgia State Aid.

Packaging Philosophy

It is the goal of the Financial Aid Office to provide financial aid to students to cover as much of the calculated need as possible. Students without financial need may be awarded merit based and non-need aid. To minimize student loan debt for our students, our initial package will be made to cover direct costs only unless a student indicates to us that they need additional funding for other educational expenses during our initial consultation. A student may request additional funding at any time during the award year. If a student attends one semester of the award year, it is our practice to award half of the loan eligibility per semester.

Packaging Order

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (SEOG)
3. Outside Scholarships
4. Institutional Merit Scholarships
5. Institutional Funding (based on available MBC funds)
6. Federal Subsidized Direct Loan
7. Federal Unsubsidized Direct Loan
8. Federal Direct Parent Loan for Undergraduate Students (PLUS)
9. Federal Work Study
10. Alternative Loans

A breakdown of the estimated cost of attendance used to determine student eligibility for federal student assistance is available on the Financial Aid Office website [Financial Aid – Morris Brown College](#) (Tuition & Aid).

Specific information about financial aid disbursement to student accounts, payment deadlines, balance information, e-billing, deposits, and payment plans can be viewed in Populi. In addition, enrollment requirements and types of financial aid, awarding procedures, financial aid forms, student employment, and additional important financial aid information can be obtained from the Financial Aid Office.

Information regarding sample loan repayment schedules and the necessity of repaying student loans is located within the Entrance Counseling session at [Entrance Counseling | Federal Student Aid](#)

Financial aid will be disbursed to the student's Populi account after attendance verification (normally two to three weeks after classes start). Excess financial aid (loans, grants, and scholarships) will be disbursed within 14 days after the student's tuition and fees balance is \$0. The Student Accounts Department will notify the student via email when the financial aid refund has been processed. Electronic Refunds can be requested by completing this form [Financial Aid Electronic Refunds \(populiweb.com\)](#).

Contact Information for Financial Aid Office

Stephanie Gunby, Director of Financial Aid stephanie.gunby@morrisbrown.edu Ext. 2003

Teresa Crowe, Senior Financial Aid Advisor teresa.crowe@morrisbrown.edu Ext. 2005

Antonio Brantley, Financial Aid Counselor Maurice.Brantley@morrisbrown.edu Ext. 2040

NET PRICE CALCULATOR

The Net Price Calculator provides an estimate of typical expenses and financial aid to attend Morris Brown College. The estimates may be used to help students determine “net cost”- likely out-of-pocket expenses to attend Morris Brown College. For additional information, contact the Financial Aid Office, Administration Building. 404-458-6085 ext. 2003. Go to Net Price Calculator by clicking here <https://morrisbrown.edu/wp-content/uploads/2022/09/netcalc.html>

TEXTBOOK INFORMATION

Morris Brown College faculty uses Cengage eBooks as the primary resource. Cengage eBooks are provided at no cost to students. Students have the option to lease physical copies by covering the cost of shipping. If a suitable Cengage text is not available, faculty are encouraged to incorporate Open Educational Resources (OER) to ensure affordability and accessibility for all students. Students may incur charges for books if eBooks are unavailable for a specific course.

Early Disbursement for Books and Supplies

Students eligible for Title IV funds, can be issued a book voucher to obtain or purchase, by the seventh day of a payment period, the books and supplies applicable to the payment period. The student’s financial aid file must be complete to determine if the student is eligible for enough funds to cover direct costs and have a credit balance (enough to cover the books and supplies). Students should submit the books and the cost of each book to the Director of Financial Aid for approval. Student Accounts will issue an advanced refund, if approved.

REFUND POLICY

The following regulations apply with respect to refunds and adjustments in charges.

1. All funds, except the \$30.00 maximum application fee, are fully refundable if a student withdraws within three days (72 hours) of signing their student contract/enrollment agreement.
2. If a student desires to withdraw officially from the College at any time during the semester, he/she must apply formally to the Registrar and obtain clearance from the offices of the Vice President for Academic Affairs, the Vice President of Student Affairs, and the Vice President of Fiscal Affairs.
3. Students must officially withdraw from the college to be eligible for a prorated refund.

Please note: Once a student begins classes, tuition is subject to refunds pro-rated based on the amount of the course attended up to 50%. After 50% of the course has been completed, no refund is required.

Students are eligible for refunds if official withdrawal is made according to the following schedule for traditional semester students (16 weeks): (a) 2nd week of semester = 87.5%; (b) 4th week of semester = 75%; (c) 6th week of semester = 62.5%; and (d) 8th week of semester = 50%. (e) 9th week and beyond = 0%.

Students are eligible for refunds if official withdrawal is made according to the following schedule for students (8 weeks): (a) 2nd week of semester = 75%; (b) 3rd week of semester = 50%; (c) 4th week and beyond = 0%.

Students are eligible for refunds if official withdrawal is made according to the following schedule for students (**4 weeks**): 1st week (after drop/add period) = 75%; (b) 2nd week and beyond = 0%

WITHDRAWAL PROCEDURES

The official College policy on withdrawal from courses is contained in the Office of Registrar or the College Catalog [College Catalog – Morris Brown College](#), page 95 (Withdrawal Procedure). The withdrawal form can be found at [Office of the Registrar – Morris Brown College](#) (Course Drop Form or Morris Brown College Withdrawal Form).

ACADEMIC PROGRAMS

Descriptions of academic programs, degree offerings, instructional facilities, and instructional personnel are online at [Degree Programs – Morris Brown College](#).

ACCREDITATION AND LICENSURE

- **Accreditation Statement**

Morris Brown College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; email: info@tracs.org], having been awarded Accreditation Status as a Category II institution by the 17 TRACS Accreditation Commission on April 13, 2022. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). For more information: <https://www.ed.gov/>

Credits earned at Morris Brown College are not guaranteed to transfer to other higher education institutions. Every institution is autonomous regarding which credits are transferable.

- **Georgia Nonpublic Postsecondary Education Commission (GNPEC) Statement**

Morris Brown College is authorized as an institute of higher learning by the Georgia Nonpublic Postsecondary Education Commission (GNPEC), which authorizes and regulates the operations of in-state nonpublic and out-of-state postsecondary colleges and schools operating or offering instruction in Georgia.

- **NC-SARA**

Morris Brown College has been approved to participate in the National Council for State Authorization Reciprocity Agreements.

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.

Students are responsible for obtaining disability documentation from a medical or clinical professional who is qualified to assess their disability. When submitting documentation, please note that all reports should be typed on letterhead, dated and signed. A High School IEP, 504 Plan, and /or a letter from a physician or other professional will not be sufficient to document a learning disability. Medication cannot be used to imply a diagnosis.

Students are responsible for disclosing their disability to Student Accommodations not to their teachers. For students that have existing accommodations with Morris Brown College, you are still required to provide documentation supporting your needs of accommodations from a medical or clinical professional every semester. Student accommodations are not retroactive and only go into effect the day of the disclosure of the disability.

Students with disabilities who are requesting accommodations from Morris Brown College must submit documentation of their disability to the Counseling & Student Accommodations Office. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the admission and academic standards of Morris Brown College are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment that substantially limits a major life activity. ***Learning Disabilities, Mobility Sensory & Systematic Disorders, Psychological Disorders, Traumatic Brain Injuries (TBI), Attention Deficit***

Hyperactivity Disorder are the categories of qualifying criterion to be eligible for accommodations. Having a history of impairment or being perceived as having impairment may also qualify one as an individual with a disability.

It is the students' responsibility to disclose their needs and provide appropriate documentation to the Counseling & Student Accommodations Office for disability services. Students with Emotional Support/Assistance Animal (ESA) must submit proper documentation prior to bringing the Support/Assistance Animal to class. Documentation costs are the student's responsibility.

For additional information contact Mr. Michael Turner LPC, Director of Counseling & Student Accommodations, Michael.turner@morrisbrown.edu, (404) 458-6085 Ex. 2030.

TRANSFER OF CREDIT POLICIES

Specific information regarding transfer of credit policies can be found in the College Catalog at [College Catalog – Morris Brown College](#) (Academic Policies and Procedures), page 80.

PENALTIES AND INSTITUTIONAL POLICIES ON COPYRIGHT INFRINGEMENT

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://copyright.gov>.

STUDENT BODY DIVERSITY, COMPLETION, GRADUATION, TRANSFER, RETENTION, AND PLACEMENT RATES

Information can be found at [Student Achievement – Morris Brown College](#)

VACCINATION POLICIES

Please refer to the MBC Immunization Policy <https://morrisbrown.edu/wp-content/uploads/2025/09/MBC-IMMUNIZATION-POLICY-REVISED-2.24.25.docx>

STUDENT ACTIVITIES

Student activities can be found at [Clubs & Organizations – Morris Brown College](#)

CAMPUS CRIME AND SAFETY INFORMATION

For the safety and security of the students, faculty, staff and property, Morris Brown College has established an on-campus Campus Safety and Security Department. The mission of the Campus Safety and Security Department is to maintain security on all College properties, ensure the safety of all students, faculty, and staff; coordinate with state and other local law enforcement agencies; and to enhance the security of the College and the surrounding communities. The Department endeavors to have security personnel become a visible and prominent presence on campus, to provide 24 hours of surveillance, to make regular area patrol, and to work with other administrative personnel and departments to promote the mission of the College. In compliance with Federal law, the Security Department makes updated crime statistics and fire logs available upon request. The annual campus crime and safety report will be made available to students and employees via email. It can also be found on the Morris Brown College website, Financial Aid section (Policies & Compliance). [Financial Aid – Morris Brown College](#)

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Emergency Response and Evacuation procedures can be found at [Emergency-Procedures-updated.pdf \(morrisbrown.edu\)](#). Morris Brown College has a campus-wide email and texting system to notify the campus upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus.

DRUG AND ALCOHOL ABUSE POLICY

Morris Brown College's student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. Other alcohol-related misconduct is also prohibited. MBC also does not tolerate employee misconduct related to alcohol or other drug abuse. Sanctions are detailed for students and employees who violate this policy. A copy of the drug and alcohol abuse policy may be found at [Alcohol-and-Drug-Use.pdf \(morrisbrown.edu\)](#) or by contacting Melody Austin, Executive Director of Human Resources, 404-458-6085, ext. 2056 for employees or Devonne McKenzie, Director of Student Services, 404-458-6085 ext. 2011 for students.

The Morris Brown College GUIDE TO STUDENT CONSUMER INFORMATION is produced by the Financial Aid Office.

643 Martin Luther King Jr Drive, Atlanta, GA 30314/Administration Building

Phone: (404) 458-6085 ext. 2003; Fax 678-585-6678

Contact Person: Stephanie Gunby, Director of Financial Aid, stephanie.gunby@morrisbrown.edu

Available Monday-Friday 9:00 AM to 5:00 PM