

MORRIS BROWN

COLLEGE

1881

STUDENT HANDBOOK

2026-2027



THE HAVEN FOR ALL HUNGRY SOULS

@morrisbrownatl

ATLANTA, GEORGIA

WWW.MORRISBROWN.EDU

THE STUDENT HANDBOOK
2026 - 2027

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 Affairs. The policies and procedures set forth in this handbook are subject to change; in the event of change the faculty, staff, and the student body will be notified. The 2026 -2027 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.

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,

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 incoming students and welcome back to returning students!

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,

Dr J Allen

DR. JAMES F. ALLEN
VICE PRESIDENT OF ENROLLMENT MANAGEMENT & STUDENT AFFAIRS OF MORRIS BROWN COLLEGE

Greeting from the Student Government Association President



Dear Morris Brown College Students,

Welcome to the 2026 - 2027 academic year at Morris Brown College.

It is both an honor and to serve as your 93rd Student Government Association President, and on behalf of the Student Government Association and The Expansion Administration, I welcome you to a year of growth, achievement, and opportunity. At Morris Brown, we are more than a campus; we are a community of scholars, leaders, innovators, and changemakers. Whether you are new or returning, your voice and your success matter here.

This year, The Expansion Administration is focused on increasing student engagement and strengthening the overall student experience. Engaged students are successful students; when you are informed, connected, involved, and supported, you are more likely to thrive in and beyond both the classroom.

Our work will be guided by four pillars:

Communication Expansion – Keeping students informed about opportunities, events, and resources so no Wolverine misses a chance to grow or get involved.

Student Interaction Expansion – Building relationships, school spirit, and a vibrant campus life through programming, traditions, and everyday connection.

Relationship Expansion – Deepening connections among students, faculty, staff, and administration to foster trust, collaboration, and a true sense of community.

Academic Expansion – Promoting excellence through classroom engagement, recognition, and support, ensuring that your academic journey is challenging, meaningful, and well-resourced.

As your Student Government Association, we are committed to being your voice and partner in enhancing the Morris Brown experience. Through town halls, interorganizational collaboration, improved communication, faculty engagement, and academic support, we strive to ensure that every student feels empowered to contribute and succeed. I encourage you to get involved – join organizations, attend events, and engage in campus discussions.

Thank you for being part of the Morris Brown College family. I look forward to serving alongside you and to all we will accomplish together this year. Let's continue expanding opportunities, expanding engagement, and expanding excellence.

With Brownite Pride,
Isaiah David James Williams
93rd Student Government Association President, Morris Brown College
The Expansion Administration – "Expanding on Opportunities, Expanding, and Excellence."

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 or any other category protected by applicable federal or state laws in its educational policies, programs, activities and employment.

For the College's Title IX procedures, see the Title IX Grievance Process on page 75.

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

For a concern about a College policy, office, service, or decision, contact Community Standards. Any student may raise a complaint (page 71) or request formal review (page 72).

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 Accredited Status as a Category II institution by the TRACS Accreditation Commission on April 26, 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).

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

Campus Directory

MBC MAIN PHONE NUMBER: (404) 458-6085

OFFICE	LOCATIONS	PHONE EXT
Academic Affairs	Office Suite 100	Ext. 2042
Account & Payroll	MB 1017	Ext. 2008
Alumni Affairs	MB 2007	Ext. 2007
Business Department	MB 1015	Ext. 2029
Campus Operations & Facilities	MB 2011	Ext. 2014
Center of Teaching & Learning Innovation	CTLI	Ext. 2059
		Ext. 2032
Communications & Marketing		Ext. 2006
Community Standards & Career Development Complaints and formal student grievances	MB 1006	Ext. 2060
Enrollment	MB 1005	Ext. 2015
		Ext. 2019
Human Resources		Ext. 2056
Financial Aid	MB 2009	Ext. 2024
		Ext. 2005
Fiscal Affairs	MB 2003	Ext. 2016
General Studies Department		Ext. 2054
Institutional Advancement		Ext. 2007
Institutional Effectiveness	MB 2008	Ext. 2028
Music Department	MB 1014	Ext. 2051
Online Learning & Educational Technology	MB 1010	Ext. 2064
President's Office	President's Suite	Ext. 2001
Psychology Department	MB 1003	Ext. 2017
Security	1st Floor	Ext. 2053
Registrar	MB 1011	Ext. 2012
Student Accounts & Accountant	MB 2016	Ext. 2018
		Ext. 2050
Student Life & Retention	MB 1007	Ext. 2011
Student Success Coaches	MB 1004	Ext. 2033
		Ext. 2022
Title IX (sex discrimination and misconduct)	MB 1006	Ext. 2060
Veteran Affairs	MB 1012	Ext.2013

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)

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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
2019-Present	**Dr. Kevin E. James**	**President**

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.

2026-2027 Academic Calendar

Fall 2026 Full Semester Schedule	
Tuition Payment Due	Tuesday, August 11, 2026
New Student Orientation	Tuesday – Friday, August 11–14, 2026
Faculty Workshop (Fall 2026)	Wednesday, August 12, 2026
New Student Induction Ceremony	Saturday, August 15, 2026
First Day of Classes	Monday, August 17, 2026
Late Registration	Monday – Friday, August 17–28, 2026
Final Day to Drop a Course without Academic Record	Friday, August 28, 2026
Begin Withdrawal Period with a Grade of W	Tuesday, September 1, 2026
Labor Day Holiday	Monday, September 7, 2026
Midterm Examinations	Monday – Friday, September 28 – October 2, 2026
Midterm Grades Due by 5:00 p.m.	Friday, October 2, 2026
Homecoming Week	TBD
Homecoming Ceremony	TBD
Last Day to Withdraw from Course(s) with a Grade of W	Monday, October 12, 2026
Fall Graduates Submit Graduation Applications for May 2027 Deadline	Friday, November 6, 2026
Spring 2027 Registration Opens	Monday, November 9, 2026
Thanksgiving Holiday (Campus Closed)	Monday – Friday, November 23–27, 2026
Classes Resume	Monday, November 30, 2026
Last Day of Classes	Wednesday, December 2, 2026
Reading Period	Thursday – Friday, December 3–4, 2026

Final Examinations	Monday – Friday, December 7–11, 2026
Final Grades Due by 5:00 p.m.	Wednesday, December 16, 2026
Fall 2026 – 8-Week Session I Calendar	
Tuition Payment Due	Tuesday, August 11, 2026
New Student Orientation	Tuesday – Friday, August 11–14, 2026
First Day of Classes	Monday, August 17, 2026
Late Registration	Monday – Friday, August 17–21, 2026
Final Day to Drop a Course without Academic Record	Friday, August 21, 2026
Begin Withdrawal Period with a Grade of W	Monday, August 24, 2026
Labor Day Holiday	Monday, September 7, 2026
Midterm Examinations	Tuesday – Friday, September 8–11, 2026

Midterm Grades Due by 5:00 p.m.	Friday, September 11, 2026
Last Day to Withdraw from Course(s) with a Grade of W	Monday, September 14, 2026
Last Day of Classes	Tuesday, October 6, 2026
Reading Period	Wednesday, October 7, 2026
Final Examinations	Thursday – Friday, October 8–9, 2026
Final Grades Due by 5:00 p.m.	Wednesday, October 14, 2026

Fall 2026 - 8-Week Session II Calendar

Tuition Payment Due	Tuesday, October 6, 2026
New Student Orientation	Wednesday, October 7, 2026
First Day of Classes	Monday, October 12, 2026
Late Registration	Monday – Friday, October 12–16, 2026
Final Day to Drop a Course without Academic Record	Friday, October 16, 2026
Begin Withdrawal Period with a Grade of W	Monday, October 19, 2026
Midterm Examinations	Monday – Friday, November 2–6, 2026
Midterm Grades Due by 5:00 p.m.	Friday, November 6, 2026
Last Day to Withdraw from Course(s) with a Grade of W	Monday, November 9, 2026
Thanksgiving Holiday (Campus Closed)	Monday – Friday, November 23–27, 2026
Classes Resume	Monday, November 30, 2026
Last Day of Classes	Wednesday, December 2, 2026
Reading Period	Thursday – Friday, December 3–4, 2026
Final Examinations	Monday – Friday, December 7–11, 2026
Final Grades Due by 5:00 p.m.	Wednesday, December 16, 2026

Spring 2027 Full Semester Schedule	
Tuition Payment Due	Tuesday, January 5, 2027
Faculty Workshop	Wednesday, January 6, 2027
New Student Orientation	Wednesday, January 6, 2027
First Official Day of Classes	Monday, January 11, 2027
Late Registration	Monday – Friday, January 11–22, 2027
Martin Luther King, Jr. Holiday	Monday, January 18, 2027
Final Day to Drop a Course(s) without Academic Record	Friday, January 22, 2027
Begin Withdrawal Period with a Grade of "W"	Tuesday, January 26, 2027
Last Day to Pay Senior Fees for May 2027 Graduates	Friday, February 19, 2027
Midterm Examinations	Monday – Friday, March 1–5, 2027
Midterm Grades Due by 5:00 p.m.	Friday, March 5, 2027
Spring Break	Monday – Friday, March 8–12, 2027
Classes Resume at 8:00 am	Monday, March 15, 2027
Second 8–Weeks Session Begins	Monday, March 15, 2027
Last Day to Withdraw (Full Semester)	Tuesday, March 16, 2027
Founder's Day Convocation	Friday, March 19, 2027
Good Friday – No Classes	Friday, March 26, 2027
Registration for Summer and Fall 2027 Semesters	Monday, April 5, 2027
Honors Convocation	Wednesday, April 14, 2027
Last Day of Classes	Wednesday, April 28, 2027
Reading Period	Thursday – Friday, April 29–30, 2027
Final Examinations	Monday – Friday, May 3–7, 2027
Final Grades Due (Graduation Candidates)	Wednesday, May 5, 2027
Final Grades Due (All Other Students)	Friday, May 7, 2027
Commencement Exercises	Saturday, May 15, 2027

Spring 2027 – 8-Week Session I Calendar	
Tuition Payment Due	Tuesday, January 5, 2027
New Student Orientation	Wednesday, January 6, 2027
First Official Day of Classes	Monday, January 11, 2027
Late Registration	Monday – Friday, January 11–16, 2027
Final Day to Drop a Course(s) without Academic Record	Friday, January 15, 2027
Martin Luther King, Jr. Holiday	Monday, January 18, 2027
Begin Withdrawal Period with a Grade of "W"	Tuesday, January 19, 2027
Midterm Examinations	Monday– Friday, February 1–5, 2027
Midterm Grades Due by 5:00 p.m.	Friday, February 5, 2027
Last Day to Withdraw (1st 8-Weeks)	Monday, February 8, 2027
Last Day of Classes	Thursday, February 18, 2027
Reading Period	Friday, February 19, 2027
Final Exams (1st 8-Weeks Session)	Monday – Wednesday, February 22–24, 2027
Final Grades Due (1st 8-Weeks Session)	Friday, February 26, 2027

Spring 2027 – 8-Week Session II Calendar	
Tuition Payment Due	Tuesday, March 9, 2027
New Student Orientation	Wednesday, March 10, 2027
First Day of Classes	Monday, March 15, 2027
Late Registration	Monday– Friday, March 15–19, 2027
Founders' Day Convocation	Friday, March 19, 2027
Final Day to Drop a Course(s) without Academic Record	Monday, March 22, 2027
Begin Withdrawal Period with a Grade of "W"	Tuesday, March 23, 2027
Good Friday – No Classes	Friday, March 26, 2027
Midterm Examinations	Monday– Friday, April 5–9, 2027
Midterm Grades Due by 5:00 p.m.	Friday, April 9, 2027
Last Day to Withdraw (2nd 8-Weeks)	Monday, April 12, 2027

Honors Convocation	Wednesday, April 14, 2027
Last Day of Classes	Wednesday, April 28, 2027
Reading Period	Thursday – Friday, April 29–30, 2027
Final Exams (2nd 8-Weeks Session)	Monday – Friday, May 3–7, 2027
Final Grades Due (Graduation Candidates)	Wednesday, May 5, 2027
Final Grades Due (All Other Students)	Friday, May 7, 2027
Commencement Exercises	Saturday, May 15, 2027
Summer 2027 – 5-Week Session I Calendar	
New Student Orientation	Wednesday, May 26, 2027
Faculty and Staff Summer Institute	Thursday – Friday, May 27–28, 2027
First Day of Classes	Tuesday, June 1, 2027
Late Registration	Tuesday – Thursday, June 1 – June 3, 2027
Final Day to Drop/Withdraw a Course without Academic Record	Thursday, June 3, 2027
Begin Withdrawal Period with a Grade of W	Friday, June 4, 2027
Midterm Examinations	Monday – Wednesday, June 14–16, 2027
Midterm Grades Due by 5:00 p.m.	Thursday, June 17, 2027
Juneteenth Holiday (Observed)	Friday, June 18, 2027
Last Day to Withdraw from Course(s) with a Grade of W	Monday, June 21, 2027
Last Day of Classes	Wednesday, June 30, 2027
Final Examinations	Thursday, July 1, 2027
Independence Day Holiday (Observed)	Friday, July 2, 2027
Final Grades Due by 5:00 p.m.	Monday, July 5, 2027
Summer 2027 - 5-Week Session II Calendar	
New Student Orientation	Wednesday, June 30, 2027
First Day of Classes	Wednesday, July 7, 2027
Late Registration	Wednesday – Friday, July 7–9, 2027
Final Day to Drop/Withdraw a Course without Academic Record	Friday, July 9, 2027
Begin Withdrawal Period with a Grade of W	Monday, July 12, 2027
Midterm Examinations	Monday – Wednesday, July 19–21, 2027
Midterm Grades Due by 5:00 p.m.	Wednesday, July 21, 2027
Last Day to Withdraw from Course(s) with a Grade of W	Friday, July 23, 2027
Last Day of Classes	Wednesday, August 4, 2027
Final Examinations	Thursday, August 5, 2027
Final Grades Due by 5:00 p.m.	Friday, August 6, 2027

Chapter 2: Student Services

Morris Brown College provides student services designed to support students' academic success, personal well-being, and overall college experience. This chapter outlines key services, student responsibilities, and important procedures related to orientation, records, advising, financial support, wellness, campus safety, and other student resources.

New Student Orientation

Morris Brown College offers a comprehensive New Student Orientation program at the beginning of the fall, spring, and summer terms for incoming freshmen and transfer students. Readmitted students who have been away from the College for more than one academic year are also required to attend orientation.

Fall orientation includes an on-campus schedule of activities that helps new students and their families become familiar with the College. Orientation for fall, spring, and summer split-term sessions may be offered virtually, with representatives from each department available to assist students in learning about College resources and expectations.

Orientation is intended to welcome students to the Morris Brown College community and support their academic achievement and personal development. All students are required to attend New Student Orientation, and online students will receive access to virtual links or recordings. Students must also obtain a student identification card.

Enrollment Fee

All incoming and transfer students are assessed a non-refundable $200 enrollment fee at the beginning of the fall, spring, and summer terms. This fee supports a smooth transition into college and helps fund orientation, student identification materials, student engagement programming, and enrollment-related materials.

Fee Component	Amount	Purpose
New Student Orientation Programming	$80	Supports orientation workshops and Welcome Week expenses.
Student ID	$20	Supports the creation of the Morris Brown College student ID card.
Campus Life and Co-Curricular Activities	$50	Supports student engagement programming and campus activities.
Enrollment Processing and Materials	$50	Supports document processing, communication materials, and the new student welcome kit.

Official Student Records

The Registrar's Office maintains official student records, including enrollment verification, academic transcripts, and degree progress or certification. The office is also responsible for compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the protection of student educational records.

In accordance with FERPA, students have the right to:

1. Inspect and review information in their education records.
2. Challenge the contents of their educational records.
3. Request a hearing if the outcome of a records challenge is unsatisfactory.
4. Submit an explanatory statement for inclusion in the record if the hearing outcome is unsatisfactory.
5. Prevent disclosure of record contents, except where disclosure is permitted by law.
6. Obtain a copy of the institution's policy identifying the location of education records.
7. File a FERPA complaint with the U.S. Department of Education’s Student Privacy Policy Office. FERPA complaint instructions and form

Academic Advisement

Academic advisement is required for all degree-seeking students at Morris Brown College. Although advisors strive to provide timely and accurate guidance, each student remains responsible for understanding College regulations and completing all degree requirements.

Students should meet with their academic advisor at least once each semester to review major requirements, plan course sequences, discuss future coursework, maintain accurate academic records, and talk about career goals. Students are also responsible for staying informed about curriculum changes, academic rules, and program requirements.

Students who have completed 30 or more credit hours will be assigned to an academic advisor in their major department. Academic advisors assist with graduation planning and approve changes to registration schedules, and registration may be delayed for students who do not complete required advisement.

Center for Teaching, Learning and Innovation

The Center for Teaching, Learning and Innovation (CTLI), housed in Academic Affairs, provides academic advisement for new students and General Studies majors. CTLI also offers learning support services designed to improve student retention and graduation outcomes.

Support services include placement testing upon admission, developmental and basic skills instruction, individual and small-group tutoring, student development workshops, assistive learning materials, and College Level Examination Program (CLEP) support.

Financial Aid

The Financial Aid Office assists students whose personal or family circumstances make financial support necessary to attend college. Financial aid may include scholarships, grants, loans, and employment opportunities, and students may accept or decline any part of the aid offered.

The Financial Aid Office is located on the second floor of the Dr. Gloria L. Anderson Multi-Purpose Complex (Administration Building). The office provides information about aid programs, counsels students and parents, determines eligibility, assesses financial need, and issues award notifications.

Apply early for financial aid. Merit-based scholarships may also be available. If your aid is suspended for failure to meet satisfactory academic progress, follow the appeal instructions in your notice (Catalog, pp. 55–56).

Student Accounts

The Student Accounts Office manages tuition, fees, and other financial obligations owed to the College. The office is also located on the second floor of the Dr. Gloria L. Anderson Multi-Purpose Complex.

Students should review account statements regularly and make payments on time to avoid penalties or account holds that may interfere with academic or co-curricular participation. Students receiving financial aid should work with both Financial Aid and Student Accounts to ensure aid is applied properly to their balances.

Veteran Affairs

The Veteran Affairs specialist supports student veterans, active-duty service members, and eligible dependents. Morris Brown College is committed to helping these students transition successfully from military service to college life while promoting academic achievement and personal well-being.

Services include assistance with VA education benefits, including the Post-9/11 GI Bill, Montgomery GI Bill, Vocational Rehabilitation and Employment (VR&E), and Tuition Assistance for active-duty students. Additional support includes help with course registration, transfer of military credits, referrals to tutoring and academic advising, and counseling or wellness referrals related to military-connected stress and adjustment concerns.

Student Support Services

Student Success Coach

All students are assigned a Student Success Coach upon enrollment. Student Success Coaches provide individualized support, guidance, and encouragement to help students succeed academically, personally, and professionally.

The Student Success Coach relationship is designed to empower students, promote engagement and accountability, support holistic development, and provide a consistent point of contact for student success. Students are expected to maintain communication with their coach, attend scheduled meetings, respond to outreach, follow through on action plans, and take ownership of their development.

Campus Ministry

Morris Brown College was founded on strong moral and spiritual values and partners with Flipper Temple A.M.E. Church to support the spiritual well-being of the campus community. The College takes an ecumenical approach and does not impose denominational requirements on students, faculty, or staff.

Campus ministry services may include Bible study, music ministry, pastoral counseling, and Religious Emphasis Week. These services are intended to support ethical reflection, spiritual development, and community care.

Career Development

Career Development at Morris Brown College is structured as a four-year process that helps students build career readiness skills. Services include career workshops, internship and career fairs, interview preparation, resume development, graduate school exploration, application assistance, and experiential learning opportunities.

Students are encouraged to use Career Development services throughout their enrollment to strengthen their ability to communicate their experiences and secure meaningful employment after graduation. Available services include career assessment, career exploration and pathway development, graduate school advisement, professional and leadership development, and networking opportunities.

Technology Services

Morris Brown College provides technology resources and support to help students succeed in both on-campus and remote learning environments. Technology support includes assistance with email, productivity software, learning platforms, cybersecurity, login issues, printing, software access, and basic device troubleshooting.

General IT Helpdesk support is available Monday through Friday from 9:00 a.m. to 5:00 p.m. Students may access support through the service desk email and support portal, use Brightspace for learning management, access student email and Office applications, and obtain help with multi-factor authentication setup and Cengage textbook support.

Students should report suspicious messages or technology-related incidents immediately to the designated abuse reporting email. Official service access points include the support portal, Brightspace, and the Morris Brown student email platform.

Health, Wellness, and Prevention

Students must complete and upload required health forms in the student information management system before registration. Students who do not submit required documentation may be unable to complete registration or continue enrollment.

Required documentation includes proof of measles, mumps, and rubella immunization; a negative tuberculosis test or chest X-ray taken within one year before the first day of classes; and a tetanus vaccination within the past 10 years. A COVID vaccine is highly recommended, and students may submit a medical or religious waiver when applicable.

The information students provide is confidential. Through a Memorandum of Understanding with Saint Joseph's Mercy Care, Inc., enrolled students have access to a range of primary physical, mental health, and wellness services, including chronic care, preventive and routine care, health screenings, behavioral health, dental care, and vision care.

Counseling Services

Morris Brown College provides counseling services through the Counseling and Student Accommodations Office. Counseling services are available in hybrid formats, may be provided in person or virtually after registration with the office, and are offered at no cost to enrolled students.

Available services include individual counseling, coaching and consultation, crisis management, psychoeducational skills groups, and substance abuse counseling. Individual counseling is available to students located in the state of Georgia, while coaching and consultation services are available to Morris Brown College students in any state.

Students returning to campus after voluntary or involuntary hospitalization, stabilization treatment, or intensive inpatient or outpatient care must complete treatment requirements and provide required discharge and follow-up documentation from appropriate medical or clinical professionals. Substance abuse counseling is offered through a referral partnership with Odyssey Family Counseling Center.

Disability Accommodations

Morris Brown College is committed to providing equal access and opportunity for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with

Disabilities Act of 1990, as amended. The College seeks to provide reasonable accommodations and support services that promote academic success and inclusion.

Students requesting accommodations must submit disability documentation from a qualified medical or clinical professional. Documentation must be typed on professional letterhead, dated, and signed, and students must disclose their disability to Student Accommodations rather than directly to instructors.

Accommodations take effect on the date of disclosure and are not retroactive. Students with approved accommodations must update their supporting documentation each semester. Students seeking approval for an Emotional Support or Assistance Animal must submit documentation before bringing the animal to class.

If you have a concern about how the College handled your accommodation request, contact Community Standards (page 71). You may describe the issue without sharing confidential diagnostic records.

Confidentiality

Counseling and Student Accommodations is the only Morris Brown College office with access to disability-related documentation and information. Records are maintained securely, diagnoses are kept confidential, and information is generally not released outside the office without the student's informed written consent, except where there is a direct threat to health or safety.

Campus Safety

Morris Brown College employs security personnel to provide a safe and secure environment for students, faculty, staff, and visitors. Security services are available 24 hours a day, seven days a week, and the campus remains locked at all times, with access limited to authorized users and visitor escort procedures in place.

The campus uses security cameras and regular patrols for monitoring and safety. Public Safety maintains an incident report binder in the public safety area of the Dr. Gloria L. Anderson Multi-Purpose Complex, and the public safety phone number is 404-713-9684.

Search and Seizure

This policy applies to vehicles, student organization office space, and other student property located on property owned, leased, rented, or otherwise occupied by Morris Brown College. Student property may be searched when there is reason to suspect criminal activity or a violation of College policy.

A search warrant is not required when a College official reasonably believes there is an imminent danger to life or safety or when delay would likely result in the destruction of evidence related to suspected criminal activity.

Additional Safety Provisions

Firearms, firecrackers, fireworks, and other weapons are prohibited on campus. Lost and found inquiries may be made with security Monday through Friday from 9:00 a.m. to 5:00 p.m., although the College is not responsible for lost or misplaced items or for their recovery.

Parking is available on a first-come, first-served basis, except for restricted spaces reserved for authorized or designated disabled vehicles. Morris Brown College also maintains a Campus Emergency Response Plan, conducts annual fire drills, and provides annual in-house training on emergency procedures.

Student Lounge

The Home Depot Student Lounge was established through the Home Depot Retool Your School Grant and serves as a shared space where students can study, meet, relax, eat, and connect with peers. The lounge reflects the College's commitment to providing a student-centered environment that supports academic and social well-being.

Features include computer workstations, comfortable seating, a dining area, meeting space, and Wi-Fi access. Students are expected to keep the space clean, respect equipment and furnishings, use the lounge responsibly during operating hours, and follow posted rules.

Failure to maintain the cleanliness and condition of the lounge may result in disciplinary action. If the space is repeatedly left damaged or unkempt, the administration may suspend access and lock the lounge until further notice.

Additional Services

Library Services

Students may access library resources through Atlanta Metropolitan State College Library, Fulton County Public Library online services, Washington Park Library, and the Atlanta University Center Robert W. Woodruff Library. These resources expand access to research materials, study support, and virtual tutoring opportunities.

Computer Lab

Students may use the computer lab located in the Esports Lab to access software applications, library search tools, full-text publications, email, and internet resources. The lab supports academic work and general student technology needs.

Public Transportation

Students have convenient access to campus through the MARTA Metro System, including a bus stop within walking distance of campus. Students may purchase monthly transportation passes at MARTA-designated locations and should consult MARTA for current routes, rates, and schedules.

MBC CHOICE

The CHOICE project serves young people at high risk for substance abuse and sexually transmitted disease and HIV/AIDS infection. Through virtual trainings and related activities, participants learn safer practices and gain access to supportive resources.

Residential Living

Morris Brown College does not operate campus housing. However, the Office of Student Affairs assists students with securing housing through College housing partners, and students may review available off-campus housing options through the Morris Brown College website.

Chapter 3:
Student Activities & Leadership

Student Activities and Organizations

The Office of Student Affairs is responsible for the coordination and implementation of cultural, social, personal development, and extracurricular activities of the College. These activities may include, but are not limited to, intramural and recreational activities, concerts, speakers, recitals, exhibits, lectures, tournaments, and programs of a religious nature. Such activities are designed to promote a well-rounded educational experience, augment classroom instruction, and provide opportunities for personal development and self-realization. The Office of Student Affairs 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 talents, leadership capacity, and professional skills. Students on academic probation or subject to disciplinary sanctions may be deemed ineligible to participate in extracurricular activities or maintain membership in campus organizations at the discretion of the Office of Student Affairs. Reporting concerns or serving as a witness in good faith does not affect eligibility.

Students who wish to participate in student organizations or serve in designated leadership positions must satisfy the cumulative grade point average requirements established by Morris Brown College. This chapter governs student activities, student organizations, student government, Greek life, and related regulations.

Students interested in attending informational or interest meetings for student leadership positions, including SGA and Royal Court, must wear professional attire. Jeans, sweatpants, shorts, and similar casual attire are not permitted. Doors will close promptly at the time listed on the official flyer, and late entry will not be allowed.

Applications for leadership positions received after the published deadline will not be considered. Submission of an application does not guarantee an interview, and interview panel members are not required to explain why an applicant was not selected for further consideration.

Eligibility for Participation

To participate in recognized student organizations, students must meet the following minimum requirements:

1. Be currently enrolled as a full-time student in good academic and financial standing.
2. Be available for mandatory meetings, events, trainings, and community service projects.

3. Submit all required documentation and comply with all expectations and procedures outlined in the Student Handbook.
4. Executive Board members must have no active disciplinary sanctions and no documented history of misconduct. Reporting a concern or serving as a witness does not count as misconduct (see page 35).

GPA Requirements

The following minimum cumulative GPA requirements apply to student organization membership and leadership positions:

- 2.5 for general membership in any campus club or organization, except the NAACP, which requires a 2.0 cumulative GPA.
- 2.5 for all general body members for the duration of participation.
- 3.0 for Executive Board members, except where a higher requirement is expressly stated.
- 3.0 for individual general membership in Divine Nine Greek-lettered organizations.
- 2.75 minimum chapter GPA for each Divine Nine organization to remain active.
- 3.0 for the following institutional leadership roles:
    - Mister Morris Brown College.
    - Miss Morris Brown College.
    - Royal Court First and Second Attendants.
    - Mister 1881.
    - Miss 1881.
    - Student Government Association President.
    - Student Government Association Vice President.
    - All Class Presidents and Executive Board members.
    - All Class Kings and Queens.
    - All kings and queens of student organizations, including Divine Nine, Greek, and non-Greek organizations.
    - All Campus Activity Board positions.
    - Any executive board position for a campus organization.

Executive Board members must participate in and successfully complete all required Student Leadership Development Training and related leadership development activities designated by the College or the Office of Student Affairs.

These criteria and GPA standards serve as minimum eligibility requirements for initial selection and continued service unless a more specific institutional rule, organizational constitution, or published College procedure imposes a higher standard. Students are responsible for remaining familiar with and complying with current policies and procedures published in the Student Handbook.

Regulations Governing Student Organizations

Student organizations seeking to function on campus must be established for purposes consistent with the mission, goals, and objectives of Morris Brown College. Students, faculty, and staff seeking to establish a campus organization must follow the procedures outlined in this handbook.

Each organization must submit the following to the Office of Student Affairs by the second Monday of September each academic year:

- A current address and telephone list of officers, members, and advisors.
- A copy of the organization's constitution and bylaws.
- Financial guidelines.
- Membership policies.

If any required information changes, the organization's Executive Board must submit updated information promptly to the Office of Student Affairs. Each semester, every registered organization must also submit its goals, programming schedule, and meeting dates. All meetings and events must be documented and approved by the Office of Student Affairs. All campus organizations are required to comply with the Student Organization Report Card System.

Student organizations may use College facilities for meetings, practices, programs, and events only after submitting the appropriate campus facilities use form and receiving approval. All promotional materials, including flyers, banners, posters, social media posts, television advertisements, and radio advertisements, must be approved by the Office of Student Affairs and the Office of Communications and Strategic Partnerships before distribution or posting.

Promotional materials must:

1. Bear the name of the sponsoring organization.
2. Include approval from the Office of Student Affairs and the Office of Communications, where required by College procedure.
3. Be removed within 24 hours after the event for physical flyers, posters, and banners; failure to do so may result in disciplinary action.
4. Comply with any additional removal or modification requests issued by the Office of Student Affairs or the Office of Communications for social media or digital materials.

If an activity or organization has not been approved or registered with the Office of Student Affairs, it is considered unsanctioned. Students involved in unsanctioned organizations or activities may face disciplinary action. The Office of Student Affairs may revoke a charter, place an organization on probation, or suspend an organization for inactivity, policy violations, or other reasons deemed appropriate.

Student Organization Report Card System

All student organizations and their members are required to comply with the Student Organization Report Card System in order to maintain active status on campus. The Office of Student Affairs reserves the right to withdraw recognition from any campus organization when the well-being of the College community requires such action. Organizations that violate College regulations may be referred to the Office of Community Standards for disciplinary action.

Recognized student organizations are expected to remain in good standing by complying with institutional policies, maintaining active registration, and demonstrating ongoing engagement aligned with their mission through meetings, programs, and events. Organizations are also responsible for the timely submission of required materials and the responsible stewardship of organizational funds in accordance with institutional financial procedures.

The institution may impose progressive consequences, including warnings, Activities Probation, loss of funding or space privileges, and suspension of recognition, when organizations fail evaluation categories, do not submit required reports, or demonstrate repeated non-compliance.

The College evaluates an organization’s conduct and its response to concerns. Making a report in good faith or cooperating with a review does not lower an organization’s rating.

Required Organizational Forms

Each organization must submit the following forms or records, as applicable:

- Notice of Membership Intake, Notice to Organize, or Annual Notice of Activity.
- Morris Brown College Hazing Policy Compliance Form for the organization; this form must be submitted annually, and each member must also submit an acknowledgment form.
- Individual Student Anti-Hazing Agreements.
- Official Interest Meeting Roster or Active Member Roster, including contact information.

Annual Standards

Organizations are expected to satisfy the following annual standards:

1. Comply with College anti-hazing, conduct, and risk management policies. Report suspected misconduct as required and cooperate with College review.
2. Participation in annual leadership development training for clubs and organizations.
3. Maintenance of a chapter GPA of 2.75 for NPHC organizations and 2.5 for all other organizations.
4. Completion of at least one approved community service, service-learning, and/or cultural awareness event each academic semester.
5. Appropriate social media engagement, including at least three approved posts per month promoting the mission of the organization and Morris Brown College, where required by policy.
6. Maintenance of sustainable membership levels as approved by the Vice President of Enrollment and Student Affairs.
7. Resolve routine disagreements constructively. Members may report concerns directly to Community Standards, the Vice President of Enrollment and Student Affairs, or the applicable regional leadership.
8. Effective collaboration with chapter advisors, on-campus advisors, and the Office of Student Affairs.
9. Sponsorship of at least two approved non-service-oriented campus events per semester.
10. At least 90 percent of members must have no College disciplinary actions. Count only actions based on findings. Exclude reports, pending allegations, and participation as a complainant or witness.
11. Responsible use of organizational funds and approved fundraising activity aligned with financial goals and mission.
12. Compliance with institutional financial guidelines, including use of an approved bank account with

appropriate checks, balances, and advisor oversight.

Establishing a Campus Organization

Students, faculty, or staff interested in forming a new campus organization must complete the following process:

1. **Identify purpose and mission.** Define the organization's purpose, goals, and mission, and ensure that the organization supports College values and student development goals.
2. **Secure a campus advisor.** Each proposed organization must identify a full-time faculty or staff member to serve as advisor and support the organization's development and programming.
3. **Complete the Intent to Create a Campus Organization Form.** This form must be submitted to the Director of Campus Life during the first forty-five days of the fall semester or the first forty-five days of the spring semester.
4. **Submit supporting documents.** Supporting documents must include a written justification for the organization, a sustainability plan, a signed Advisor Acknowledgment Agreement, and signatures from at least five interested student members.
5. **Committee review.** The Director of Campus Life will review the application and submit it to the Organization Effectiveness Committee for review. Final approval is subject to institutional approval by the President.
6. **Orientation and approval.** Once approved, the organization's leadership must attend Student Leadership Development Training with the Director of Campus Life and/or the Director of Community Standards.
7. **Ongoing compliance.** Recognized organizations must comply with Morris Brown College Student Organization Guidelines, the Student Honor Code and Code of Conduct, and judicial process and procedures.

Failure to comply with institutional requirements may result in disciplinary action or revocation of recognized status.

Required Executive Board Positions

Every campus club and organization must have at least one on-campus advisor and an Executive Board. At minimum, each organization must include the following Executive Board positions:

- President.
- Vice President.
- Secretary.
- Treasurer.
- Parliamentarian.

Organizations may establish additional positions, such as Chaplain, Public Relations Officer, Historian, Event Coordinator, or Sergeant-at-Arms, as needed.

Executive Board Responsibilities

President. The President is responsible for setting the vision and mission of the organization and articulating that vision to the Executive Board and membership in order to secure support and advance organizational goals.

For the Student Government Association, the President holds a seat on the Board of Trustees and reports through the appropriate Student Affairs leadership structure as designated by the College.

Vice President. The Vice President supports the President and assists with the execution of organizational priorities. The Vice President of the Student Government Association must be prepared to assume the role of President if the elected President is unable to complete the term.

Secretary. The Secretary is responsible for maintaining accurate meeting minutes, including attendees, date, time, and location. Minutes serve as the official record of organizational discussions, votes, goals, and action items. The Secretary also distributes approved communications to the Executive Board and general membership through appropriate channels such as email, letters, text messaging, or GroupMe.

Treasurer. The Treasurer is responsible for providing monthly financial reports that include balances, expenditures, and the results of fundraising activities.

Parliamentarian. The Parliamentarian is responsible for applying Robert's Rules of Order and supporting fair, orderly, and efficient meetings.

Membership Fees

Certain student leadership positions and organizations require fees. All required fees must be paid in full by the published deadline. Failure to submit a required fee by the deadline may result in removal from the position. All fees are non-refundable.

The following fees apply to Royal Court-related positions:

- Mister Morris Brown College: $500.
- Miss Morris Brown College: $500.
- Mister First Attendant: $500.
- Miss First Attendant: $500.
- Mister Second Attendant: $500.
- Miss Second Attendant: $500.
- Mister 1881: $500.
- Miss 1881: $500.
- Mister Senior: $250.
- Miss Senior: $250.
- Mister Junior: $250.
- Miss Junior: $250.
- Mister Sophomore: $250.
- Miss Sophomore: $250.
- Mister Freshman: $250.
- Miss Freshman: $250.

The fees listed in this Student Handbook constitute the official, accurate, current, and authoritative fee schedule for student organizations and related activities. Any fee amount or financial information published in any other document, flyer, email, social media post, or unofficial publication that conflicts with this handbook is invalid and without effect. In the event of any discrepancy, the fee schedule in this Student Handbook governs, and all organizations must use and adhere to these fees.

Student Government Association and Campus Activity Board

The Student Government Association (SGA), together with the Campus Activity Board (CAB), serves as a central student leadership body responsible for student advocacy and enhancement of the student experience. SGA and CAB play an active role in planning campus activities, promoting student-centered initiatives, and representing student interests in institutional decision-making.

SGA works collaboratively with the Office of Student Affairs as a liaison between students and administration. CAB works in partnership with SGA, the Office of Student Affairs, and the student body to plan engaging events. Through programming, governance, and service, SGA and CAB contribute to the cultural, social, and academic life of the campus. The President of SGA also holds a seat on the Morris Brown College Board of Trustees.

All enrolled students at Morris Brown College are considered members of the SGA General Body and are encouraged to participate in initiatives, committees, volunteer opportunities, and campus-wide events.

Eligibility for SGA and CAB

To run for or serve in an official SGA or CAB position, students must:

- Be enrolled full-time and be in good academic and financial standing.
- Have no active disciplinary sanctions or documented history of misconduct (see page 35).
- Meet and maintain the required GPA.
- Participate in and complete all Student Leadership Development Training.
- Be available for mandatory meetings, events, trainings, and community service projects.
- Submit all required documentation and satisfy all expectations outlined in the SGA and CAB Handbook.

Minimum GPA requirements are as follows:

- 3.0 for the SGA President, SGA Vice President, and the Campus Activity Board Event Coordinator.
- 3.0 for other SGA Executive Board members, CAB members, and class officers.

Classification Requirements

The following classification requirements apply to SGA positions:

- President: Senior status, with 90 credit hours by the start of the fall semester for the academic year of service.
- Vice President: Senior status, with 90 credit hours by the start of the fall semester for the academic year of service.
- Secretary: Sophomore, junior, or senior status, with at least 40 credit hours by the start of the fall semester for the academic year of service.
- Treasurer: Sophomore, junior, or senior status, with at least 40 credit hours by the start of the fall semester for the academic year of service.
- Parliamentarian: Sophomore, junior, or senior status, with at least 40 credit hours by the start of the fall semester for the academic year of service.
- Historian: Sophomore, junior, or senior status, with at least 40 credit hours by the start of the fall semester for the academic year of service.
- Public Relations Officer: Sophomore, junior, or senior status, with at least 40 credit hours by the start of the fall semester for the academic year of service.
- Coordinator of Activities Board: Sophomore, junior, or senior status, with at least 40 credit hours by the start of the fall semester for the academic year of service.

Students interested in informational or interest meetings for SGA, Royal Court, or Ambassadors positions must comply with the professional dress expectations published by the College. Applications received after the deadline will not be considered. Submission of an application does not guarantee an interview.

Elections and Terms

The Office of Student Affairs conducts elections each spring semester for SGA, Royal Court, and class positions. Elections are also held at the beginning of the fall semester for the incoming freshman class and for any positions not filled during the spring election cycle.

If positions remain vacant after the fall elections, the SGA and/or Royal Court may use an appointment process consistent with institutional procedures and governing documents. The Executive Board or student leadership must discuss potential appointees and conduct an organizational vote before a recommendation is submitted.

The appointment form must include approval from the organization advisor, the Director of Campus Life, and

the Vice President of Student Affairs. During the approval process, the student's eligibility, including GPA,enrollment status, and disciplinary history, will be reviewed. Approval of any recommended student is not guaranteed.

Royal Court

The Royal Court is a student leadership body that represents Morris Brown College through service, campus engagement, and official appearances. The Royal Court consists of Mister and Miss Morris Brown College, Mister and Miss 1881, and Class Kings and Queens. These student leaders promote Morris Brown's legacy, school pride, and institutional excellence through service, leadership, and representation.

Royal Court members work with the Office of Student Affairs and serve as student ambassadors during major events, recruitment activities, and ceremonial functions on and off campus. Membership on the Royal Court is both an honor and a responsibility.

Governance

Mister and Miss Morris Brown College serve as the official King and Queen of the institution and work closely with the Office of Student Affairs and other departments in an official representative capacity. Mister and Miss 1881 serve as ambassadors and stewards of institutional tradition. Class Kings and Queens represent their respective classifications and support campus engagement initiatives.

Royal Court members are subject to the applicable non-refundable membership fee structure described in this chapter.

Eligibility

To run for or serve on the Royal Court, students must:

- Be enrolled full-time and in good academic and financial standing.
- Have no active disciplinary sanctions or documented history of misconduct (see page 35).
- Meet the minimum GPA requirement.
- Complete Student Ambassador training through the Office of Student Affairs.
- Be available for mandatory events, practices, trainings, and community service projects.
- Submit all required documentation and meet all expectations outlined in the Royal Court Handbook.

Minimum GPA requirements are as follows:

- 3.0 for Mister and Miss Morris Brown College and Mister and Miss 1881.
- 3.0 for Class Kings and Queens.

Classification Requirements

- Mister and Miss Morris Brown College must be rising seniors with at least 90 earned credit hours by the start of the fall semester following election.
- Mister and Miss 1881 must be rising juniors or seniors and demonstrate a strong understanding of Morris Brown history and values.
- Class Kings and Queens must meet the minimum GPA requirement and hold the appropriate classification for the office sought.

Elections and Terms

Royal Court elections are held each spring semester. Students may campaign for major titles and class titles in accordance with College procedures. Elected Royal Court members are announced following the pageant and officially begin their terms at the start of the fall semester.

If a Royal Court position becomes vacant or remains unfilled, a special election may be held at the beginning of the academic year, or the appointment process may be used in accordance with institutional procedures and governing documents.

Waiver Forms and Travel

All students must complete a waiver form before traveling to school-sponsored off-campus or out-of-town programs or events. The Office of Enrollment and Student Affairs must be notified of any pending travel. Advisors, faculty members, or administrators responsible for the trip must ensure that completed forms are submitted to the Director of Campus Life and Student Retention in Student Affairs before the event or travel date.

Examples of school-sponsored programs or events include, but are not limited to:

- Conferences, seminars, and trainings.
- Competitions, including cheer, dance, esports, and Battle of the Brains.
- Entertainment outings such as ball games, museums, movies, and concerts.

- Homecoming Gala.
- Founder's Day events.

Morris Brown College may sponsor student travel for conferences, seminars, trainings, competitions, and entertainment events. When the College pays travel and hotel costs, the following expectations apply.

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 support the continued attainment of its mission. Upon graduation, students receive a complimentary one-year membership in the National Alumni Association. Graduates are encouraged to connect with an alumni chapter in their area or contact the Office of Alumni Affairs for information about starting a chapter.

Benefits of alumni association engagement may include:

- Alumni updates.
- Invitations to alumni events.
- Volunteer opportunities.
- Networking opportunities.
- Recruitment and retention assistance.

Programs and activities for graduates and current students

Advisor Responsibilities

- Explain the travel plans, including destination, dates, times, transportation, lodging, and attire.
- Schedule and conduct preparation meetings or practice sessions.
- Complete travel authorization forms for students.
- Distribute waiver forms and ensure they are completed and returned before travel.
- Establish a communication channel for the trip, such as group text or GroupMe.
- Review conduct expectations and the applicable Code of Conduct.

Student Responsibilities

Students participating in College-sponsored travel are expected to:

- Attend required preparation meetings, rehearsals, or practices.
- Communicate proactively with advisors and administrators before and during the trip.
- Complete all required waiver forms.
- Adhere to the Code of Conduct.
- Reimburse the College for travel and hotel costs in cases of no-shows or unexcused absences, when required by College policy.

Greek Life and Greek-Letter Organizations

Morris Brown College is committed to supporting the safety, success, and responsible operation of fraternal, professional, and social organizations. The following organizations are identified in the draft chapter:

National Pan-Hellenic Council Organizations

- Alpha Phi Alpha Fraternity, Inc. — Iota Chapter.
- Kappa Alpha Psi — Beta Delta Chapter.
- Omega Psi Phi — Alpha Sigma Chapter.
- Delta Sigma Theta — Gamma Zeta Chapter.
- Phi Beta Sigma — Zeta Chapter.
- Zeta Phi Beta — Beta Chapter.
- Sigma Gamma Rho Sorority, Inc. — Beta Lambda Chapter.

Non-NPHC Organizations

- Delta Omicron International Professional Music Fraternity.
- Phi Mu Alpha Sinfonia Fraternity of America — Kappa Beta Chapter.

The membership intake process is governed in conjunction with each organization's national office, local advisors, and advising chapter. The College maintains general information regarding eligibility and intake expectations to ensure consistency with federal law, state law, and institutional policy. Chapters, campus advisors, and the Office of Student Affairs are expected to work together to support a positive and compliant

intake process.

Membership Intake Regulations

1. Morris Brown College does not alter the national membership requirements of individual organizations; students are responsible for understanding those requirements in addition to Morris Brown College requirements.
2. Traditionally enrolled students must be enrolled for one academic year before they are eligible to seek membership in a Greek-letter organization.
3. Transfer students must earn a cumulative GPA of 3.0 or higher while enrolled full-time at Morris Brown College and must complete at least 12 credit hours at Morris Brown College.
4. Transfer students who are already members of a Greek organization may not hold office until they complete one semester, consisting of at least 12 credit hours, at Morris Brown College.
5. Eligible students seeking membership in NPHC organizations must complete at least 30 semester hours, maintain a 3.0 cumulative GPA, and be enrolled full-time; students seeking membership in professional or social organizations must complete at least 12 credit hours, maintain a 3.0 cumulative GPA, and be enrolled full-time.
6. Students seeking membership in NPHC or professional and social organizations must be enrolled at the time of application.
7. Candidates must be in good academic standing with respect to enrollment status, classification, credit hours, and GPA to complete the clearance process.
8. Candidates must be in good financial standing, which may include a zero balance in the Student Accounts Office, to complete the clearance process.
9. Candidates must have a medical release form on file and be in good health as determined by a medical professional.
10. Candidates must have no pending disciplinary case against them and no active disciplinary sanction. Filing a complaint or grievance or serving as a witness does not create a case against you.
11. Candidates must have a zero balance in the Student Accounts Office to complete the clearance process.
12. No student carrying fewer than 12 semester hours may be considered for membership intake.
13. Alumni or graduates may not seek membership or be initiated into an undergraduate chapter, and students who already hold a bachelor's degree may not seek membership in undergraduate chapters.

14. Only students cleared by the Office of Student Affairs may participate in membership intake, initiation, or new member activities.
15. Only one membership intake, initiation, and new member presentation period will be conducted each semester, on a schedule determined by the Office of Student Affairs.
16. Membership intake and initiation periods may not interfere with class attendance, course assignments, work-study duties, or other College programs and activities.
17. All provisions of the Code of Conduct apply throughout the intake, initiation, and new member presentation process.
18. Interest activities and new member presentations must be held on campus unless off-campus activity is specifically approved by the Office of Student Affairs; no activities may occur in residential properties.
19. No membership intake activities may begin before 4:00 p.m. on a scheduled class day, and all activities must end by 12:00 a.m.
20. To maintain active status, individual members must earn a minimum 2.75 GPA each semester, and each chapter must achieve a 2.75 cumulative GPA each semester.

President's Honors College

The Morris Brown College President's Honors College is described in the draft as a program founded in Fall 2024 to cultivate and support high-achieving scholars who demonstrate strong commitment to academic excellence, leadership, and community engagement. The program provides rigorous academic expectations, advising, and enrichment opportunities intended to promote intellectual growth and leadership development.

Invitation and Eligibility

Invitations are extended to selected incoming first-time freshmen who demonstrate exceptional academic potential, although meeting the eligibility criteria does not guarantee an invitation.

Eligibility criteria listed in the draft include:

- ACT composite score of 18 to 24 or above, or SAT composite score of 1150 or above.
- High school cumulative GPA of 3.5.
- Letters of recommendation.
- A career goals and aspirations essay writing sample.

Special Events

Students may be requested or expected to attend major College events, including the following:

- **Convocation:** Held at the beginning of each semester to officially begin the academic term and provide an overview of activities, goals, and priorities.
- **Founder's Day:** An annual celebration of the founding of the institution.
- **Commencement:** The annual ceremony recognizing students who have completed academic requirements.
- **Coronation:** A gala pageant held before Homecoming in which organizational queens are presented and the official Morris Brown College court is crowned.
- **Homecoming:** An annual fall event that reunites alumni, students, families, and supporters through campus-wide celebrations and programming.

Constitution Day

Constitution Day is observed each year on September 17 to commemorate the signing of the United States Constitution on September 17, 1787. If September 17 falls on a weekend, the observance may occur on the previous Friday or the following Monday. Questions regarding Constitution Day observance may be directed to the Office of Admissions as indicated in the draft chapter.

Student Leader Policy Violations

Student leaders may receive a verbal or written warning, probation, temporary removal, or termination from office, depending on the severity of the conduct. Filing a complaint or grievance or serving as a witness in good faith does not affect eligibility. Grounds for disciplinary action include the following examples.

- Violation of the Code of Conduct.
- Alcohol or drug abuse.
- Fighting, threatening behavior, or demeaning or damaging language directed toward advisors, faculty, administrators, students, alumni, guests, or supporters of Morris Brown College.
- Disorderly or lewd conduct on campus or at a Morris Brown College-sponsored activity or event, including profanity or vulgar conduct.

- Pending criminal litigation, where relevant to eligibility or leadership review under College procedures.
- Disrespectful behavior toward advisors, faculty, administrators, alumni, school partners, guests, or supporters.
- Insubordination toward advisors, administrators, or staff.
- Refusal to follow directives.
- Two or more unexcused absences from mandatory meetings, trainings, events, activities, or programs.
- Two or more instances of non-communication with advisors or administrators in the Office of Student Affairs.

Interim measures for student leaders

If a report concerns a student leader's own conduct, the College may temporarily restrict participation when necessary to protect a person's health, safety, or well-being or to preserve orderly campus operations. The College determines responsibility through the applicable conduct process. See Interim Measures and Immediate Action on page 67.

Chapter 4: Community Standards

Rights and Responsibilities

Core purpose

Students possess fundamental rights and corresponding responsibilities that arise from the highest standards of academic and personal integrity. As members of the Morris Brown College community, they share in the duty to exercise and to value the freedom to learn.

To uphold that freedom, the institution and its students must work together to ensure appropriate learning opportunities in the classroom, on campus, and in the broader community. The following provisions identify conditions that support genuine freedom of learning and the effective pursuit of education.

Students are expected to use these rights thoughtfully, demonstrating maturity, respect for others, and responsibility for the well-being of the academic community.
Any student may raise a complaint or request formal review of a College action or decision.
See complaints on page 71 and formal grievances on page 72 for the filing steps.

Freedom of access and association

- **Freedom of access:** The College will clearly communicate the characteristics and academic performance it considers essential for student success in its programs. No student will be denied admission on the basis of race, religion, or sex. Within the limits of its facilities, the College is open to all applicants who meet its admission standards. All facilities and services of the College are available to enrolled students on an equal basis, and the College will use its influence to help ensure that all students have equal access to public facilities in the surrounding community.
- **Freedom of association:** Students arrive with existing interests and develop new ones as part of the academic community, and they are free to form and join student organizations or other associations to pursue and promote these shared interests.

Academic advisement and classroom standards

- **Academic advisement:** Students are responsible for seeking advisement throughout their enrollment and have the right to reasonable access to professional advisors for choosing majors, planning course sequences, updating records, and discussing career goals. They are responsible for consulting catalogs, schedules, and handbooks for rules about their majors and supporting courses.

- **In the classroom:** Faculty are expected, when appropriate to the mode of instruction, to encourage open inquiry and free expression in class, conferences, and advisement. Students must be evaluated solely on academic performance, not on opinions or conduct unrelated to academic performance.

Freedom of expression and academic evaluation

- **Freedom of expression:** Students are expected to learn and demonstrate mastery of the course material, but they are also permitted to challenge and disagree with interpretations of evidence or opinions presented in the class, so long as they do so thoughtfully and at appropriate times.
- **Academic evaluation:** Professors set academic standards and assign final grades. A grade based on nonacademic criteria is arbitrary or capricious. To challenge a grade awarded in error, give the instructor a written appeal and supporting information within the next semester. See the College Catalog grade appeal procedure.

Instructional practice and student records

- **Instructional practice:** Students are entitled to receive meaningful instruction in the course material during the regularly scheduled class meetings, except when unavoidable or mitigating circumstances prevent this from occurring.
- **Access to records:** Under FERPA and applicable state law, current and former students have the right to know what institutional record systems exist and, by following established procedures, to review their own education records (including recommendations), unless they have formally waived this right of access. Morris Brown College provides annual notice of FERPA rights in the College catalog and related publications and makes a FERPA request form available through the Registrar's Office.

Membership in student organizations

Student organizations, including those connected to outside groups, must be open to all students and may not exclude anyone on the basis of race, creed, color, sex, religion, national origin, disability, or age. The only permitted exception is for chartered fraternities, sororities, or professional organizations whose policies allow single-sex membership.

General Campus Policies

Children on Campus

Children under age 18 who are not enrolled at Morris Brown College may be present on campus only for brief and supervised visits or for approved College-sponsored programs and events.
A parent, guardian, or other responsible adult must supervise the child at all times.

Children are generally not permitted in classrooms, instructional spaces, work areas, or residence halls except as allowed by College policy or with prior approval from the appropriate College office.
Children may not be left unattended in offices, hallways, waiting areas, or other campus spaces.

In emergency childcare situations, limited short-term exceptions may be approved; however, emergency permission may not be used as a substitute for regular childcare arrangements.
Any member of the campus community who observes an unsupervised child should take reasonable steps to ensure the child's safety and contact the Department of Public Safety immediately.

Failure to comply with this policy may result in removal from the area, denial of future access, referral to the appropriate administrative office, or disciplinary action under applicable College policies.

Attendance and Timeliness for Student Activities

Students are expected to attend required student activities, meetings, programs, training sessions, and College-sponsored events and to arrive on time.
Students are also expected to remain for the full duration of an event unless released by the event sponsor or appropriate College official.

Absences may be excused for illness, emergencies, religious observances, legal obligations, approved College business, or other circumstances approved by the appropriate College office.
When possible, students should notify the event sponsor or supervising office in advance and provide documentation when requested.

Students who miss a required activity without an approved excuse, arrive late repeatedly, or leave early without approval may lose participation privileges, affect their standing in an organization, or be referred for administrative follow-up through Student Affairs or Community Standards.

Additional attendance expectations may apply to travel-based activities, official ceremonies, convocations, orientation programs, leadership events, and other special events designated by the College.

Transfer Student Participation in Student Activities

Transfer students may participate in recognized student activities, organizations, clubs, councils, committees, leadership programs, and other engagement opportunities if they are in good academic and disciplinary standing.
To remain eligible for participation in student activities, transfer students must maintain a minimum cumulative GPA of 3.0.

Transfer students are not eligible to hold executive office in a recognized student organization or student activity during their initial period of enrollment at Morris Brown College.
They may participate as general members, volunteers, or non-executive participants if they satisfy College and organization requirements.

Student organizations, advisors, and sponsoring offices may verify eligibility before permitting participation or leadership involvement.
The College may deny participation or remove a student from an activity or position when policy requirements are not met.

Communication Policies

Official Student Email Communication

Morris Brown College email is the official method of communication between the College and currently enrolled students.
Official communication may include academic matters, student conduct matters, financial aid, billing, registration, campus safety, student affairs, career services, and other College business.

Students are responsible for checking their Morris Brown College email regularly and for responding to official College communication in a timely manner.

Failure to read or respond to official communication sent to a student's official College email address does not excuse the student from deadlines, obligations, or compliance with College policies and procedures.

Faculty, staff, administrators, and College offices should use official Morris Brown College email when conducting official College business with students. Personal email accounts, text messages, social media, and other unofficial platforms should not be used as the primary method for official student communication, although they may be used for supplemental or urgent outreach when the official communication is also sent through College email.

Honor Code & Code of Conduct

Introduction

The Honor Code and Code of Conduct form the basis of student life at Morris Brown College. They are founded on the idea that student rights and freedoms are safeguarded when each student takes personal responsibility and accountability.

While enrolled at Morris Brown College, students are expected to uphold three core principles:

1. Respect
2. Honesty
3. Accountability

Honor Code and Code of Conduct

These codes govern student misconduct and provide due process. Students are responsible for their academic and civic conduct and for showing respect, honesty, and accountability. For a concern about a College service, decision, or policy, see How to Raise a Student Complaint (p. 71) or Grievance Process (p. 72).

By becoming part of the Morris Brown College community, students agree to adhere to the principles outlined in the Honor Code and Code of Conduct, and to follow all policies and procedures in the Student Handbook as established by the College. When a student is suspected of violating the Honor Code or Code of Conduct, the matter is referred to the College's judicial process. All reports are considered allegations and will be treated as such until an investigation is completed and a final decision is made. Students are entitled to due process and must be given a chance to respond to any alleged violation.

- **Honesty:** Students are expected to speak and act truthfully, demonstrate integrity, and avoid any form of deliberate deception, theft, or cheating. Honesty applies to both outward actions and mindset, requiring individuals to be true to themselves and accurately convey their intentions, feelings, and beliefs.
- **Respect:** Students are expected to show courtesy to all members of the College community. Respect is shown by valuing someone's feelings and views, even if you disagree, and by treating them with the same consideration you expect for yourself
- **Accountability:** Students are expected to take responsibility for their actions and decisions, explain them to others, and face the consequences. This includes owning their

work, admitting mistakes, and following through, which helps build trust and integrity in personal, professional, and public life.

Morris Brown College Code of Conduct

The Code of Conduct is published on the Morris Brown College website. All students are responsible for reading, understanding, and complying with the Code of Conduct.

The Code of Conduct and its associated process apply to the conduct of individual students and all College-recognized student organizations. For student conduct purposes, Morris Brown College defines a student as any individual who has accepted an offer of admission and continues to have an educational interest in the College. This continued educational interest applies during academic sessions, scheduled vacations, the summer, periods of approved leave, and while engaged in study off-campus.

Morris Brown College retains jurisdiction over students who are on leave, have withdrawn, or have graduated for any misconduct that occurred prior to their leave, withdrawal, or graduation. If misconduct is reported in these cases, the conduct process will proceed accordingly, and all sanctions must be fulfilled prior to a student's return from leave or re-enrollment. Should it not be possible to resolve a case before graduation, the President of Morris Brown College (or designee) reserves the right to withhold the student's degree until all issues are resolved. All sanctions imposed must be completed before a degree is awarded. In matters involving serious misconduct reported after graduation, Morris Brown College may use these procedures and, if the former student is found responsible, may revoke the degree or impose other appropriate sanctions.

Student organizations, including clubs, athletic teams, fraternities, sororities, and other recognized groups, are accountable under this Code for actions taken by their members acting on behalf of the organization. In some instances, the College may pursue conduct processes against both individuals and organizations simultaneously.

The Code of Conduct applies to behaviors occurring on campus, at all College-sponsored events on or off campus, and off campus when the Vice President of Enrollment and Student Affairs or their designee determines that the behavior affects a substantial College interest. Examples of a substantial College interest include but are not limited to: conduct occurring in connection with a College event or program, conduct that directly affects a member of the Morris Brown community, or conduct that poses a potential threat to the safety or well-being of students or others.

The Code also applies to visitors and guests of students. Student hosts are responsible for their guests' conduct and may be held accountable for guest violations of Morris Brown College's policy. The Code also covers violations committed by students against visitors or guests.

Anyone may report a suspected Code of Conduct violation to Community Standards, including anonymously. There is no time limit for reporting student misconduct. A delay or an anonymous report may limit the College's ability to investigate, gather information, or respond.

Use the MBC Incident Report Form to report student misconduct promptly. For concerns about a College office or policy, see How to Raise a Student Complaint (p. 71) or Grievance Process (p. 72).

Official College communication regarding the Code of Conduct, including notifications of alleged violations and updates related to the conduct process, will be sent to each student's Morris Brown College email address. Students are responsible for regularly checking their email and are deemed to have received all communication transmitted to their assigned address.

Honor Code expectations

The Honor Code requires students to:

1) Avoid seeking, giving, or receiving unauthorized help on any assignment, exam, or test, and to submit only their own work or properly cited work, including when using AI-generated content.
2) Demonstrate responsible behavior during classes and exams, avoid plagiarism and cheating, and avoid appearing to plagiarize or assisting others in doing so.
3) Maintain responsible behavior during class and exams; students must adhere to the code of conduct and the rules established by the faculty member and/or college staff overseeing the course.

Plagiarism

Plagiarism is broadly defined as presenting another person's words or ideas as one's own, whether by copying, buying, or having someone else write work, or by paraphrasing or using ideas without proper citation.

Plagiarism is a clear violation of both intellectual and academic honesty. Although it appears in various forms, all plagiarism involves the same core act: claiming someone else's words or ideas as your own. The most serious types include submitting a paper written by someone else, obtaining one from a commercial source, or copying passages verbatim without credit. However, paraphrasing an author's ideas or quoting even small parts of their work without proper citation also constitutes plagiarism. Even rephrasing someone else's ideas in your own words without acknowledgment is considered plagiarism. In all its forms, plagiarism will not be tolerated at Morris Brown College and may result in a failing grade, probation, suspension, or expulsion.

Violations of the Honor Code can lead to serious academic and disciplinary consequences, such as failing grades, probation, suspension, or expulsion from the College. Alleged violations will undergo a formal investigation and fact-finding process, and students found responsible may face sanctions such as an "F" in the course or dismissal from the institution.

Artificial Intelligence (AI) Use at Morris Brown College

Morris Brown College supports the responsible, ethical, transparent, and academically appropriate use of artificial intelligence. AI may support student learning, but it may not replace the student's own reasoning, analysis, judgment, creativity, or original intellectual contribution. Students remain fully responsible for the accuracy, integrity, citations, and content of all submitted work.

Course AI Designation:
[AI Encouraged / AI Allowed with Disclosure / AI Limited / AI Prohibited]

Specific assignments may have different AI designations. Students must follow the instructions provided in the syllabus and for each assignment. When expectations are unclear, students must obtain clarification from the instructor before using AI.

When AI substantively contributes to the ideas, structure, wording, analysis, problem-solving, coding, data interpretation, or creative content of an assignment, students must disclose the AI tool used, its purpose, and the approximate date of use. Students may also be required to explain how the AI output was reviewed, revised, verified, used, or rejected and to submit relevant prompts or process documentation.

Students must independently verify all AI-assisted facts, calculations, quotations, citations, sources, and claims. The final submission must clearly demonstrate the student's own voice, understanding, reasoning, and decision-making.

Sample AI Use Statement:

I used [name of AI tool] on or about [date] to assist with [purpose]. I reviewed and revised the output, independently verified the information, and remain responsible for the final submission.

Unless expressly permitted by the instructor, students may not:

- Submit AI-generated work as entirely their own.
- Use AI during restricted examinations, quizzes, timed writing, or in-class assessments.
- Fabricate sources, citations, quotations, data, research findings, or bibliographies.
- Use AI to replace required personal reflection, original analysis, professional judgment, oral performance, or creative work.
- Submit false or misleading AI Use Statements or prompt documentation.
- Upload confidential, sensitive, proprietary, institutional, or FERPA-protected information into public AI systems.

Undisclosed substantive AI use, prohibited AI use, fabricated information, or misrepresentation of authorship may constitute academic misconduct and will be addressed through the College's established Academic Integrity and due-process procedures. AI-detection results may be considered as supporting

information but will not serve as the sole basis for determining that a violation occurred.

Code of Conduct: dress, decorum, residential life

- Dress Code: Students are expected to be modest, neat, clean, and free of offensive odors, and may not wear low-hanging pants, revealing outfits, “daisy duke” shorts, low-cut or cropped tops, clothing with offensive language or imagery, caps, hats, bonnets, slippers, pajamas, or unkempt clothing in classrooms, convocations, programs, or other College-sponsored events.
- Decorum Code: Students must show proper respect to speakers and peers at services, convocations, programs, events, and in academic settings. They should avoid talking, texting, studying, reading, sleeping, wearing headphones, arriving late, leaving early, or engaging in other disruptive behaviors. Students are also expected to respect others’ reasonable privacy by not photographing, audio-, or video-recording without the knowledge and consent of all participants.
- Residential Code: Students living in partner residential facilities must comply with both Morris Brown College’s code of conduct and the property’s rules, including timely rent payment, adherence to guest and noise protocols, and refraining from disorderly, lewd, unsafe, or threatening behavior. Failure to follow the property’s rules can result in disciplinary action by the facility, and Morris Brown College may not be able to intervene in those external actions.
-

Prohibited conduct and potential discipline

The prohibited conduct list is illustrative rather than exhaustive and covers a wide range of behaviors that may result in sanctions under the College’s judicial process. Examples include:

1) Dishonesty, including cheating, plagiarism, or knowingly supplying false information to the College or its affiliates.
2) Forgery, alteration, or misuse of property, documents, records, keys, identification, or other College or affiliate property; theft, misuse, or conversion of College or personal property; or damage or destruction of property on campus or at College events.
3) Unauthorized entry or use of College property, equipment, or resources, including misuse of electronic or computerized information systems.
4) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any College activity or program, and camping or lodging on College property outside authorized facilities.
5) Hazing; physical abuse; fighting; assault; battery; threats of violence; or any conduct that endangers the health, safety, well-being, or employment of any person or campus affiliate.

6) Possession of explosive devices, firearms, fireworks, or any weapon on campus or at College programs, and arson.

7) Sexual misconduct, including rape, date rape, sexual assault, and sexual-based harassment.

8) Disorderly or lewd conduct, including behavior linked to incapacitation or drunkenness, and participation in disturbances of the peace or unlawful assemblies on campus or at College events.

9) Failure to comply with directions of College or public officials acting in their duties, or resisting or obstructing such officials.

10) Unlawful manufacture, distribution, dispensing, possession, suspected possession, or use, or sale of alcohol, nicotine products, controlled substances, or related paraphernalia on College property or at official functions.

11) Use of threatening, demeaning, or damaging words or behavior to shame, harass, intimidate, or harm any person or the institution; misuse of the College's name, insignia, or seal; and violation of other College policies, including during declared emergencies.

12) Criminal conduct on or off campus that comes to the attention of the administration may trigger College discipline regardless of criminal prosecution or court outcomes.

Sanctions and Penalties

Students and student organizations found responsible for violating Morris Brown College policies, including the Honor Code and the Code of Conduct, may be subject to one or more of the sanctions described below. Sanctions are intended to uphold community standards, promote accountability, and support a safe, orderly, and respectful learning environment.

1. **Warning**

   A warning is a written and/or verbal notice that a student or organization has violated College policy. It serves as an official reprimand and advises that further violations may result in more serious sanctions, including loss of privileges, exclusion from activities, suspension, or dismissal.

2. **Loss of Privileges and Exclusion from Activities**

   This sanction involves the restriction or removal of specified privileges or the exclusion from designated College activities, programs, or services. Conditions may be imposed for the restoration of privileges. Violations of these conditions, or additional misconduct during the sanction period, may result in more severe sanctions, including suspension or dismissal. Loss of privileges may include, but is not limited to, withholding of official transcripts, delay in the conferral of degrees, or exclusion from academic, co-curricular, or other institutional activities.

3. **Suspension**

   Suspension is the temporary termination of a student's, organization's, or position's status for a defined period of time, which may include one or more academic terms. During suspension, the individual or organization may be prohibited from enrolling in classes, participating in College activities, or using College facilities and services. Reinstatement may be considered upon completion of the suspension period and satisfaction of any stated conditions. Additional violations during a period of suspension may result in dismissal.

4. **Dismissal**

   Dismissal is the indefinite termination of a student's, organization's, or position's status at Morris Brown College. A dismissed student or organization is no longer eligible to participate in College programs, activities, or services. Any future readmission or recognition requires explicit written approval from the Office of Student Affairs and the President of Morris Brown College.

5. **Exclusion from Areas of the Campus**

   A student who has been suspended or dismissed may be prohibited from entering specified College property or facilities when there is reasonable cause to believe that the

individual's presence may result in physical harm, threats of violence, or conduct that endangers the health or safety of any person on College property or at College-sponsored events.

6. **Restitution**

   Restitution requires a student or organization to reimburse the College, another institution, or an individual for loss, damage, or misappropriation of property. Restitution may take the form of monetary payment or supervised service designed to repair or otherwise compensate for the harm caused. Restitution may be imposed in conjunction with other sanctions.

7. **Unpaid College Service**

   Unpaid College service consists of a specified number of hours of service to the College or an approved community partner, to be completed under the direction and supervision of an appropriate College official. The nature of the service will be reasonably related, when possible, to the violation.

8. **Other Appropriate Actions**

   The College may impose additional non-disciplinary or remedial measures, as deemed appropriate to the circumstances, to support education, personal development, or community restoration. Such measures may include, but are not limited to:

- Additional academic or educational assignments
- Mandatory participation in counseling, coaching, workshops, or training (for example, conflict management, decision-making, or ethics)

9. **Interim Suspension (Cease and Desist)**

   Interim suspension is an immediate, temporary restriction from some or all College classes, activities, or premises, imposed prior to the final resolution of an alleged violation. It may be enacted when the student's continued presence is reasonably believed to pose a threat to the health or safety of self or others, or to seriously disrupt or interfere with normal College operations. Interim measures remain in effect until modified or lifted by the appropriate College authority.

10. **Administrative Expulsion**

    The President of the College, or a designated senior official such as the Chief of Staff, may administratively exclude any individual from campus, independent of student conduct procedures, when there is reasonable cause to believe that:
    (a) The individual has intentionally disrupted or interfered with the orderly operation of the campus; and
    (b) The conduct in question constitutes a violation of applicable Federal or State law.

Student Conduct Proceedings

1. **Reporting Alleged Student Misconduct**

   Any member of the College community or other person may report alleged student misconduct to Community Standards using the MBC Incident Report Form. To report sex discrimination, sex-based harassment, or related retaliation, contact the Title IX Coordinator at complaints@morrisbrown.edu or use the Title IX Incident Form. The College maintains reports, investigations, and records in accordance with its privacy policies and applicable law, including FERPA.

2. **Initial Review of Allegations**

   Community Standards reviews whether the alleged conduct, if true, would violate College policy. The office records and refers any complaint or grievance about a College service or policy and tells the student who will respond. Dismissal of a conduct allegation leaves that review open. For the conduct allegation, the office may:

- Dismiss the conduct allegation if the reported conduct would not violate College policy.
- Resolve the matter administratively when the circumstances support an informal or administrative outcome.
- Offer a settlement or resolution agreement when appropriate.
- Refer the matter for a formal hearing before the Judicial Board or an assigned hearing officer.

3. **Notice to the Student**

   If the College proceeds with a conduct matter, the respondent student will receive written notice of the allegations. The notice should include, to the extent known at the time:

- The alleged policy violation(s).
- A brief summary of the reported conduct.
- The date, time, and location of any required meeting or hearing.

- Notice that the matter will be resolved under the preponderance-of-the-evidence standard.

4. **Standard of Proof**

   Morris Brown College uses the **preponderance of the evidence** standard in student conduct proceedings. Under this standard, a student or student organization will be found responsible for a violation only when the information presented shows, more likely than not, that the alleged conduct occurred. This standard applies to cases resolved administratively, by hearing officer, or by the Judicial Board, unless a different standard is required by law or expressly stated in another College policy.

5. **Investigation and Information Gathering**

   The Office of Community Standards, and when applicable the Title IX Coordinator, may gather and review relevant information before any decision is made. Relevant information may include incident reports, written statements, interviews, photographs, electronic communications, video, or other materials reasonably related to the allegation. The

   College may limit consideration of information that is unduly repetitive, irrelevant, or not reasonably available.

6. **Student Participation and Response**

   A student charged with a violation will have an opportunity to respond to the allegation before a final determination is made. The student may provide a written statement, identify relevant witnesses, submit relevant documentation, and participate in any scheduled meeting or hearing. A student who declines to participate, fails to appear, or does not respond to official College communication may still have the matter resolved based on the information reasonably available at the time.

7. **Sensitive and Title IX-Related Cases**

   For sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, or related retaliation, contact the Title IX Coordinator at complaints@morrisbrown.edu or use the Title IX Incident Form. Community Standards and the Title IX Coordinator apply the required procedures and heightened privacy protections, and offer appropriate supportive measures. See the Title IX Grievance Process (p. 75) and the Policy on the Prohibition of Sex-Based Harassment and Sexual Assault (p. 77).

8. **Interim Measures and Immediate Action**

   The College may impose interim measures before the conclusion of the conduct process when necessary to protect the health, safety, or well-being of any person or to preserve the orderly operation of the campus. Interim measures may include no-contact directives, temporary restrictions, removal from specific activities or areas, or interim suspension where authorized by the Student Handbook. Interim action is not a final determination of

responsibility.

9. **Settlement of a Student Conduct Case**

   If a matter is eligible for a formal hearing, the student may request to resolve the matter through a settlement agreement within the timeframe stated in the hearing notice. Any proposed settlement must be approved by the Office of Community Standards. When a settlement is accepted by both the student and the College, the matter may be resolved without a formal hearing and the agreement will become part of the disciplinary record.

10. **Multiple Respondents or Related Incidents**

    When multiple students or student organizations are alleged to have participated in the same incident or in closely related incidents, the College may investigate and hear the matters jointly or separately. In deciding whether to separate matters, the College may consider fairness, efficiency, witness overlap, privacy concerns, and the nature of the allegations.

11. **Scheduling a Student Conduct Hearing**

    If the matter is referred for a hearing, the College will provide the student with reasonable advance written notice of the hearing date, time, and format. Consistent with the current handbook, disciplinary hearings should ordinarily occur within 20 calendar days after charges are filed, and students should ordinarily receive at least 5 business days' notice before the hearing, absent good cause for a reasonable extension.

12. **Role of the Judicial Board or Hearing Officer**

    The Judicial Board or assigned hearing officer will review the available information, hear from the student and other relevant participants when appropriate, and determine whether the respondent is responsible for each alleged violation under the preponderance-of-the-evidence standard. If responsibility is established, the hearing body may recommend or impose sanctions consistent with the Student Handbook and the authority delegated by the Office of Community Standards.

13. **Judicial Board Composition**

    Consistent with the current handbook, the Judicial Board may consist of 5 to 7 faculty and/or staff members nominated by the Vice President of Enrollment Management & Student Affairs, with a chairperson appointed by that office. If a full panel is unavailable, or if conflicts of interest require adjustment, the Office of Community Standards may assign a smaller panel of no fewer than 3 members or appoint a single hearing officer to resolve the matter.

14. **Hearing Procedures**

    During a hearing, the Judicial Board or hearing officer may:

- Review the student misconduct report, notice of allegations, and applicable rules.
- Consider witness statements and documentary or electronic evidence.
- Ask questions of the respondent and other participants.
- Determine the relevance and reliability of the information presented.

  Formal courtroom rules of evidence do not apply in student conduct proceedings.

15. **Finding and Written Outcome**

    At the conclusion of the process, the Office of Community Standards, Judicial Board, or hearing officer, as applicable, will issue or support a written outcome that includes:The allegation(s) considered.

- The finding for each allegation.
- A statement that the preponderance-of-the-evidence standard was applied.
- The sanction(s), if any.
- Information about the appeal process, when applicable.

16. **Sanctions**

    When a student is found responsible, sanctions will be assigned in accordance with the "Sanctions and Penalties" section of Chapter 4. Sanctions may include warning, loss of privileges, exclusion from activities, restitution, unpaid College service, suspension, dismissal, interim suspension, or other appropriate actions, depending on the nature and severity of the violation and any prior conduct history.

17. **Failure to Comply with the Process**

    Students are expected to comply with official conduct notices, directives, and hearing-related instructions. Failure to respond, appear, or comply may result in the case proceeding in the student's absence and may also constitute a separate basis for

    disciplinary action when the conduct amounts to failure to comply with College officials acting in the performance of their duties.

18. **Appealing a Disciplinary Outcome**

    A sanctioned student or organization may appeal in writing to Community Standards within five business days of notice of the disciplinary decision. Identify previously unavailable new evidence that could affect the outcome, or a procedural error or misconduct that affected the result. See Appeals of Student Disciplinary Decisions (p. 70).

Appeals of Student Disciplinary Decisions

An appeal is the process by which a student or student organization may request review of a disciplinary decision issued by Morris Brown College. Appeals are limited to the following grounds: new evidence that was not available at the time of the original investigation or hearing and that could affect the outcome, or a reasonable claim that procedural error or misconduct affected the result.

A student or student organization found responsible and sanctioned has the right to submit a written appeal within five business days of receiving notice of the disciplinary decision. The written appeal must be submitted to the Office of Community Standards and must clearly explain the basis for the appeal, including any supporting information or documentation.

If the appeal is based on newly discovered information, the student or organization must explain why the information was unavailable at the time of the investigation or hearing and how it could affect the outcome. If the appeal is based on procedural error or misconduct, the student or organization must identify the specific concern and explain how it affected the outcome of the matter.

The College may dismiss a disciplinary appeal if the student or organization does not follow the procedures, deadlines, or sequence of steps required in this section.

The Office of Community Standards, or the designee of that office, will review the appeal, and the final determination will be made by the appropriate appeal officer in all cases brought under the appeal process.

For a concern about a College office, service, or policy, see How to Raise a Student Complaint (p. 71) or Grievance Process (p. 72). The five-business-day deadline in this section applies to appeals of student disciplinary decisions.

How to Raise a Student Complaint

A complaint asks the College to address a policy, decision, service, practice, or failure to act that affects you. Every student may use this process, including online and part-time students, whether or not the concern involves discrimination or a protected characteristic.

Step 1. Tell the College what happened

Speak or write to any College office, including Community Standards. You may also tell a trusted employee you are making a complaint. The employee records it and forwards it to Community Standards. Describe what happened, when, how it affected you, and what you would like the College to do. No form is required.

For confidential intake, visit Community Standards in MB 1006 or call (404) 458-6085, ext. 2060, to arrange a private conversation. You may also mail a statement marked Confidential to Office of Community Standards, Morris Brown College, 643 Martin Luther King Jr. Drive NW, Atlanta, GA 30314. You may ask who will receive your information.

Step 2. Use the appropriate procedure if one applies

Choose the route that fits your concern. Community Standards can help you identify the right office and any filing deadline.

2a. Course grade. Start with the instructor, or the chair if the instructor has left.

2b. Student misconduct or a disciplinary sanction. Contact Community Standards.

2c. Sex discrimination or sex-based misconduct. Contact the Title IX Coordinator.

2d. Other discrimination, harassment, or retaliation. Email complaints@morrisbrown.edu.

2e. Education records. Contact the Registrar.

2f. Financial aid suspension for academic progress. Contact Financial Aid.

Where to Take a Specific Concern, page 78

Step 3. Receive an acknowledgment and a written response

The receiving office records your complaint, checks any oral account with you, and sends it to Community Standards. If another office handles the issue, staff forward it and tell you where it went. Your acknowledgment names the responsible office and gives an update date. That office explains its decision or action in writing and sets a new update date if it needs more time.

Step 4. Request formal review if you choose

You may request formal review in writing at the outset, after a response, or if a promised update is missed. Staff can help you put your request in writing. Community Standards carries forward your original information and receipt date. Page 74 identifies external agencies and explains when you must complete College procedures before filing.

Formal student grievances, page 72 External complaint options, page 74

Community Standards securely maintains records of complaints and grievances, including dates, issues, referrals, actions, outcomes, appeals, and proceedings. These records are available to TRACS upon request. Access is limited to those who need the information or as required by law. The College prohibits retaliation for reporting or participating in good faith.

Grievance Process

What is a student grievance?

A grievance is a formal complaint submitted by a student about an action or decision by Morris Brown College or any of its employees (faculty, staff, or administrators) that the student believes was unauthorized or unjustified and that negatively affected the student's status, rights, or privileges. Any student may seek review of a College action, practice, or failure to act that affected them, whether or not discrimination is alleged.

This includes a grievance about an action or decision that negatively affected you because of a protected characteristic, including but not limited to the following.

- Race or color
- Religion
- Sex (as defined under current federal regulations)
- National origin
- Age
- Disability
- Veteran status

Grievances within this definition are reviewed using the process below. Grade appeals, student conduct outcomes, and Title IX matters may be covered by separate procedures. The Office of Community Standards will identify the appropriate office, filing method, and any applicable deadline.

Step 1 – Filing the grievance

- You may:
  - Submit a formal written grievance directly to the Office of Community Standards, including through the MBC Grievance Form, or
  - Share your concern with a trusted faculty member, staff member, or administrator. As mandated reporters under College policy, they must forward your concern to the appropriate office, including Community Standards.
- Your written statement should include:
  - The name(s) of the individual(s) and/or department involved
  - A clear description of what happened, why you are filing, how it affected you, and the outcome you seek
  - A chronological description of the events, including dates, locations, and any witnesses, if known. Include earlier correspondence or supporting documents if available.

MBC Grievance Form Confidential intake, page 71

Step 2 – Initial review and fact-finding

- Community Standards records and acknowledges your filing, determines whether it falls within the scope above, and tells you who will review it and when to expect an update.
- If it does, Community Standards coordinates with the Office of Human Resources to conduct an initial fact-finding review of the claim(s).

Grievance Process (continued)

Step 3 – Informal resolution

- If the grievance meets institutional standards and the information collected supports your claim(s), Human Resources, in consultation with the Office of Community Standards, will arrange a facilitated conversation between you and the involved party (or parties), when appropriate.
- The goal of this meeting is to resolve the matter and, where appropriate, record a written agreement outlining the resolution. If a meeting is inappropriate, you may request a formal investigation directly. Community Standards will confirm the next step in writing.

Step 4 – Formal investigation and recommendation

- If no satisfactory resolution is reached within 10 business days of the informal resolution attempt, you may submit an additional written statement explaining your continuing concerns.
- The Office of Community Standards will refer the matter to its impartial designee(s) for a formal investigation.
- After reviewing the evidence, interviewing relevant parties, and giving the parties an opportunity to respond, the designee(s) will issue a written recommendation with reasons and appeal instructions.

Step 5 – Appeal to the Vice President or Provost

- If you or the individual against whom the grievance was filed are not satisfied with the recommendation, either party may submit a written "formal grievance decision appeal" to the Office of Community Standards, explaining what they contest and why.
- The Office of Community Standards will forward the appeal to:
  - The Vice President of Enrollment & Student Affairs for grievances involving staff or other non-academic matters, or
  - The Provost & Senior Vice President for Academic Affairs for grievances involving faculty or academic matters.
- The Vice President or Provost will review the record, may gather additional information as needed, and will issue a written decision.

Step 6 – Final institutional appeal to the President

- If you are not satisfied with the decision of the Vice President of Enrollment & Student Affairs or the Provost & Senior Vice President for Academic Affairs, or if the grievance involves one or more senior executives, you may submit a final institutional appeal to the Office of the President at the address below.

  Office of the President, Morris Brown College
  643 Martin Luther King Jr. Drive NW
  Atlanta, GA 30314

- The President (or designee) will review the matter and issue the College's final written decision.

External Complaint Options

After completing the College's grievance and appeal procedures, you may contact the state authorizing agency, the accrediting agency, or both, depending on the issue. Review each agency's instructions and filing deadlines.

Step 7 – Georgia Nonpublic Postsecondary Education Commission (GNPEC)

If you believe the College failed to meet Georgia minimum standards or follow a published College policy, complete GNPEC's complaint form after exhausting available College procedures. GNPEC directs individual disputes over grades, graduation, or transfer credit to the College.

GNPEC, 2082 East Exchange Place, Suite 220, Tucker, GA 30084. Phone (770) 414-3300.

GNPEC complaint rules Complaint forms at gnpec.georgia.gov/complaint-forms

Step 8 – Transnational Association of Christian Colleges and Schools (TRACS)

TRACS reviews concerns about compliance with its accreditation standards and policies. Its Complaint Processing Form asks you to certify that you have completed the College's complaint and due process procedures. Identify the standard or policy, describe your efforts to resolve the matter, and attach supporting documents. Submit the form online or by mail to the TRACS President.

TRACS, 15935 Forest Road, Forest, VA 24551. Phone (434) 525-9539. Email info@tracs.org.

TRACS complaint policy and form at tracs.org/complaints

NC-SARA complaint process for distance education students

1. If you live outside Georgia and are enrolled in an online-only program, first complete the College's applicable grievance and appeal procedures.

2. If your concern remains unresolved, review the GA-SARA eligibility rules and submit the GA-SARA Online Student Complaint Form to GNPEC if your complaint qualifies.

GA-SARA eligibility and complaint rules GA-SARA complaint form

Federal education records and civil rights complaints

For a FERPA privacy complaint, follow the Student Privacy Policy Office's instructions. For a federal civil rights complaint, contact the U.S. Department of Education's Office for Civil Rights. Each office sets its own filing requirements and deadlines.

FERPA complaint instructions Office for Civil Rights complaint portal

College filing requirements

Failure to follow the procedures prescribed in this policy, or any attempt to circumvent the established grievance or appeal process, may result in the immediate dismissal of the grievance or appeal on the basis of noncompliance with these procedures. A good-faith filing in the wrong office alone is not grounds for dismissal. Staff forward the filing, identify any missing information and applicable deadline, and explain in writing why a matter was closed and any available review option.

Title IX Grievance Process

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. Title IX states “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance[.]”

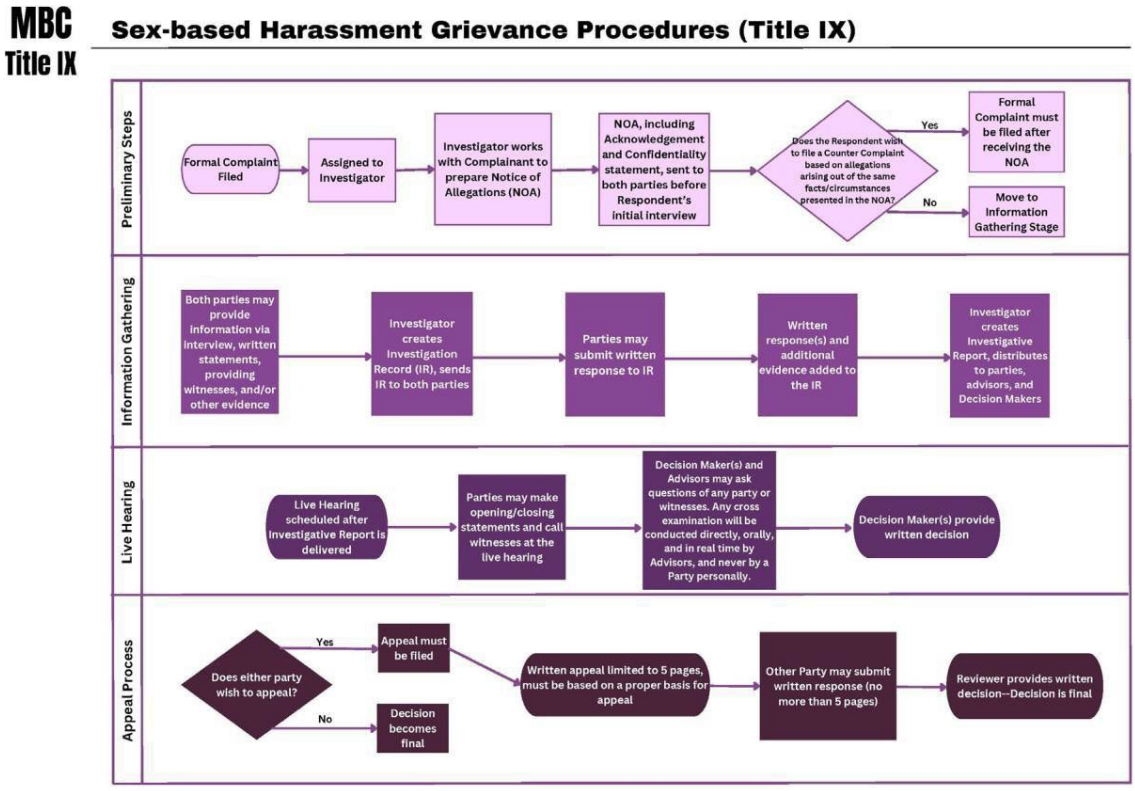
All federal agencies that provide grants of financial assistance are required to enforce Title IX’s nondiscrimination mandate. ED gives grants of financial assistance to schools and colleges and to certain other entities, including vocational rehabilitation programs and libraries.

U.S. Department of Education (ED) 20 U.S.C. § 1681(a)

A Title IX grievance is a formal complaint filed by a student or on behalf of a student alleging an unauthorized and/or unjustified action or behavior by Morris Brown College, including its faculty, administrators, staff, students, or affiliates, that violates the College’s Title IX policies in accordance with Title IX of the Education Amendments of 1972 prohibiting sex-based discrimination. This includes, but is not limited to, allegations of sexual harassment, sexual assault, dating violence, domestic violence, stalking, or any form of discrimination based on sex.

The Office of Community Standards and the Title IX Coordinator will review and investigate Title IX grievances under these circumstances in accordance with the Title IX grievance procedures below and in compliance with federal regulations.

Title IX Incident Form College Title IX policy and reporting contacts



Read the text version of this flowchart on page 76

Title IX Grievance Process Flowchart in Text

The flowchart on page 75 describes the College's procedure for a formal Title IX sex-based harassment complaint. The steps below follow the same sequence.

1. Formal complaint and notice

After a formal complaint is filed, an investigator is assigned. The investigator works with the complainant to prepare a Notice of Allegations. Before the respondent's initial interview, both parties receive the notice, including an acknowledgment and confidentiality statement.

A respondent who wishes to bring a counter-complaint arising from the same facts or circumstances must file a formal complaint after receiving the notice. If the respondent does not seek to file a counter-complaint, the case proceeds to information gathering.

2. Information gathering

Both parties may provide information in interviews or written statements, identify witnesses, and submit other evidence. The investigator prepares an Investigation Record and sends it to both parties. Each party may respond in writing. The investigator adds the written responses and additional evidence to the record.

The investigator prepares an Investigative Report and distributes it to the parties, their advisors, and the decision makers.

3. Live hearing and written decision

A live hearing is scheduled after the Investigative Report is delivered. Both parties may make opening and closing statements and call witnesses. Decision makers and advisors may ask questions of the parties and witnesses. Advisors conduct any cross-examination directly, orally, and in real time. The parties do not personally conduct cross-examination. The decision makers issue a written decision.

4. Appeal and final decision

If neither party appeals, the decision becomes final. Either party may file a written appeal of up to five pages on a ground permitted by the Title IX policy. The other party may submit a written response of up to five pages. The reviewer issues a final written decision.

Title IX grievance flowchart, page 75 | College Title IX policy and contacts

Policy on the Prohibition of Sex-Based Harassment and Sexual Assault

Morris Brown College is committed to an educational and working environment that respects each person's dignity. The College prohibits sex-based harassment and sexual assault.

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, touching, fondling, or any forcible penetration with a body part or object.

The College's prohibition applies to all College business on and off campus. You may report sex discrimination, sex-based harassment, or sexual assault directly to the Title IX Coordinator at complaints@morrisbrown.edu or use the Title IX Incident Form. You may also tell a trusted College official, who will forward the report as required. The coordinator will explain supportive measures and how to seek formal action. The College can assist you with preserving evidence, obtaining medical care, and accessing other support.

After a sexual assault, you may seek medical care and request an examination to preserve evidence. If possible, avoid washing or changing clothes before the exam. Place any clothing you change out of in a paper bag. You may still seek care if you have already washed or changed. The College's Title IX resources page lists campus and community contacts for medical care, safety, and other support.

Morris Brown College addresses sexual harassment and sexual assault through prevention education and the College's disciplinary procedures. You may also report conduct to law enforcement. The Title IX Coordinator can explain the College's reporting options and help you contact the appropriate office.

Where to Take a Specific Concern

Course grades

Send your instructor a written appeal and supporting work in the semester immediately following the disputed grade. Start with the department chair if the instructor has left. An unresolved appeal goes to the chair, then the Provost, then the President. Ask the Provost to approve a late filing.

Grade Appeal Form College Catalog grade appeal procedure

Student conduct

Report alleged misconduct to Community Standards. A student or organization sanctioned in a conduct proceeding may submit a written appeal to Community Standards within five business days of notice of the disciplinary decision. See page 70 for the grounds for appeal.

MBC Incident Report Form Disciplinary appeals, page 70

Discrimination, harassment, or related retaliation

Contact complaints@morrisbrown.edu. For sex-based misconduct, you may contact the Title IX Coordinator directly or use the Title IX Incident Form. The coordinator can explain supportive measures.

Title IX Incident Form Title IX grievance process, page 75

Education records

Ask the Registrar to inspect or amend your education record. If amendment is denied, you may request a hearing. See pages 27 and 74 for your privacy rights and federal complaint instructions.

Official Student Records, page 27 External complaint options, page 74

Financial aid

Send Financial Aid the satisfactory academic progress (SAP) appeal form in your suspension notice, an explanation, and supporting documents within 14 calendar days of notice. The SAP Appeals Committee sends a written decision within ten business days of receipt.

College Catalog financial aid appeal procedure

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.

Reporting a Crisis or Potentially Dangerous Situation

For a nonemergency concern about a College policy or service, contact Community Standards (p. 71). For an immediate safety concern, follow the steps below.

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 oncall 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 Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, 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, distribution, or possession of alcoholic beverages, cigarettes, and other narcotic or nicotine products on campus or at any school-sponsored event. Persons/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 immediate dismissal, suspension or expulsion, against any student who knowingly sells, uses, distributes, or possesses any illegal drug or alcohol and/or is under the influence while on campus property or is participating in a college event. 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.

Education & Prevention Efforts: Morris Brown College follows evidence-based prevention practices to meet the needs of its unique student population. Through collaborative programming, substance-abuse counseling, supportive resources, and data collection on effectiveness students are provided education and service to mitigate high-risk behaviors



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