The Division of Student Affairs is pleased to provide you with the Student Handbook and Resources Guide. You will find important information about our Standards of Excellence, campus policies, the student code of conduct, your rights and responsibilities as a Spelman student, and other important information to support your success on our campus. We ask you to take time to review the contents of this document and pay particular attention to the College policies and procedures as we expect students to be responsible for their own behaviors, in addition to holding their peers accountable for being good citizens. More importantly, it is our hope that the information found in this document will serve as a resource guide to assist you with your transition and adjustment to the Spelman College community.

NEED MORE INFORMATION?

Please contact the following for more information:
Division of Student Affairs
Spelman College
350 Spelman Lane S.W.
Campus Box 1577
Atlanta, Georgia 30314-4399

General Office        (404) 270-5131
Vice-President for Student Affairs     (404) 270-5138
Assistant Vice-President and Dean of Students (404) 270-5133

The statements in this document are for informational purposes only and do not constitute a contract between Spelman College and any student. Spelman College reserves the right to change, add to, or discontinue any provision in this document at any time without prior notice to students. For a complete listing of all campus policies, please visit www.spelman.edu. Further information about Spelman’s academic programs and the cost of tuition, room board and other fees can be found in the Spelman College Bulletin.

EQUAL OPPORTUNITY POLICY

Spelman College admits female students without regard to race, color, religion, creed, national origin, age, disability, sexual orientation, marital status, protected veterans status, genetic tests, genetic information or any other legally protected status.

The Sustaining Vision: 138 years and Leading
## ACADEMIC DEPARTMENTS

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>African Diaspora &amp; The World</td>
<td>(404) 270-5530</td>
</tr>
<tr>
<td>Anthropology</td>
<td>(404) 270-5638</td>
</tr>
<tr>
<td>Art</td>
<td>(404) 270-5455</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>(404) 270-5744</td>
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<td>Biology</td>
<td>(404) 270-5722</td>
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<td>Chemistry</td>
<td>(404) 270-5744</td>
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<tr>
<td>Child Development</td>
<td>(404) 270-5801</td>
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<tr>
<td>Comparative Women’s Studies</td>
<td>(404) 270-5625</td>
</tr>
<tr>
<td>Computer Science</td>
<td>(404) 270-5876</td>
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<tr>
<td>Drama &amp; Dance</td>
<td>(404) 270-5471</td>
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<tr>
<td>Economics</td>
<td>(404) 270-5697</td>
</tr>
<tr>
<td>Education</td>
<td>(404) 270-5601</td>
</tr>
<tr>
<td>Engineering (Dual Degree)</td>
<td>(404) 270-5870</td>
</tr>
<tr>
<td>English</td>
<td>(404) 270-5576</td>
</tr>
<tr>
<td>Environmental Studies</td>
<td>(404) 270-5867</td>
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<tr>
<td>French</td>
<td>(404) 270-5553</td>
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<tr>
<td>Health &amp; Physical Education</td>
<td>(404) 270-5716</td>
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<tr>
<td>History</td>
<td>(404) 270-5496</td>
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<td>Human Services</td>
<td>(404) 270-5365</td>
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<tr>
<td>Independent Studies</td>
<td>(404) 270-5688</td>
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<td>International Studies</td>
<td>(404) 270-5546</td>
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<tr>
<td>Japanese Studies</td>
<td>(404) 270-5540</td>
</tr>
<tr>
<td>Mathematics</td>
<td>(404) 270-5824</td>
</tr>
<tr>
<td>Music</td>
<td>(404) 270-5476</td>
</tr>
<tr>
<td>Philosophy &amp; Religious Studies</td>
<td>(404) 270-5521</td>
</tr>
<tr>
<td>Physics</td>
<td>(404) 270-5851</td>
</tr>
<tr>
<td>Political Science</td>
<td>(404) 270-5652</td>
</tr>
<tr>
<td>Psychology</td>
<td>(404) 270-5623</td>
</tr>
<tr>
<td>Sociology</td>
<td>(404) 270-5638</td>
</tr>
<tr>
<td>Spanish</td>
<td>(404) 270-5553</td>
</tr>
<tr>
<td>World Languages &amp; Literature</td>
<td>(404) 270-5553</td>
</tr>
</tbody>
</table>

## EMERGENCY CONTACTS

All emergencies and critical incidents should be directed to Public Safety at (404) 525-6401. Other helpful resources include the following:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling &amp; Disability Services</td>
<td>(404) 270-5293</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>(404) 270-5133</td>
</tr>
<tr>
<td>Emory Midtown Hospital</td>
<td>(404) 686-4411</td>
</tr>
<tr>
<td>Piedmont Hospital</td>
<td>(404) 605-5000</td>
</tr>
<tr>
<td>Spelman Sexual Assault Hotline</td>
<td>(678) 873-5884</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>(404) 270-5249</td>
</tr>
<tr>
<td>Department</td>
<td>Location</td>
</tr>
<tr>
<td>------------------------------------</td>
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</tr>
<tr>
<td>Assessment of Student Learning</td>
<td>Milligan Building, Room 2312</td>
</tr>
<tr>
<td>Bonner Office of Community Service</td>
<td>Manley College Center, Room 202</td>
</tr>
<tr>
<td>Center for Leadership &amp; Civic Engagement</td>
<td>Milligan Building, Room 1101</td>
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<tr>
<td>Services &amp; Student Development</td>
<td>202 Manley College Center</td>
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<tr>
<td>Campus Bookstore</td>
<td>Spelman College Mail Center</td>
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<td>Campus Newspaper</td>
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<td>Campus Wellness</td>
<td>Read Hall</td>
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<td>Career Planning &amp; Development</td>
<td>Milligan Building, Room 2306</td>
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<td>Cooperative Education</td>
<td>Milligan Building, Room 2109</td>
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<td>Counseling &amp; Disability Services</td>
<td>Mac Vicar Hall</td>
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<tr>
<td>Dean of Students</td>
<td>Manley College Center, Room 210</td>
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<tr>
<td>Assistant Dean of Students</td>
<td>Manley College, Room 209</td>
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<tr>
<td>Dining Services</td>
<td>Manley College Center</td>
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<td>Diversity &amp; Inclusion</td>
<td>209 Manley College Center</td>
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<td>Financial Aid &amp; Scholarships</td>
<td>Packard Hall, Room 202</td>
</tr>
<tr>
<td>Help Desk</td>
<td>ACC, Room 201</td>
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<tr>
<td>Housing &amp; Residence Life</td>
<td>Johnnetta Betsch Cole Living and Learning Center</td>
</tr>
<tr>
<td>I.D. Cards/Educational Media</td>
<td>Cosby Academic Center Lower Level</td>
</tr>
<tr>
<td>International Students Services</td>
<td>Milligan Building, Suite 1000</td>
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<tr>
<td>Learning Resources Center</td>
<td>Milligan Building, Room 2312</td>
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<tr>
<td>Library</td>
<td>Robert W. Woodruff Library</td>
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<tr>
<td>Lost and Found (in Public Safety)</td>
<td>Parking Deck-Lee Street</td>
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<tr>
<td>Mail Center Services</td>
<td>Spelman College Mail Center</td>
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<tr>
<td>Market Friday</td>
<td>Manley College Center, Lower Level</td>
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<tr>
<td>MARTA Train/Bus Information</td>
<td>Parking Deck –Lee Street</td>
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<td>Parking Services</td>
<td>Parking Deck –Lee Street</td>
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<tr>
<td>Public Safety</td>
<td>Parking Deck –Lee Street</td>
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<tr>
<td>Registrar</td>
<td>Packard Hall, Room 204</td>
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<td>Student Affairs</td>
<td>210 Manley College Center</td>
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<tr>
<td>Shuttle Bus Service</td>
<td>Public Safety Office</td>
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<tr>
<td>Sisters Chapel/</td>
<td></td>
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<tr>
<td>WISDOM Center</td>
<td>Bessie Strong Hall</td>
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<tr>
<td>Student Government Association</td>
<td>Manley Student Center</td>
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<tr>
<td>Student Life &amp; Engagement</td>
<td>201 Manley College Center</td>
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<tr>
<td>Student Health Services</td>
<td>Mac Vicar Hall</td>
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<tr>
<td>Student Technology Assistance</td>
<td></td>
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<tr>
<td>Center (STAC)</td>
<td>Manley College Center, Lower Level</td>
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<tr>
<td>Student Accounts</td>
<td>Packard Hall, Room 215, 220</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>Milligan Building, Room 1006</td>
</tr>
<tr>
<td>Undergraduate Studies</td>
<td>Rockefeller Hall, Room 103</td>
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<tr>
<td>Resource Center</td>
<td>Cosby Academic Center, Room 206</td>
</tr>
<tr>
<td>Writing Center</td>
<td>Cosby Academic Center, Room 337</td>
</tr>
<tr>
<td>Zip Car Program</td>
<td>Cosby Lot (<a href="http://www.zipcar.com">www.zipcar.com</a>)</td>
</tr>
</tbody>
</table>
Spelman College Administration

Mary Schmidt Campbell
Helga Greenfield
Robert Flanagan Jr.
Sharon Davies
Ingrid Hayes
Darryl Holloman
Jane Smith
Jessie Brooks
Chandra McCravy
Myra Burnett
Terri Harris Reed

President
Chief of Staff to the President
Vice-President for Business & Financial Affairs
Provost & Vice-President for Academic Affairs
Vice-President for Enrollment Management
Vice-President for Student Affairs
Vice-President for College Relations
Vice-President for Institutional Advancement
Vice-President & Chief Information Officer
Vice-President, Institutional Research, Planning and Effectiveness
Secretary of the College

Spelman College Deans

Desiree Pedescleaux
Geneva Baxter
DeKimberlen Neeley
Sylvia Maddox
Neichelle Guidry

Dean, Undergraduate Studies
Associate Dean, Undergraduate Studies
Assistant Dean of Students
Dean of the Chapel

SPELMAN COLLEGE MISSION AND PURPOSE

Mission Statement
Spelman College, a historically Black College for women and a global leader in the education of women of African descent, is dedicated to academic excellence in the liberal arts and sciences and the intellectual, creative, ethical, and leadership potential of its students. Spelman empowers the whole person to engage the many cultures of the world and inspires a commitment to positive social change.

Statement of Purpose
Spelman College is a member of the Atlanta University Center Consortium (AUCC) where students enjoy the benefits of a small college while having access to the resources of our partner institutions of Clark Atlanta University, Morehouse College, and Morehouse School of Medicine. In addition, the college partners with Emory University, Georgia State University, and Georgia Tech through our membership in the Atlanta Regional Council on Higher Education (ARCHE).

Spelman offers an educational experience characterized by excellence. It reinforces civility, commitment, and consistency of character and inspires a love of learning. The programs of the College rest on the expectation that the students, the community, and society at large will benefit from a liberal arts education. Spelman has over 130 years of demonstrated leadership in educating Black women leaders.
SPELMAN COLLEGE HISTORY

Spelman, one of the nation’s most highly regarded colleges for women, was founded by Sophia B. Packard and Harriet E. Giles, Baptist missionaries who were commissioned in 1879 by the Woman’s American Baptist Home Mission Society of New England to study the living conditions “among the freedmen of the South.” Appalled by the lack of educational opportunities for Black women, the missionaries returned to Boston determined to effect change. On April 11, 1881, they opened the Atlanta Baptist Female Seminary in the basement of Atlanta’s Friendship Baptist Church where Father Frank Quarles served as the pastor. The Atlanta Baptist Seminary opened with $100 provided by the congregation of the First Baptist Church of Medford, Massachusetts. The first eleven pupils were ten women and one girl, all determined to learn to read and write. Some were former slaves.

Through the philanthropy of John D. Rockefeller, nine acres and five frame buildings were purchased for the school. In gratitude for his generosity, the school’s name was changed from Atlanta Baptist Female Seminary to Spelman Seminary for Women and Girls in 1884, to honor the parents of his wife, Laura Spelman Rockefeller. During the first decades of its existence, the Seminary grew to include an enrollment of nearly 800 pupils, and curricular offerings expanded to include high school and college programs of instruction, teacher training, missionary training, and nurses’ training.

By 1924, the school’s administrators were clearly focused on developing the college program. On June 1, 1924, the name of the school was officially changed from Spelman Seminary to Spelman College. Spelman became a flourishing liberal arts college. Although Spelman’s educational emphasis has changed with the times over its 135-year history, its basic aims and mission have remained the same — to educate and inspire young women to achieve academic excellence and intellectual, creative, and ethical leadership and global.

Spelman College Presidents

<table>
<thead>
<tr>
<th>Name</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Schmidt Campbell</td>
<td>2015–present</td>
</tr>
<tr>
<td>Beverly Daniel Tatum</td>
<td>2002–2015</td>
</tr>
<tr>
<td>Audrey Forbes Manley</td>
<td>1997–2002</td>
</tr>
<tr>
<td>Barbara Carter</td>
<td>January–June, 1987</td>
</tr>
<tr>
<td>Donald M. Stewart</td>
<td>1976–1987</td>
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<tr>
<td>Albert E. Manley</td>
<td>1953–1976</td>
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<tr>
<td>Florence M. Read</td>
<td>1927–1953</td>
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<tr>
<td>Lucy Hale Tapley</td>
<td>1910–1927</td>
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<tr>
<td>Lucy H. Upton</td>
<td>1909–1910</td>
</tr>
<tr>
<td>Harriet E. Giles</td>
<td>1891–1909</td>
</tr>
<tr>
<td>Sophia B. Packard</td>
<td>1881–1891</td>
</tr>
</tbody>
</table>
TRADITIONS & SYMBOLS

College Motto
The College Motto, embedded on the Spelman Seal, is “Our Whole School for Christ.” It serves as a testament to the faith of the Founders. Though Spelman was founded in a basement of a Baptist church, there are no formal ties to any denomination and has always been open to women from all religious affiliations. Inside the original, Spelman Seal is the Star of Service. The Star itself represents the original six departments of instruction offered at Spelman College: College, Teacher Training, Nurse Training, Music, Academy and High School.

Rockefeller Hall
The oldest building on campus is Rockefeller Hall, completed in 1886. Sisters Chapel built in 1927, is named in honor of Laura Spelman Rockefeller and her sister, Lucy Maria Spelman. The Grover-Werden Memorial Fountain was dedicated on May 31, 1927, and is located in the center of the campus oval. It was built to provide ice-cold water, since it was not available elsewhere on campus on hot summer days. It now represents a fountain of knowledge and a fountain of Life Eternal.

Founders Day
The college was founded on April 11, 1881. In recognition of the founding of the College, Founders Day is celebrated each year in April. A major highlight of our Founders Day celebration is the Founders Day Convocation, which is preceded by the pageantry of an academic procession in which members of the senior class wear their academic regalia for the first time, and first-year students wear white dresses as part of the procession.

Class Day
Class Day is a tradition in which the senior class comes together to reflect on their years at Spelman. Following Class Day, the senior class proceeds to march through the Alumnae Arch. The Alumnae Arch is located within the campus oval, near the walk between Rockefeller Hall and Reynolds Cottage. Seniors take part in a ceremony symbolic of their leaving the College and going into greater service by following alumnae through the Arch. Alumnae and seniors wear white dresses to celebrate this occasion.

The Spelman Bench
The Spelman Bench was donated by the Class of 1941. This bench, only to be used by seniors, was made from two beams from an old barn that was used to house the Founders. This barn is important because it was the last remaining building connected with the early days of Spelman. The current bench, made from pews from Sisters Chapel, is placed near the Alumnae Arch each April and remains until after Commencement.

Class Tree
The Class of 1888 dedicated the Class Tree. It is the magnolia tree located between Rockefeller and Packard Halls. Sophia Packard planted the original tree. The Class of 1901 dedicated the College Class Tree. It is the water oak tree between Reynolds Cottage and Sisters Chapel.
COLLEGE COLORS

The College colors are light blue and white. Each class is also represented by its own emblems and colors that are passed from the graduating class to the incoming first-year class. The tradition of identifying classes by emblem and color began in 1927. The Class of 1928 began the practice of choosing the color blue and the wise owl as their symbol.

Class of 2021
Color – Green
Emblem – The Lamp
The Lamp symbolizes the hopes and inspiration of women guided by truth, justice and wisdom in global leadership and service.

Class of 2022
Color – Red
Emblem – The Eagle
The Eagle symbolizes women of power and great ingenuity actively engaged in academic excellence and national and global service with noble achievements.

Class of 2023
Color – Yellow
Emblem – The Sphinx
The Sphinx symbolizes the knowledge, courage, power, and wisdom of women leaders who excel, inspire and motivate others to achieve greatness.

Class of 2024
Color – Blue
Emblem – The Owl
The Owl symbolizes the wisdom, knowledge, intuition and ambition of women leaders who inspire a shared vision of clarity and truth in leadership and action.
White Dress Attire: A Spelman College Tradition

The wearing of white dresses for formal College ceremonies dates back to 1900. This tradition was established during a time when white was the most available and affordable among fabrics. The white dress was worn with hosiery made of cotton until the invention of nylons in the 1940s, which came in two colors—beige and tan. This led to the wearing of flesh or neutral-toned hosiery. Having one pair of black, closed-toe shoes that could be worn for multiple purposes was a part of the clothing requirements for Spelman students. This recommendation was made in an effort to avoid overwhelming students and their families with the cost of having to provide more than one pair of shoes.

In the spirit of this tradition, and the significance of each occasion, first-year students are asked to wear the white attire during New Student Orientation. The specific events include Convocation, History & Traditions, and the Induction Ceremony. In addition, first-year students will also participate in the Founders Day program in the white attire. Seniors are asked to wear white attire at Founders Day, Class Day, Baccalaureate, and Commencement. The dress or suit should be solid white, and worn with the neutral-toned hosiery and black, closed-toe dress shoes. When selecting the style of dress or suit, a comfortable fit, with sleeves or a jacket is recommended. Students are also permitted to wear pearl post earrings and a single strand pearl necklace.

Graduating Senior Attire for Founders Day, Class Day, Baccalaureate and Commencement

Founders Day, Class Day, Baccalaureate and Commencement are all formal ceremonies where Seniors are required to wear academic regalia. A white dress or suit is worn under the regalia, with neutral-toned hose and black shoes.

**White Attire Guidelines**
- Solid, white dress or suit
- White sweater or jacket if dress/blouse/shirt is sleeveless
- Neutral-toned hosiery
- Closed-toe, black shoes
- Pearl post or stud earrings and single strand pearl necklace may be worn

Carry any personal items in a small wallet, clutch purse or small shoulder bag.

**Questions**
Questions should be directed to the Academic Dean, Dr. Geneva Baxter at gbaxter@spelman.edu.
Dear Spelmanites,

Let me be one of the first people to welcome you to Spelman College! Whether you are a new or continuing student, Spelman is a place where you are welcomed and belong. During your journey at Spelman, you will find that the Student Handbook will serve as a valuable resource and guide as you navigate the College.

Spelman has a rich and longstanding history of producing global minded leaders who are committed to academic, social, political and economic advocacy. The Spelman experience will empower you to embrace a true sense of self, while developing your abilities to be a civically engaged individual who develop an appreciation for the many cultures, perspectives, ideas and opinions that shape our world. Your time here will be spent being challenged, strengthened and empowered to contribute to every aspect of society. Spelman women are deeply embedded in the promotion of social activism and fostering the impact of Black women of the Diaspora both nationally and internationally. As we proudly say, “You have a choice to change the world!” Your time at Spelman will teach you how to be more capable and wiser regarding how you will influence the various people and communities that you will encounter on campus and beyond.

The Division of Student Affairs is committed to the Spelman mission. The members of my team are committed to supporting your academic and social engagement during your matriculation. We provide a plethora of co-curricular and experiential programs and services through a number of departments, which are intended to support your retention at Spelman. For residential and commuter students, your engagement in campus life will enhance your experiences. We seek to develop you into a well-rounded leader, who is more than capable of contributing to the betterment of society.

This handbook is designed to assist you in realizing the importance of mutual respect and responsibility within an intellectual community, as well as acquaint you with our honor code, community standards and institutional traditions. It contains pertinent information and instructions regarding campus organizations, resources and services. It also outlines your rights and responsibilities and your expectations as members of the Spelman community. I encourage you to read through your handbook and allow it to provide guidance for your successful tenure at the College.

My colleagues and I look forward to sharing in your journey at our beloved institution, where we are undaunted by the fight. Best wishes for a successful year.

Sincerely,
Darryl B. Holloman, Ph. D.
Dear Spelman Sisters,

On behalf of the 78th Spelman Student Government Administration, it is my immense honor to welcome you to Spelman College, and a special welcome to my new Spelman sister of the class of 2023!

In choosing Spelman College- the number one historically Black College and the premier institute for Black women in the world- you have made a choice to be changed by Spelman and to in turn “A Choice to Change the World!” You are following a legacy of writers, politicians, academics, musicians, and artists. People like Stacey Abrams, Alice Walker, Keshia Knight Pulliam, Ambassador Ruth Davis, have laughed, cried, rejoiced and been fundamentally changed behind these gates.

Throughout the upcoming year, I encouraged you to reshape your narrative and write your own story. Spelman College offers you the unique and incomparable opportunity to step out of the stereotypes and forced narrative America often pushes upon Black women, and to create your own. You are truly the writers of your story. These next four years and four chapters at Spelman College are yours to create. Here within the safety of Spelman College, you can be you, an ingenious Black woman of incomprehensible value, and free to explore your narrative and the many plots of your lengthy story.

I encourage you to take advantage of every opportunity at Spelman College. Join the student organizations that inspire you but may have nothing to do with your major; make friends with people from different walks of life; explore Atlanta and all the city has to offer; volunteer at the local Aquarium or a women shelter; hike Stone Mountain; take classes on Black food culture or American Sign Language. The possibilities at Spelman are endless!

Spelman Student Government’s platform this year is “Turn the Page, a New Page in your Spelman Story.” Throughout this upcoming year, our mission is to serve you. Spelman’s Student Government is committed to ensuring your voices are heard, and we act in response to what the overall student body wants. Throughout this year you can expect: frequent surveys to collect your feedback on campus life, academics, and the Student Government; civic engagement in the form of voter registration drives, mental health programming; Market Fridays; scholarships for commuter meals, parking, and books; and much more. Spelman’s Student Government is excited to advocate for you and to ensure the 2019-2020 chapter of your story is filled with success and joy.

Welcome to the home of Black Girl Magic!

Sisterly,

Nia Justice Page
President, Spelman Student Government Administration
E-mail: npage1@scmail.spelman.edu
SGA Office: Manley College Center, Lower Level
Standards of Excellence
The Spelman Way: Nothing Less Than the Best

Civility: interacting with integrity in a manner that is both respectful and courteous.

Commitment: Executing my responsibilities with unwavering dedication to excellence and sustainability.

Consistency: Always delivering quality outcomes in a reliable, timely, and positive manner.

Understanding the Spelman Sisterhood

Spelman College provides long-standing and life-changing connections to a diverse and dynamic sisterhood. Spelman Sisterhood represents a community of women who share in the educational and social experiences of Spelman College. It represents a feeling of kinship and the closeness you feel with another Spelmanite. It’s a warm smile on a cold and rainy day, a friendly hug, or a cheerful hello. It’s counting on others and being counted on. It’s expressing care, concern, and respect for others, who then do likewise in return.

The Spelman Sisterhood is all that a good and lasting friendship is, only better. It is a treasured and sacred experience of knowing that there will always be someone there to support you. The Spelman Sisterhood represents our shared dreams and accountability to each other to achieve our personal, academic, social, and career goals. While chance or circumstances have made us friends and acquaintances, making the choice to be a Spelmanite has made us sisters.

What It Takes to Be a Spelman Sister

Accountability is the acknowledgment and assumption of responsibility for your actions, decisions, and compliance with policies. It also means being answerable for resulting consequences.

Civility is demonstrating courtesy and politeness in action and/or oral and written expression with members of the Spelman community.

Community—As a member of Spelman College, you have voluntarily entered into an institution with a strong intellectual and cultural heritage. Each Spelmanite is a member of an elite community of learners who are expected to exhibit thoughtful academic study and discourse, and ethical and socially responsible behaviors on and off campus.

Diversity requires that each Spelmanite know how to relate to those qualities and conditions that are different from her own and outside the groups to which she belongs. These include but are not limited to age, ethnicity, class, gender, physical abilities/qualities, race, sexual orientation, as well as religious status, gender expression, educational background, geographical location, income, marital status, parental status, and work experiences. These categories of difference are not always fixed: they can be fluid. The overall goal of diversity is that each Spelmanite learn to respect the individual rights of her sister, and recognize that no one individual or culture is intrinsically superior to another.

Integrity means demonstrating honesty, respect for truth, and congruence with College standards and behavior expectations in all exchanges and interactions with your Spelman Sisters.
Friendship means sharing a strong bond of mutual understanding, respect, and love that serves as the foundation for building a trusting relationship between two or more Spelman sisters.

Mentoring – Mentoring is a developmental partnership through which a Spelman sister shares her knowledge, skills, information, and perspective to foster the personal and professional growth of another Spelman sister. We all have a need for insight that is outside of our normal life and educational experience. The power of mentoring is that it creates a one-of-a-kind opportunity for collaboration, goal achievement and problem-solving between Spelman sisters.

Politeness is showing good manners and behaviors and engaging in respectful dialogues with your Spelman Sister, and learning how to disagree in a respectful manner.

Respect means giving favorable regard to the worth, excellence, or personal quality or ability of a Spelman sister. When Spelman Sisters disagree, they do so in a manner that does not humiliate or demean another Spelman Sister in person, in a group or in online communities.

Responsibility means taking ownership of your individual choices and any subsequent consequences. Unity means that Spelman Sisters are unique individuals who combine together to create the Spelman College community.

Campus Life

Campus life takes many forms, the greatest of which is academic excellence and the enduring sisterhood and friendships that are at the core of the Spelman experience. Spelman is a dynamic and inclusive environment with 2,100 students from 41 states and 15 foreign countries. Our community empowers women to engage the many cultures of the world and inspires a commitment to positive social change through service.

Spelman intentionally cultivates engaged citizenship, beginning with Sustainable Spelman Experience and “Pay It Forward” during New Student Orientation and continuing through graduation. Each year, students participate in community service projects, with many gaining valuable leadership skills while building community on campus and in greater Atlanta community and global society. Students are also at the forefront of making Spelman a greener and more sustainable campus as they have spearheaded the creation of a community garden, worked to use energy more wisely, composted food waste, and developed a farmers market to encourage a more sustainable Spelman.

There are approximately 83 student-led organizations in the Spelman community. In addition, there are opportunities to audition and become a member of academic clubs, organizations, and experiences such as drama and dance, the Spelman Glee Club, and the jazz ensemble, all of which create a laboratory for exploring the theories and concepts learned in class. GET INVOLVED—DISCOVER, CONNECT, and LEAD!

Manley College Center
The Albert E. Manley Student Center is home to many student services operations. The Harriet Tubman Concourse on the lower level of the Center houses campus bulletin boards, an automatic teller machine (ATM), student meeting rooms, and a variety of spaces for relaxing. The Student Government Association, campus newspaper, Reflections yearbook, and the Commuter Student Lounge are also located on the lower level of the Center. The Sojourner Truth Concourse on the upper level of the Center houses the offices of the vice president for student affairs, dean of students, Dining Services, the Bonner Community Service and Student Development Office and Office of Student Life and Engagement.
**Student Government Association (SGA)**

The Student Government Association is a group of elected student representatives who serve as a liaison between the student body and the Spelman faculty, staff, and administration. The purpose of SGA is

- To provide an opportunity for members of the student body to develop and maintain College programs that support their intellectual, physical, social, economic, and spiritual welfare.
- To assist in the coordination of activities and services for the benefit of the student body and the entire College.
- To promote better understanding and cooperation between students, faculty, administration, and others.
- To manage the Student Activity Fee Allocation Committee (SAFAC) which is one of many SGA committees. SAFAC is responsible for distributing funds to student clubs and organizations and providing a limited number of scholarships to assist selected students with books, meals, parking.

Please visit the Student Government Offices in the Lower Manley Student Center Room 106A.

**Student Trustee**

The Board of Trustees is responsible for the governance of the College, basic educational and fiscal policy, granting of degrees, election of the president, and the promotion and tenure of faculty based on the recommendation of the provost and president. The student trustee serves as a voting member of the Board of Trustees, and is expected to act primarily with the best interest of the College at all times. All trustees, including the student trustee, are stewards of the institution and are expected to dedicate time and resources while displaying attributes of leadership, selflessness, integrity, maturity, objectivity, accountability, openness, and honesty. The student trustee serves as a role model for other students and is expected to maintain the highest standards of conduct and scholarship.

**Student Organizations**

All Spelman student clubs/organizations are required to officially register with the Office of Student Life and Engagement to receive the full benefit of campus and community resources. For more information, please contact the Office of Student Life and Engagement at (404) 270-5144 or visit Manley College Center, Room 201.

**Student Organization Expectations**

A. Maintain a current charter document including a constitution, bylaws, and rosters
B. Provide updated advisor and student contacts with the Office of Student Life and Engagement
C. Attend and participate in Fall Leadership Retreat
D. Develop and submit an annual operating plan to the Office of Student Life and Engagement
E. Provide a monthly update of all meetings, budgets, and organizations activities
F. Participate in the Annual Registered Student Organization Fair and Service Project
G. Ensure that members and guests comply with all local, state, and federal laws
H. Ensure sufficient financial resources to meet all financial obligations for programs and events
I. Assume responsibility for any damage or theft in campus facilities immediately before, during, and after an event or program
J. Practice risk management by developing appropriate precautions to ensure the health, safety, and welfare of participants.
K. Consult with Public Safety in advance to develop a plan that minimizes the risk incidents.
L. Provide appropriate security at on- and off-campus parties, dances, and other major social events. One officer is required for every 100 guests. Security officers must be present from the beginning of the activity until all participants have left the premises. If the activity is one where males will be on campus after midnight (e.g., a dance or party), more than two security officers are required at the event, and the sponsoring organization may be required to assume all associated costs.

Registered Student Organizations Benefits
- Leadership training and development
- Opportunity to sponsor on-campus events and programs
- Access to funding from Student Government
- Use of the campus facilities

Student Organizations Reference List

Academic
Achieve M.O.O.R.E.
Active Minds
Afrekete
Alpha Kappa Alpha Sorority, Inc.
Alpha Lambda Delta First-Year National Honor Society
American Sign Language Club
An-Nisa Muslim Student Association
Atlanta University Center Japan Club
AUC African Student’s Association

AUC Speaks
AUC Vybz
Beta Beta Beta Biological Honor Society (Tau Delta Alpha Chi Chapter)
Beyond the Body
C.R.U.
Chemistry Club
Chinese Culture Blub
Collaborative Greek Council
Commuter Students Association
Creatives of Color
Delta Sigma Theta Sorority Inc.
Echelon 12
Economics Club
EMPOWER

Lady Buds
MASTERS After-School Math Enrichment Program
Math Club
Minority Association of Pre-Medical Students,
Student National Medical Association
Miss Spelman Advisory Board
Mock Trial Team
Morehouse-Spelman Pre-Law Society
National Action Network
National Association for the Advancement of Colored People
National Council of Negro Women
National Society of Black Engineers
National Society of Collegiate Scholars

PARTNER
Pauline E. Drake Scholars
PEER ASSISTANT LEADERS
Philosophy Club
Physics Club
Pi Mu Epsilon National Mathematics Honor Society
Pre-Alumnae Council
Programming for a Unique and Lively Spelman Experience
Protecting Out Spelman Sisters Everyday
Senior Class Council
Sigma Gamma Rho Sorority, Inc.
Enactus
Environmental Task Force
Event Envoys
Francophonies
Freshman Class Council
Future Business Leaders of Spelman
Georgia Association of Educators Student Program
Girl Power Foundation, Inc.
GlobeMed
Granddaughters Club
Happiness AUC
Health Careers Club
History Club
Honor Program Student Association
IGNITE
Junior Class Council
Lady Buds
MASTERS After-School Math Enrichment Program
Math Club
Sisters Keeping It Real Through Service
Slow Food Spelman
SO Psyched
Society of Women Engineers
Sophomore Class Council
Spanish Club
SparkHouse
Spelman Association for Maternal Support
Spelman College Debate Club
Spelman College Student Ambassadors
Spelman Operation Smile
Spelman Sister of S.T.E.M. (SSOS)
Spelman Women in Hip-Hop Collective
Spriggs-Burroughs Drama and Dance Ensemble
Student Health Associates & Peer Educators
The Community Foundation for Financial Literacy
Transfer Student Association
We the People, Help the People
Young Democrats of America Spelman Chapter
Zeta Phi Beta Sorority, Inc.

SORORITY LIFE

Sorority life is a fun and memorable part of the Spelman College experience. Spelman College Sorority Life provides an opportunity for students to get involved on campus while developing the core values of scholarship, leadership, service and friendship/sisterhood.

Sororities are groups of women who join together to offer fellowship, academic support, leadership training, participation in campus activities, service to the College and greater community, and preparation for future careers. Organizations take new members through a process called Membership Intake. Each National Pan-Hellenic Council organization has its own set of requirements for membership, and each conducts Membership Intake on a schedule agreed upon by the chapter and approved by the College.

Eligible students are invited to explore sorority life. Prospective and current members of sororities registered on campus must maintain a 3.0 GPA for the semester of recruitment, each subsequent semester after their initiation, in addition to maintaining an overall semester and cumulative 3.0 GPA.

Active Sorority Chapters

1. Mu Pi Chapter of Alpha Kappa Alpha Sorority, Inc.
2. Beta Iota Chapter of Zeta Phi Beta Sorority, Inc.
3. Epsilon Eta Chapter of Sigma Gamma Rho Sorority, Inc.
4. Eta Kappa Chapter of Delta Sigma Theta Sorority, Inc.
Policies Governing Sorority Life

Eligibility Criteria for Sorority Life

Students must meet the following eligibility criteria to participate in sorority membership intake processes:

1. Be a full-time enrolled student of sophomore status with 30 or more credit hours
2. Transfer students must complete 12 or more credit hours at Spelman College prior to a membership intake process. Domestic Exchange students must have completed 12 or more credit hours at Spelman College to be eligible
3. Have a minimum 3.0 cumulative grade point average at the time of Greek Forum. This will be verified with the Registrar’s Office the Monday following Greek Forum
4. Be in good judicial standing
5. Be in good financial standing with Spelman College as determined by the Office of Student Accounts. Students must have a zero balance or be current in either the three- or ten-month semester pay plan. Please refer to the Student Account brochure for the payment dates. Financial clearances will be verified with Student Accounts the Monday following Greek Forum. *If a student is in expectation of a scholarship, it must be posted to the student’s account by the Monday following Greek Forum.
6. Record of participation in fall or spring Greek Forum*. Greek Forum must be attended within the academic year that one wishes to go through the membership intake process
7. Completed Greek Life Interest Release Form which will be given out and signed at both the fall and spring Greek Forum
8. Completed organization and application processes

Spelman students who are currently participating in Study Abroad or Domestic Exchange programs at other institutions must be able to participate in Greek Forum and all intake activities in order to be eligible to engage in sorority membership intake processes.

*Persons who cannot attend due to study abroad or other reasonable excuses have an opportunity to attend the spring Greek Forum session, but must notify the Office of Student Life & Engagement.

Greek Forum

Any student interested in Greek Life at Spelman College is required to attend Greek Forum. Greek Forum is an information session designed to provide students with an overview of each sorority, history and traditions of Black sororities, college policies and procedures, policies pertaining to membership intake policies, and risk management policies. Greek Forum occurs in the Fall and Spring semester. All interested students must attend Greek Forum. If you are unable to attend, you must submit electronic written documentation of the reason for your absence to the director of Student Life & Engagement prior to Greek Forum. Excused absences are granted at the discretion of the Office of Student Life & Engagement.

Absences are typically granted for health-related issues, death of an immediate family member, academic conflicts, prior scheduled community service activities, study abroad, and Spelman College related travel, activities, and events. Spelman-sponsored events, activities, and travel will require a formal documented excuse from the advisor/coach. Excuses are not accepted for job conflicts, failure to receive the notice of Greek Forum, or other personal conflicts in schedule.

Students who are unable to attend the advertised Greek Forum date must submit an excuse by the eve of Greek Forum during business hours. Excuses include: study abroad, death in the family, severe illness,
hospitalization, significant and/or ceremonial events such as funerals, weddings, and those once in a lifetime events that can be verified.

Students who submit an excuse prior to Greek Forum and are excused will be notified via Spelman email of the date, time and location of the make-up session. If the make-up date conflicts with the students schedule, the Director of Student Life and Engagement should be notified within two (2) days of receipt of the email notification so that other arrangements can be made. Students who miss the scheduled make-up session without notifying the Office of Student Life and Engagement will not be excused.

INTAKE PROCESS

Pre-Intake (Rush) Procedures

1. The organization new member intake coordinator and one other member must submit an approved intake package that includes the policies governing the intake process to the director of Student Life & Engagement by October 15 (or the next business day) for fall intake processes; or by February 15 (or the next business day) for spring intake processes. The process must be approved by the regional director.

2. The New Member Intake Package must be accompanied by an intake timeline at the time of submission. The timeline must include the date of Rush, application deadlines, date of new member intake, the date new membership application fees are due, date of the pro-bate, and the date of any other activities associated with New Member Intake processes.

3. The director or her designee will review the new member intake processes and procedures and provide an opportunity for questions.

4. New Member Intake Packages will be processed within five (5) business days.

5. New Member Intake, closures, and probates are to occur two (2) weeks prior to the Reading Period to ensure uninterrupted time for academic preparation for final projects, tests and exams.

Post-Intake (Rush) Procedures

1. After applications are received by the organization, the chapter must submit its list of qualified students. Within 72 hours of the Membership Intake (Rush) process, the organization must submit the number of applications received to the Office of Student Life and Engagement. The list submitted must clearly outline legacy and non-legacy applicants.

2. Once the Office of Student Life & Engagement receives the list of potential candidates for membership into your sorority, please be advised that we will not accept any amendments, to include grade changes, judicial modifications, or the like for any reason.

3. The maximum number of students allowed to participate in intake for each sorority during an intake period is 35. Under certain conditions, the maximum allowable number of students allowed to participate in sorority intake processes for each organization may be extended to 45. Examples of circumstances include chapter reinstatement from suspension or probation and/or low sorority membership (less than 10 members).

4. The Office of Student Life & Engagement will submit verifications for Greek Forum, academic, judicial and financial clearance within five (5) business days after the list is submitted. The following must be reflected at the time of application:
**a. Academic Clearance** – The student must have a cumulative GPA as reflected in the Office of the Registrar.

**b. Financial Clearance** – The student must be current with all financial obligations to the College. This means the student must have a zero balance or be current with the payment plan as outlined by the Office of Student Accounts.

**c. Judicial Clearance** – The student must have no record of judicial action in the last academic year (*January 2014 to present*).

**d. Greek Forum Clearance** – The student must have record of attendance at Greek Forum during the fall OR spring semester of the same academic year the student wishes to go through the Membership Intake Process.

In the event of an error, the Office of Student Life & Engagement will contact the Graduate Advisor and notify the student in writing.

5. The Chapter must notify all students in writing of their application status within five (5) business days after verification.

6. Appeals may be submitted in electronic form to the director of Student Life & Engagement within five (5) business days. The Office of Student Life & Engagement will work with the graduate advisor to investigate and respond to all appeals. Students should be advised that the outcome of the investigation may not have any impact on the determination of the candidate’s status.

7. Presentation of new members must be organized with the approval of the Office of Student Life & Engagement, Public Safety and the collaborative Greek council advisor. The presentations must take place seven (7) calendar days after the intake of new members. The presentations must occur two (2) weeks prior to the Reading Day period to allow appropriate time for academic preparation for projects, tests, quizzes, and final exams.

**Legacy Status**

A candidate who is the daughter, granddaughter, adopted daughter, stepdaughter or legal ward* of an active or deceased member of a sorority is considered a legacy candidate. Most sororities require that the living family member must have been *active* for at least two (2) years immediately preceding the membership application for the undergraduate legacy candidate. Legacy status does not guarantee invitation to join any sorority chapter. Any undergraduate who applies for membership under the legacy provision must meet all of the requirements for undergraduate membership of the sorority.

Spelman College requires that sororities be inclusive and representative of our college student population. Therefore, nonlegacy students must represent 50% of all intake processes.

**Mutual Choice**

Sorority membership is a social experience arrived at by mutual choice and selection. Sorority membership is by invitation *only*. Members of the Spelman College administration, faculty, and staff have no influence and/or role in the sorority membership intake process. All decisions regarding membership intake selection are made by financial (membership dues paid) voting members of the chapter.

**New Member Education, Inappropriate Behaviors & Hazing**

1. No chapter, colony, student, or alumna shall conduct or condone hazing activities.

2. Spelman College defines hazing as “an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group.
or organization. The express or implied consent of the victim will not be a defense. *Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.*

3. Chapters should actively educate and inform the chapter, including new members, about hazing. During each semester in which a chapter brings in new members, the chapter must sign and return the *Anti-Hazing Contract.*

**Sexual Abuse & Harassment**

1. No chapter will tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions, activities or events, demeaning to another human being, including, but not limited, to verbal harassment and sexual assault by individuals or members acting together whether on College premises or an offsite location. Members will abide by all local, state and federal laws, in addition to all rules and regulations of the College, as it pertains to sex discrimination, including sexual harassment and violence.

**Policy Enforcement**

1. This policy is considered an official College policy. Therefore, a violation of this policy is also a violation of *Community Standards and Code of Conduct.* As a result, any incidents constituting potential violations of this policy will be documented, referred to, and resolved jointly by the Office of the Dean of Students with the support and cooperation of the Office of Student Life & Engagement.

2. Student conduct procedures are outlined and can be viewed in *Community Standards and Code of Conduct.*

3. Communication regarding any alleged policy violation will be with the sorority chapter president and/or advisor.

4. Chapters found responsible for violating this policy may be sanctioned to meet with the dean of students or Community Standards Review Board. This Board is charged with determining appropriate outcomes, interventions, and educational initiatives designed specifically to address problematic behavior or harm caused by an individual or organization.

5. Wherever possible, the Office of Student Life & Engagement will work to notify and communicate with graduate and alumnae advisors in addition to staff and representatives from national or international organizations regarding an alleged violation, student conduct proceedings, and outcomes.

6. Each chapter shall implement internal conduct processes to hold members accountable for all applicable College policies. Any sorority process(es) do not supersede any official college action, but are in addition to any action that Spelman College chooses to implement.

**HOUSING & RESIDENCE LIFE**

All first-year and second-year students are required to live on campus, as we believe the academic experience is enhanced by the residential and co-curricular learning experiences. The Office of Housing and Residence Life is responsible for general operations and administration of housing, residential education, and living and learning programs.

Each of our residence halls offers opportunities for students to meet people from diverse backgrounds and cultures and to develop a sense of community within their own residential building. Our residence halls are staffed with resident hall directors and resident advisors who live on each floor and work diligently to support students in all aspects of their college lives. The resident advisors are
paraprofessional staff who encourage student engagement on campus. A variety of innovative and creative, social, educational, and cultural programs are provided to support the personal, social, academic, and emotional development of Spelman students.

Group living are built on the foundation of individual respect for other students and the facilities. Students have a responsibility to contribute to a positive community environment and to maintain the integrity of the residential facilities. In addition to the Community Standards and Code of Conduct, students living in the residence halls are subject to Housing and Residence Life policies and procedures. Students are encouraged to review the residence hall policies that govern our on-campus living and learning environments at www.spelman.edu/housing. In addition, please review the Community Standards and Code of Conduct at http://www.spelman.edu/students/current/handbook.shtml.

HOUSING & RESIDENCE LIFE STAFF
Location Johnetta B. Cole Living and Learning Center, Building 2
Hours of Operation 9 AM–5 PM (Administrative Offices Only)
Phone: (404) 270-5343 or (404) 270-5344 E-mail: housing@spelman.edu
Alison Cummings, Director, acummin3@spelman.edu
Arvelle Hodge, Assistant Director, ahodge2@spelman.edu
Sophia Collins, Housing Coordinator, scoll13@spelman.edu
Arviena Twiggs, Senior Administrative Assistant, atwiggs@spelman.edu

COURTESY & QUIET HOURS
College residence halls are group living environments. Therefore, it is expected that every student respect other student’s rights to study, to be in a quiet environment and to be able to achieve adequate rest in preparation for the next day.

Courtesy Hours
Courtesy hours are enforced 24 hours each day. During courtesy hours, residents are expected to act in a manner that demonstrates respect for the rights of others to study and sleep in their rooms. The right to reasonable quiet shall, at all times, prevail in the residence halls. Residents are expected to work together cooperatively to establish acceptable and respectable noise levels.

Quiet Hours
Quiet hours are posted in each building at the beginning of each academic year. During quiet hours, noise should be audible only in the resident’s room with the door closed. The noise should not extend beyond the resident’s closed door. Quiet hours are enforced 24 hours a day during final exams.

GUEST & VISITORS POLICY
The following is the residential policy on guests and visitors.

A. Visitation refers to the privilege of having guests in your room and/or in the residential area in which it is located. The rights of other residents, especially your roommate(s), take precedence over this privilege. The guidelines and timeframes for visitation will be communicated to all students at the start of the academic year. In the event of an emergency, crisis, staffing concern, or major campus function, Housing and Residence Life and/or the Department of Public Safety reserve the right to limit or modify designated visitation hours.
B. A guest is defined as any person who is not assigned to live in a specific residence hall room and/or residential area, whether the guest is a residential student, commuting student, or non-student of Spelman College. Non-student guests must present photo identification and register when entering a residential area. A non-student guest must be escorted by a host at all times in residential areas.

C. Students and their guest(s) are expected to comply with the policies and procedures and reasonable requests of the Housing and Residence Life staff. Guests must abide by all policies and procedures of the College. Residents will be accountable for the behaviors of their non-student guests, and will face possible conduct action through the campus conduct system for violating the College’s Community Standards and Code of Conduct.

D. Students must exercise good judgment when hosting a social gathering. Moreover, students are encouraged to make special efforts to maintain the College’s community standards. The Housing and Residence Life staff will promptly disband all disruptive activities and require all visitors and guests to vacate the residential facilities.

**HOUSING CONTRACTS**

All housing contracts are for one full academic year, both fall and spring semesters. Students receiving room assignments are required to electronically sign a housing contract to confirm their room for the academic year. This contract along with the *Guide to Community Living* specifies the regulations for living in the residence halls. Students are advised to read the contract carefully. The student, parents and/or legal guardian are responsible for paying the housing fee for the full academic year which represents the term of the contract.

**FIRE DRILLS**

Fire drills will be scheduled periodically in each residence hall. Fire captains and lieutenants will assist Public Safety personnel with administering the fire drills. The fire doors are not to be used except in the case of an emergency. Activating fire alarms or using fire extinguishers outside of an emergency is a serious crime. Offenders will be processed for a violation of the Community Standards and Code of Conduct and appropriately prosecuted in accordance with the Atlanta/Georgia codified ordinances.

**HOUSING CANCELLATION PROCESS**

You must submit a cancellation request form to the Office of Housing and Residence Life if you no longer plan to reside on campus. The priority deadline for housing cancellation requests is June 1 for the fall semester and December 1 for the spring semester. Students who submit cancellation requests after these deadlines may be assessed financial penalties up to the full room and board fees for the semester even if a cancellation is approved. Increasing fees apply to cancellation requests received after the priority deadline.

A mid-year release from the housing contract will only be considered for those students who have extenuating circumstances that can be supported by appropriate formal documentation.
**HOUSING EXEMPTION**
Spelman College requires first- and second-year students to reside on campus. Some compelling circumstances may require a review for release from the residency requirement. A first-year or second-year student may request a housing exemption from the residency requirement by completing the appropriate online application and submission of required supporting documentation.

**HOUSING WAIT LIST**
Spelman College has limited on-campus housing options available to students. Therefore, students without housing are able to submit their names to a waiting list by completing appropriate online forms on the Housing Dashboard at [www.spelman.edu/housing](http://www.spelman.edu/housing). Room assignments will be made in chronological order after confirmation that the student has met all financial obligations to the College. The Office of Housing and Residence Life is unable to guarantee on-campus accommodations to students placed on the Housing Waitlist.

**MOVING INTO THE RESIDENCE HALLS**
Students with room assignments are expected to take occupancy of their rooms by 5:00 p.m. on the first day of classes of each semester. Students will be responsible for the payment of room and board charges for the entire academic year upon completion of the Housing Application and Housing Contract.

**REMOVAL FROM COLLEGE HOUSING**
The Director of Housing and Residence Life and/or the Dean of Students may remove a student from College housing for serious misconduct violations. The student will be given up to 72 hours to vacate her residence hall unless a special exception is made by the Director of Housing and Residence Life. Items remaining in the room will be discarded or donated to a local charity as the items will be considered abandoned property if not removed from the residence halls by the specified date and time.

**RESPONSIBILITY FOR PERSONAL PROPERTY**
Students and/or their parents are encouraged to purchase appropriate insurance coverage to address any personal property loss. Students who use community storage areas in their residence hall do so at their own risk. The College does not assume any legal or financial obligation for any student’s personal property that may be lost or damaged in its academic and residential buildings and grounds.

**HEALTH & SAFETY INSPECTIONS**
Housing & Residence Life will conduct periodic room inspections occurring at least once per semester. The purpose of these inspections is to ensure that safety devices are working properly and to address unsafe conditions. Though not the primary focus of a health and safety inspection, any items found that violate public law, College regulation, Housing & Residence Life policy and/or the terms and conditions of the Housing Contract will be confiscated. **Items confiscated are immediately discarded and will not be available to the student.** Any student with violations in her room will be referred to appropriate staff for a community standards violation.
ROOM CHANGES & ROOMMATES
The Office of Housing Residence Life reserves the right to change room assignments, assign roommates, and consolidate vacancies at any time. The residence hall director and/or the Office of Housing and Residence Life must approve all requests for housing changes.

OCCUPANCY VIOLATION
Room assignment changes must be initiated and approved by the residence hall director. Students who move without approval will be identified as illegally occupying a space without official notification to the Housing and Residence Life staff, and may be subject to referral for a community standards violation. If a resident or non-resident occupies a room without the approval of the Office of Housing and Residence Life, the student will be required to vacate the residence hall room. In addition, she will be subject to possible referral for a community standards violation. If a resident student makes an unauthorized room move, without the approval of the Office of Housing and Residence Life, the student will be assessed fees for occupying two residence hall assignments until such time that she vacates the unofficial assignment and be subject to referral for a community standards violation. If a non-resident student occupies a room, she will be assessed fees for occupying the room until she vacates, referred for a community standards violation and restricted from future access to Spelman residence halls.

ROOMMATE CONFLICT
Conflict is a normal part of any communal living environment. As such, we understand that roommate conflicts may occur sometime throughout the academic year. The Housing and Residence Life staff will work with students to develop a Roommate Agreement to address the conflict and living arrangements and expectations to assist the residents with maintaining a harmonious living environment. The Housing and Residence Life staff will immediately address intentional roommate conflict(s) that reflect a resident purposefully behaving in a hostile manner toward her roommate(s). A student intentionally creating conflict is referred to as a hostile roommate. The “hostile” roommate(s) will be subject to relocation or removal from housing. In addition, the hostile roommate will be referred to the Community Standards Review Board for a violation of the Community Standards and Code of Conduct violation.

TEMPORARY HOUSING POLICY
The College makes every effort to offer housing based on capacity. Because Spelman has limited on-campus housing, students are sometimes assigned to temporary living accommodations at the beginning of each semester until a permanent room assignment can be arranged.

TUITION & ROOM AND BOARD FEES
All returning residential students will be required to have their balance paid in full by the stated College deadlines. If you have opted for the deferred payment plan, 50% of the semester’s fees must be paid by the identified deadline. Residential students who do not meet their institutional financial obligation by the stated deadline may be subject to removal from the assigned residence hall space and placed on a housing waitlist. Students will be notified of the change in residence hall status by electronic communication. The Office of Housing and Residence Life will not guarantee on-campus accommodations once students are placed on the housing waitlist.
CAMPUS RESOURCES

The following is a list of college resources available to Spelman College students. For a more comprehensive list of all college resources, please visit the Spelman College website for current students at www.spelman.edu where you can obtain a variety of information on the available student services.

Assessment
Location: Milligan Building, Room 2312
Hours of Operation: Monday–Friday 9 AM–5 PM
Phone: (404) 270-5610

The Assessment Office provides individual evaluation and interpretation of personality, career/vocation and learning styles assessment instruments such as the Myers Briggs Type Indicator and Strong Interest Inventory to help students develop greater self-awareness and understanding and improved personal and working relationships.

Bonner Community Service and Student Development
Location: Manley College Center, Room 202
Hours of Operation: Monday–Friday 9AM–5 PM
Saturday As posted for special events
Phone: (404) 270-5315

The Bonner Office of Civic Engagement is part of the Division of College Relations. The Office of Civic Engagement implements its work through Project Impact, a community engagement initiative focused on Atlanta’s westside neighborhoods. The Office serves as a connector for students to engage with community organizations and activities beyond the campus borders and supports 3 program pathways: Service Learning, Student Development and Community Service. A robust calendar of annual programs includes academic interventions to provide strategic support for students in the B.T. Washington Cluster, the Saturday Service Series, MLK Day of Service activities and individual projects designed by Spelman College students. The Bonner Office of Civic Engagement supports hands on learning for Spelman students and positive outcomes for our community. GET INVOLVED!

Campus Bookstore
Location: Spelman College Post Office Complex
Email: www.spelmanshop.com
Hours of Operation: Monday–Friday 8:30 AM–5 PM
Saturday: 10 AM–2 PM

Summer hours
Monday–Friday, 9 AM–3 PM
Saturday & Sunday: Closed
Phone: (404) 523-8520

The Spelman College Bookstore provides a convenient location for students to rent or purchase required textbooks and course materials and academic supplies. The bookstore is also your source for official Spelman College apparel and merchandise. In addition to carrying all texts and manuals required or recommended for courses at the College, the bookstore has a large assortment of fiction and nonfiction books, and gladly accepts special orders at no additional charge. School supplies, magazines,
newspapers, toiletries, sweatshirts, gift items, general greeting and contemporary cards, film, and a variety of snacks are also available.

**Campus Wellness**

**Location:** The Wellness Center at Read Hall  
**Hours of Operation:** Monday – Friday 6:30 AM until 9 PM  
Modified Hours during Weekends and Holidays  
**Phone:** (404) 270-6086

It is the mission of the Wellness Center to improve and enhance personal and community health by embracing wellness and “living rich, meaningful and energetic lives beyond the presence or absence of disease.” This is accomplished through health promotion, educational programming, and service to the Spelman community.

We encourage the health and well-being of our students, faculty, and staff through a variety of educational programs and services to the Spelman community. These programs facilitate and support the personal growth and development of our students in multiple dimensions of wellness: physical, mental, emotional, spiritual, and environmental. Health analysis and fitness assessment are done in one-hour appointments. Wellness center clients enjoy a supportive and educational environment with access to state-of-the-art equipment, fitness assessments, seminars on fitness and related subjects, and access to health and wellness materials. The Wellness Center offers a variety of exciting and upbeat specialty classes to the community. These classes are offered on a first-come, first-serve basis as they are extremely popular in the Spelman community. Classes that are taught include but are not limited to hip-hop aerobics, aqua Zumba, swim classes, boot camp, hula fitness, Zumba, and crystal bowl therapy (for meditation and relaxation), to name a few.

**Career Planning and Development**

**Location:** Milligan Building, Room 2304  
**Hours of Operation:** Monday – Friday 9 AM – 5 PM  
**Phone:** (404) 270-5273

The Career Planning and Development Office assists students with the process of identifying and implementing career or graduate school goals that complement student learning, personal development, and success. Students can take advantage of career coaching, resume and cover letter development workshops and individual services, job search strategies, interview skills building, a robust on-campus interviewing program for internships and full-time employment, assessment of interests and occupations, online job listings, graduate and professional school counseling, personal statement and graduate school application review, and fall and spring career fair opportunities. Students, including first-years and sophomores, are encouraged to call and schedule an appointment to take advantage of all resources to help jumpstart your career planning and personal development.

**Center for Leadership and Civic Engagement**

**Location:** Milligan Building, Suite 1101  
**Hours of Operation:** Monday – Friday 9 AM – 5 PM  
**Phone:** (404) 270-6070

The Center for Leadership and Civic Engagement (LEADS) was launched in 2003, with the mission to develop and teach students utilizing a leadership model based on the experience of African-American women who change the world. LEADS equip and develops student leaders through a variety of
workshops and seminars designed to help students understand the core values of leadership. GET INVOLVED!

**Computer Lab Services**

**Location:** Science Center, Room 229  
**Hours of Operation:** Monday– Friday 9 AM – 5 PM  
**e-mail:** help@spelman.edu

Computer Lab Services provides hardware and software support for the electronic classrooms, computer laboratories, and manages the Spelman College open access labs. The following are available computer lab services for students.

**Open Access Labs**

Computer labs that provide open access privileges to students are as follows:
- Science Center, Room. 230 (open 24 hours, 7 days)
- Science Center, Room 226
- Giles Hall, Room 316
- Spelman College Writing Center, Cosby Academic Center, Room 332
- Individual hours of operation are posted in each lab. Schedules are subject to change.

**Additional Lab Resources**

These specialty computer labs contain resources that supplement the curriculum offered at Spelman.
- Spelman College Writing Center, Giles Hall, Room 335
- Learning Resource Center, Milligan Building
- Math Lab, Science Center, Room 301

**Assistive Technology Stations**

- Science Center, Room 230
- Science Center, Room 241
- Spelman College Writing Center; Room 332
- Honors Student Lab, Giles Hall, Room 101
- Learning Resource Center, Milligan Building
- Disability Services, MacVicar

**Cooperative Education**

**Location:** Milligan Building, Office 2109  
**Hours of Operation:** Monday –Friday 9AM –5PM  
**Phone** (404) 270-5279

The Office of Cooperative Education identifies opportunities that integrate classroom theory with professional practice. Students will utilize the workplace as a learning environment to test previously learned facts and theories, revise assumptions, and derive new and firsthand knowledge. Additionally, students will earn a salary which can be utilized to offset future academic costs. Prior to any “Co-op” experience, students will be required to participate in the Co-op 101 Seminar Series to develop and/or enhance specific skills. The skills acquired from the Seminar Series will prepare students for networking and interviewing with companies to secure a cooperative education placement. Students are strongly encouraged to speak with their faculty advisor and academic dean upon arrival at Spelman College to begin the process of planning for the Co-op experience.
Counseling Center

Location: MacVicar Hall, 2nd Floor
Hours of Operation: Monday–Friday, 9 AM – 4:30 PM
Tuesday 5 PM – 7 PM, by appointment
Phone: (404) 270-5293

Staff
Dr. Vickie Ogunlade, LCSW — Director, vogunlad@spelman.edu
Frances Cloud, LCSW — Psychotherapist, fcloud@spelman.edu
Pamela Walton, LPC – Psychotherapist, pwalton3@spelman.edu

The Counseling Center provides free confidential services in a caring and supportive atmosphere. Licensed mental health clinicians provide services, with an emphasis on emotional wellness, self-compassion, individual strengths, development of coping skills and strategies, with sensitivity, respect and support of diversity and inclusion. Services for enrolled students include Solution-Focused Brief Therapy for Individuals and Spelman Couples, Daily Walk-In Sessions, Groups, Campus Workshops and Trainings, and After Hours Emergency Mental Health Crisis Response Services. Information and referrals are made for students requiring or desiring long-term counseling provided by a community-based clinician and/or psychiatrist of their choice, utilizing health insurance.

Assistant Vice-President &
Dean of Students
Location: Manley College Center, Room 210
Hours of Operation: Monday–Friday, 9 AM–5 PM
Open Tuesday 9 AM–7 PM
***Other hours by appointment
Phone: (404) 270-5133

Assistant Dean of Students
Location: Manley College Center, Room 209
Hours of Operation: Monday – Friday, 9 AM – 5 PM
***Other hours by appointment
Phone: (404) 270-5242

The Dean of Students Office is responsible for planning, coordinating, and implementing a variety of programs and services which are designed to assist and support students in achieving academic and personal success. The dean of students provides general student advocacy and administration, assists with resolving college related concerns, complaints, and administering the Spelman College Community Standards and Code of Conduct and other selected policies and procedures, which can be found in the Student Handbook. Students are encouraged to read this document to understand the academic and behavioral expectations in the Spelman College community. Questions about policies, violations, and/or the student conduct administration process are welcomed and encouraged. Students may also report any campus and/or community concerns involving the health, safety and welfare of a student to the dean by contacting the office at the phone listed above.

Dining Services
Location: Alma Upshaw Dining Hall, Upper Manley College Center
Phone: (404) 581-0700
Catering: (404) 270-5150
Office Hours Monday – Friday 8 AM – 5 PM
e-mail: Dining@spelman.edu
Website: www.SpelmanDining.com or www.YourDiningVoice.com
FOOD – It’s how we relate, refresh, and connect with others on a daily basis! Spelman College partners with Aramark Dining Services to provide you with nutritionally balanced food and high-quality meals prepared from scratch, using only the freshest ingredients. Students can enjoy an abundant variety of fresh foods, fresh prepared foods in a fun and engaging all-you-care-to-eat atmosphere! Treat yourself to traditional home-style meals, hot and hearty soups, freshly prepared salads, fruit, and sandwiches, create-your-own stir-fry, flavorful vegetarian and vegan entrees, hand-tossed pizza and homemade desserts.

**Hours of Operation**

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<tr>
<td>Breakfast 7 AM – 9 AM</td>
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<td>Continental Breakfast 9 AM – 10:30 AM</td>
<td>Continental Breakfast 9 AM – 10:30 AM</td>
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<td>Lunch 11:30 AM – 2 PM</td>
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<tr>
<td>Dinner 4:30 PM – 8 PM</td>
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Saturday & Sunday:

| Continental Breakfast 7:30 AM– 10 AM |
| Brunch 11 AM – 2 PM |
| Dinner 4:30 PM – 7 PM |

Spelman Dining operates a continuous dining schedule. In between major meal periods’ students are able to access meal service that includes salad, soups, sandwiches, and all self-service items.

**Food Court**

Location: Manley College Center, Lower Level
Phone: (404) 270-5280 or (404) 581-0700

Spelman College, in partnership with Aramark Dining Services proudly operates Subway, Twisted Taco, and Starbucks in the Manley College Center, Lower Level concourse. Join us for excellent food, exceptional customer service, and easy access in a fun and relaxing atmosphere.

**Twisted Taco**

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**Starbucks**

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**Subway**

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<td><strong>Sunday</strong></td>
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Allergens & Dietary Restrictions
Students with food allergies or special dietary needs are encouraged to reach out to the dining services general manager to ensure a safe and pleasant dining experience. We invite you to view our dining website where more detailed information can be found to help meet your needs and address general questions.

Dining Services Inclement Weather Policy
The dining hall will remain open and accessible to the campus community with limited hours of operation, staffing and menu variety in cases of weather related emergencies or disasters. Students will receive notices of all changes to hours of operation via campus e-mail, social media such as Instagram, and the Dining Services webpage at www.spelmandining.com. Hours of operation will also be posted near the Dining Services entrance to provide the most accurate information for members of the community. In the event of weather related emergencies or disaster please check our Instagram page, Spelman Dining, e-mail us directly at dining@spelman.edu, or check your campus e-mail address. Serious inquiries can be addressed by our Dining Service general manager.

Disability Services
Location: MacVicar Hall
Hours of Operation: Monday–Friday 9 AM –5 PM
Open Tuesday 9 AM –7 PM
Phone: (404) 270-5293

Spelman College is committed to students with disabilities; affording full, equal access to services, facilities, programs and activities. As required by law, a student who requests accommodations for a documented disability must initially self-identify, by registering with the Office of Disability Services (ODS). Only students who are registered with ODS will be eligible to request accommodations and be recognized by the college as a student with a disability. Reasonable and appropriate accommodations are approved by the Accessibility Policy & Procedures Committee on a case-by-case basis, and may require the submission of additional or updated documentation. A student requesting accommodations may download the office of Disability Service Application and the Disability and Accessibility Verification Form from the Spelman College website.

Diversity & Inclusion
Location: Manley College Center, Room
Hours of Operation: Monday –Friday 9 AM–5 PM
Phone: (404) 270-5143

Spelman continues to hold a national and international educational platform. The Office of Diversity & Inclusion is committed to supporting Spelman’s vision of diversity and global engagement. It is our mission to create a welcoming campus climate for all Spelman students. We provide a variety of educational programs and services designed to help students explore, learn, celebrate, and embrace diversity, inclusion, and concepts of social equity. We invite you to join us as we explore and celebrate the rich history and diversity of culture and experiences at Spelman College.
Financial Aid, Scholarships & Work-Study Employment

**Location**: Packard Hall, Suite 100

**Hours of Operation**: Monday – Friday 9 AM – 5 PM

**Phone**: (404) 270-5222

Student Financial Services provides financial aid, scholarships, student employment, Federal College Work-Study, general student employment and off-campus jobs. Spelman College administers many types of financial aid to help students and their parents manage expenses resulting from the costs for higher education. Financial assistance is determined annually.

All requests for financial aid are processed through the Student Financial Services Office. Students may expect to receive their financial assistance in subsequent years of undergraduate study, if they continue to remain in good academic and community standing and their computed financial need meets the federal, state, local, and Spelman College financial aid guidelines. Each student must reapply for financial aid administered by Spelman College by completing the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) with the federal government. Students will receive notification of their financial assistance award in the late spring.

Federal regulations require an institution to establish, publish, and apply reasonable standards of measuring whether an otherwise eligible student is maintaining satisfactory progress in their course of study. Students who fail to meet standards of progress automatically will be notified about their eligibility for continued financial assistance each semester after grades are released.

GORDON-ZETO CENTER FOR GLOBAL EDUCATION

**Location**: Milligan Building, Suite 1000

**Hours of Operation**: Monday – Friday 8:30 AM – 5 PM

**Phone**: (404) 270-5538 or (404) 270-5681

**STAFF**

Dr. Dimeji Togunde, Vice Provost for Global Education & Professor of International Studies, dtounde@spelman.edu

Dr. Karen Clay, Assistant Director, Study Abroad, kclay2@spelman.edu

Dr. Jeanne Meadows, Director, International Affairs Center, jmeadows@spelman.edu

Dr. Alix Pierre, Director, Cultural Orientation, apierre@spelman.edu

Dr. Kai McCormack, Director, GSTEM Program, kmccormack@spelman.edu

Rokhaya Fall, Coordinator of Short Term Study Abroad Programs and International Student Services, rfall@spelman.edu

Renee Jones, Coordinator of Semester Study Abroad, rajones@spelman.edu

Teresa King, Senior Administrative Assistant, International Affairs Center, tking14@spelman.edu

Spelman College has a long history of providing study-abroad opportunities and hosting international students, beginning with the first Spelman student to travel abroad to the Congo, Nora Gordon, in 1889, and in 1915, Flora Zeto, the first African graduate from what was then Spelman High School. Established through an anonymous endowed gift of $17 million, the Gordon-Zeto Center for Global Education at Spelman College derives its name from these two individuals to represent Spelman's rich legacy of sending students abroad, as well as receiving international students here at the college.

As an infrastructure for institutionalizing Spelman's Quality Enhancement Plan (QEP), also known as *Spelman Going Global!,* the Gordon-Zeto Center for Global education invites you to explore travel-abroad opportunities under the direction of the Study Abroad Office and individual departments and
programs. Studying abroad is a life-changing experience. Living and studying in a foreign country provides an extraordinary opportunity for you to learn about another culture from firsthand experience. You will visit new places, make new friends, learn or improve a new language, and experience life in a new environment. Studying overseas offers you a different perspective on global events and prepares you for a lifetime of learning. At the same time, you can impact the lives of those you meet, and build lifelong ties and friendships. We encourage you to consider a study-abroad experience as it promotes cross-cultural awareness and understanding, broadens your worldview, and prepares you to be a global citizen and leader in an increasingly complex and inter-connected global society.

The Gordon Zeto Center for Global Education also provides a variety of services for international Students and serves a growing population of international students from approximately 15 countries. The staff coordinates orientation to the U.S. and the surrounding local communities and offer workshops on immigration compliance and cultural transitions for international students. We encourage you to visit the Gordon Zeto Center for Global Education to learn about semester study-aboard programs and short-term faculty and staff-led study-travel opportunities.

**Help Desk**

**Location:** AAC 201  
**Hours of Operation:** Monday–Friday (Phone Assistance)  
8:30 AM–5:30 PM  
Monday –Friday (Walk-ins)  
8:30 AM–4:30 PM  
**Phone:** (404) 270-5400  

The Help Desk offers a blend and balance between communications and problem-solving techniques. The staff offers technical support for computer hardware/software, email, networking and audio/visual equipment in the classrooms.

**Housing & Residence Life**

**Location:** Johnetta B. Cole Living & Learning Center, 1st Floor  
**Hours of Operation:** Monday – Friday 9 AM – 5 PM  
**Phone:** (404) 270-5344  

Living on campus is a big part of your education at Spelman. The Office of Housing and Residence Life is responsible for general operations and administration of housing, residential education, and living and learning programs that contribute to developing community on campus. Our residence halls are staffed with resident hall directors and resident advisors who live on each floor and work diligently to support students in all aspects of their college lives. The resident advisors are paraprofessional staff who encourage student engagement on campus. A variety of innovative and creative, social, educational, and cultural programs are provided to support the personal, social, spiritual, academic, and emotional development of Spelman students.
**Learning Resources Center**  
**Location:** Milligan Building, Room 2312  
**Hours of Operation:** Monday – Thursday 9 AM – 7 PM  
Friday 9 AM – 5 PM  
**Phone:** (404) 270-5618  

The Learning Resources Center offers academic advising, peer tutoring in writing, math, and most other subject areas, student success workshops and other academic support services designed to assist students with becoming more effective learners.

**Library**  
**Location:** 111 James P. Brawley Drive S.W.  
**Hours of Operation:** Monday – Thursday 7:30 AM – 12 Midnight  
Friday 7:30 AM – 6 PM  
Saturday 12 PM – 6 PM  
Sunday 12 PM – 12 AM  
**Phone:** (404) 978-2000  

The Robert W. Woodruff Library of the Atlanta University Center Consortium (AUC) serves Spelman College, Clark Atlanta University, the Interdenominational Theological Center and Morehouse College, our Atlanta University Center Consortium partner. Professional librarians staff the Reference Desk. The library website offers online resources available 24/7. These include hundreds of research databases that are accessible on and off campus. Library resources include e-books, e-journals, DVDS, CDS, traditional library materials, and workshops designed to assist students with researching and writing. For more information, we encourage you to visit the Library’s website at [www.auctr.edu](http://www.auctr.edu).

**Mail Services**  
**Location:** Spelman College Mail Center (across from Manley College Center)  
**Hours of Operation:** Monday – Friday 11:30 AM – 4:30 PM  
Saturday: 10 AM – 12 PM  
**Phone:** (404) 270-5862  

Full time residential students are assigned a campus mailbox number for personal use at the beginning of the academic year. Students should inform their friends and families to address mail as follows:  

Cedric Hawk  
Manager of Mail Center Operations  
Spelman College  
Campus Box Number  
350 Spelman Lane SW  
Atlanta, GA 30314-4399  

Students are required to submit a change of address form to the Mail Center as follows:  

- Moving to an off-campus address  
- Leaving on an exchange/study abroad assignment  
- Leaving Spelman College permanently  

Operating a business from a Spelman College mailbox is not permitted.
Math Laboratory
Location: Science Center, Room 301  
Hours of Operation: Monday–Friday 9 AM–5 PM

The Math Lab provides free drop-in tutoring for students currently enrolled in mathematics courses. Drop-in tutoring is available, with a combination of peer and professional tutors to assist you. Students can drop by for help on specific math homework problems or math concepts and/or take advantage of an opportunity to work on math homework in an area where assistance is available.

Location: Manley College Center Patio  
Hours of Operation: Monday–Friday 12:00 PM –5:00 PM  
Phone: (404) 270-5862

The Student Government Association sponsors a weekly Market Friday program. Market Friday is an exciting shopping, music, and entertainment experience for Spelman and other Atlanta University Center Consortium (AUCC) students, faculty and staff. Participants have an opportunity to enjoy food, a live disc jockey (DJ), step/stroll shows, live entertainment, and a variety of vendors to meet their personal shopping interests and other needs. The DJ’s represent currently enrolled students from the AUCC who demonstrate their music talents and skills.

Public Safety
Location: Parking Deck  
Office Hours: 24 Hours  
Phone: (404) 525-6401

Spelman is a safe and secure community protected by a competent and committed staff of 35 individuals who represent the core of the Department of Public Safety’s professional law enforcement, safety, and security team. The Public Safety Department works 24 hours a day patrolling the campus and adjacent streets. The department maintains the emergency communications center, delivers campus wide safety programs, manages parking operations and conducts numerous other functions that support the day-to-day and special event activities of the College. Our Public Safety Department is certified by the State of Georgia as a Police Agency. Personnel with Peace Officer status have the same police authority as City of Atlanta Police on the campus and within 1/4 mile. While the majority of our activities focus on crime prevention, we also actively enforce State and City laws. The staff advises the peer leadership program “Protecting Our Spelman Everyday” (POSSE), which promotes special activities related to safety, security, and identifies criminal justice career opportunities.

Registrar
Location: Packard Hall, Room 204  
Hours of Operation: Monday–Friday 9 AM–5 PM  
Phone: (404) 270-5230

The Registrar is dedicated to providing the best possible services to the Spelman College community. Our office is responsible for maintaining academic records for all past and current students and alumnae. We are also responsible for registration, course management, classroom scheduling, grade posting, commencement certification, degree audits, transfer credit evaluation, student data reporting and research, testing and residency. We work very closely with faculty, staff and students to support the academic mission of Spelman College.
Shuttle Service
The Woodruff Library Shuttle Service transports students between all of the Atlanta University Center (AUC) institutions and the West End MARTA and Vine City MARTA stations. The shuttle operates every day that classes are in session during the fall and spring semesters. Routes and schedules are available in the Public Safety Office and the Woodruff Library and on the Library’s website www.auctr.edu. MARTA bus and train schedules are also available in the Public Safety Office. The Woodruff Library also operates the “Brawley Bounce” pick-up and drop-off service along the Atlanta University Center Promenade between Martin Luther King Jr. Drive and Greensferry Avenue. The Brawley Bounce service operates Sunday–Thursday, 5:00 pm–12:30 am during the fall and spring semester.

Sisters Chapel/WISDOM Center
Location: Bessie Strong Religious and Spiritual Life Center
Hours of Operation: Monday–Friday 9AM – 5PM
Phone: (404) 270-5729

Sisters Chapel is the center of religious and spiritual life on campus and sponsors a myriad of programs, events and services for spiritual growth, faith formation and leadership development. The Chapel team offers contemporary weekly worship experiences, opportunities for spiritual leadership, campus ministry meetings, and participation in the Ministries of Music and the Arts. The WISDOM (Women in Spiritual Discernment of Ministry) Center is the vocational discernment living and learning center that exists to support selected students in their quest to connect their faith, intellect, and career endeavors.

The Chapel must be reserved along with the multipurpose room located in the lower level of the Chapel. The multipurpose room is open for campus-wide use, and the interfaith prayer room is open for individual and group prayer Monday – Friday, from 9:00 AM – 5:00 PM. The WISDOM Center interfaith prayer room is also open Monday – Friday, from 9:00AM – 5:00PM for prayer, solitude and meditation.

WISDOM Center
The purpose of the WISDOM Center is to provide a safe space where students can reflect and critically examine what it means for women of African descent to be called by God and live out their faith. In community and sisterhood, the WISDOM Center’s residential scholars live together and are encouraged through communal learning and reflection, community service, leadership opportunities and Chapel leadership to think deeply about the impact they desire to make on their local and global communities. Residential scholars also learn how to thrive at the intersection of young adulthood, academics, leadership and spirituality. The WISDOM Center’s residential, vocational and faith development programs allow students to explore questions of meaning, identity, and justice while deconstructing stereotypes and myths about Black womanhood.

Sunday Worship Services
The Dean of the Chapel, in collaboration with Chapel Assistants offer weekly Sunday worship services held in Sisters Chapel at 11:00 a.m. A dynamic group of Chapel Assistants and Arts Ministry leaders including praise singers, spoken word artists, musicians, mimes, African and Liturgical dancers support worship services. Sermons inspire students to better understand God’s purpose for their life, grow spiritually, overcome challenges, be encouraged and reflect on issues of leadership, relationships and young adulthood. In addition, Campus Connection Sundays and Student Expressions provide opportunities for student leaders to serve as guest speakers and offer words of wisdom.
Interfaith Council & Interdenominational Programming
The Chapel Office gives leadership and guidance to interfaith and interdenominational programming. Leaders of all Student Religious Organizations (SRO) as well as, external church/community religious leaders who are interested in sponsoring programs on campus must work through the Sisters Chapel Office and collaborate with the Council of Lead Chapel Assistants and the Chapel’s Executive Board. In addition, there is an Interfaith and Interdenominational Planning Committee where a number of students, faculty, staff and students work together to plan interfaith programs that foster a welcoming community for people of diverse faith traditions. It is our mission to support and promote opportunities for engagement across religious and cultural difference, both national and globally.

Labryinth
The Spelman College Labyrinth is a prayer walk and form of walking meditation. The labyrinth is located behind Sisters Chapel and adjacent to the Bessie Strong WISDOM Center.

Student Access Center
Location: MacVicar Hall
Hours of Operation: Monday– Friday, 9 AM –5 PM
Open Tuesday 9 AM –7 PM
Phone: (404) 270-5293

Spelman College is committed to students with disabilities; affording full, equal access to services, facilities, programs and activities. As required by law, a student who requests accommodations for a documented disability must initially self-identify, by registering with the Student Access Center (SAC). Only students who are registered with SAC will be eligible to request accommodations and be recognized by the College as a student with a disability. Reasonable and appropriate accommodations are approved by the Accessibility Policy & Procedures Committee and may require the submission of additional or updated documentation. A student requesting accommodations may download the Student Access Center Registration/Application Form and the Student Access Center Verification Form from the Spelman College website.

Student Accounts
Location: Packard Hall, Room 215-220
Hours of Operation: Monday–Friday 10 AM–4PM
Phone: (404) 270-5154

The mission of Student Accounts is to provide quality support and information to students and parents in the assessment and collection of all student fees and the disbursement of all student refunds while providing the highest level of professional and efficient customer service. Spelman College’s Student Accounts Office can answer questions, about tuition and fees, billing statements, payment options, and refunds.

Our office produces invoices for billing of tuition, room, board, fees, and other associated charges. We are also responsible for collecting and processing payments; and, issuing student and/or parent refunds. Our 3-month semester and 10-month annual payment plans help families budget the cost of tuition, fees, room, and board. We are committed to providing quality, professional service to our students and to their families.

Utilizing our online payment portal, students and parents have 24-hour access to their student account and electronic billing statements. Online payments can also be processed by using an electronic check,
MasterCard, Visa or American Express credit cards. To view your student account, electronic bill or to make an online payment:

a. Go to www.spelman.edu
b. Click on the “Parents & Family” link
c. Click on the “Pay Tuition Online” link
d. Login using your 900# and PIN. If you cannot remember your PIN, contact the Help Desk at (404) 270-5400.

Be sure to close the web browser after you have logged out of the system to protect your account information.

**Student Affairs**

**Location:** Manley Campus Center, Room 210  
**Hours of Operation:** Monday–Friday 9AM–5 PM  
**Phone:** (404) 270-5138 or (404) 270-5133

The Division of Student Affairs is committed to the educational and academic mission of Spelman College. The Division of Student Affairs includes Commuter and transfer Student Services, Counseling Center, Student Access Center (Disability Services), Sisters Chapel/WISDOM Center, Dean of Students, Dining Services, Housing and Residence Life, Public Safety, Student Health Services, Wellness Center, Living Learning Committees and Student Life & Engagement.

We partner with faculty and staff across campus to prepare students to become global minded citizens through meaningful co-curricular experiences and learning-engaged environments. We provide a dynamic and interactive campus community with a variety of diverse programs and services designed to enhance the personal growth and development of our students. Whether you reside on campus or commute to campus, your experiences at Spelman is important to us. Our Student Affairs motto “I AM Spelman” simply means that regardless of background, ethnicity, sexual orientation, religious affiliation or geographic location we all belong to the Spelman Community.

**Student Health Services**

**Location:** MacVicar Hall  
**Hours of Operation:** Monday – Friday 8:45 am until 4:30 pm  
**Phone:** (404) 270-5249

Spelman College offers comprehensive health care services for all students. In many instances, students may obtain same day, urgent, non-urgent appointments as well as screenings from the Department of Student Health Services. Students are encouraged to schedule appointments for routine or less serious health problems, physical exams, gynecological exams, breast exams, pregnancy tests and contraceptive refills with the medical provider. All services performed in the Department of Student Health Services are free of charge to the student with the exception of immunizations and laboratory services (which are processed through the student’s health insurance plan).

The Department of Student Health Services maintains strict confidentiality of our students’ health records. Information will be disclosed only to the extent necessary to protect the health and safety of the student. Students should contact Public Safety at (404) 525-6401 for any and all after hours urgent and emergent situations for transportation to the nearest hospital for emergency services and are encouraged to follow-up with Student Health Services during regular hours.
Student Life & Engagement
Location: Manley College Center, Room 201
Hours of Operation: Monday –Friday 9AM –5 PM
Phone: (404) 270-5136

The Office of Student Life and Engagement supports the mission of the College through co-curricular engagement that provide students with opportunities for leadership, assist with personal growth and development and enhance global understanding. The staff provides programming, events, and activities for over 80 Registered Student Organizations and sororities that give students a variety of opportunities to get involved. The Office of Student Life and Engagement directly advises the Student Government Association, PULSE Programming Board, Miss Spelman and Court, and Peer Assistant Leaders (PALS). These student leader groups are responsible for coordinating campus events and activities to include Homecoming and Family Weekend. Student Life and Engagement also co-sponsors with campus partners to offer a variety of academic programming that include cultural heritage months, lectures, film screenings, and art exhibits. We encourage all students to be engaged in campus life! Sign up to learn more about student events that are occurring on Spelman’s campus. Visit the Student Life page at: https://www.spelman.edu/student-life/student-life-and-engagement and/or apply for events at https://spelmancollege.campuslabs.com/engage/.

Study Abroad
Location: Milligan Building, Room 1006
Hours of Operation: Monday–Friday9 AM–5 PM
Phone: (404) 270-INTL (4685)
IG: @spelmanabroad

STAFF:
Dr. Kai McCormack, Director, GSTEM Program, kmccormack@spelman.edu
Dr. Karen Clay, Assistant Director, Study Abroad, kclay2@spelman.edu
Renee Jones, Coordinator of Semester Study Abroad, rajones@spelman.edu

Study Abroad is a life-changing experience. The Study Abroad Office invites you to explore your opportunities to study abroad through Spelman College. Living and studying in a foreign country provides an extraordinary opportunity for you to learn about another culture from firsthand experience. You will visit new places, make new friends, practice your foreign language skills, learn a new language, and experience the history and cultural traditions of a global community. Studying over-seas offers you a different perspective on global events and prepares you for a lifetime of learning. At the same time, you can impact the lives of those you meet, and build lifelong friendships and connections. We encourage you to consider a study abroad experience as it promotes cross-cultural awareness and understanding, broadens your worldview and prepares you for your future as a global citizen and leader.

ZIP Cars
Website www.zipcar.com
Hours of Operation 24 Hours
Phone: (404) 817-3599 or (866) 494-7227

The Zip Car program provides a sustainable alternative transportation solution that reduces the Spelman carbon footprint. Zip Cars are conveniently located right on Spelman’s campus. The Zip Car program offers self-service access to cars 24/7 at low hourly and daily rates that always include gas and
insurance. Participating students must be 18 years or older to participate. To register and reserve online or by using your mobile device, please visit www.zipcar.com. For assistance, please call 404-817-3599, 1-866-4-ZIPCAR, or 1-866-494-7227.

COMMUNITY STANDARDS & CODE OF CONDUCT

Philosophy on Student Responsibility
As a member of Spelman College, you have voluntarily entered into a community of learners who are expected to exhibit thoughtful academic study and discourse, and ethical and socially responsible behavior on and off campus. The College has developed the Community Standards and Code of Conduct, and other policies and procedures to support its academic mission, objectives, processes, functions, and general operations. These standards represent the core values of integrity, fairness, respect, community, and responsibility.

The premise of our student conduct administration process is that we expect students to take responsibility for their behavior, in addition to holding their peers accountable for being good citizens. The student conduct administration process allows the college to address behavior that has a negative impact on individuals and/or the campus community. The Community Standards and Code of Conduct is designed to clearly communicate behaviors that negatively impact our community.

Purpose of the Community Standards and Code of Conduct
Spelman College is committed to the development and personal growth of students. Students are encouraged to reflect on the college values and behavioral expectations as they engage in their academic studies and co-curricular activities. Research has demonstrated that students who are active participants in the college and surrounding communities are more likely to uphold college policies and maintain a positive community environment. Conduct occurs in the context of a community of scholars dedicated to seeking excellence in academics, personal learning and leadership.

The student conduct administration process, including the right to appeal, is established to support the rights and responsibilities of each student, to sustain the college’s values and behavioral expectations, in addition to determining future privileges as a member of the Spelman College community. This is accomplished by holding individual students and student organizations responsible and accountable to the College’s stated values and behavioral expectations.

Student Conduct Administration Values
The following are the values of the student conduct administration process:

- **Integrity** – All members of our community are expected to exemplify honesty, respect for truth, and congruence with college standards and behavior expectations in all exchanges and interactions.
- **Responsibility** – Members of our community are expected to take ownership of individual choices and any subsequent consequences.
- **Respect** – All community members are expected to honor and esteem the rights and freedoms of each unique individual, and to understand the value and worth of college property and the property of others, and to demonstrate care for individuals and property.
- **Fairness** – Members of the community are expected to follow all published rules and guidelines in good faith as the college is committed to developing consistent, honest, and just systems.
- **Community** – Learning to live as a member of a community is an important part of the personal development of our students. Each individual must learn to respect other individuals. As members of the Spelman community, students are provided numerous venues to voice their own expectations and concerns about community life. It is the college’s expectation that students will use available campus resources to resolve differences and conflicts peacefully.

**Student Code of Conduct**
All members of the Spelman College community are expected to be responsible adults, representatives, and ambassadors of the college. Students are accountable for all behaviors and actions at all times. Because we exist in the larger society, the college does not provide immunity from city, state, or federal law.

**College Violations**
The following conduct and any attempt to engage in the following conduct will be subject to intervention and disciplinary action:

1. **Academic Integrity***
   Any form of academic dishonesty which may include, but is not limited to:
   - A. Cheating
   - B. Collusion/assisting any student or member of the college community in violating any of the Academic Integrity policies and/or procedures.
   - C. Fabrication, falsification, and dishonesty
   - D. Misrepresentation of facts or unethical behavior designed to persuade any individual to alter a grade(s).
   - E. Plagiarism
   - F. Unauthorized permission to use the signature of another person on academic and other college documents
   - G. Unlawfully accessing and/or securing tests

*Refer to College Bulletin for the full Academic Integrity policy and procedures.

2. **Actions Against Members of the College**
   - A. **Abusive conduct** that includes any words or acts that cause physical injury, threaten any individual, or interfere with any individual’s rightful actions.
     - I. **Harassment** or any physical, verbal, graphic, written, or electronic communications that are sufficiently severe, pervasive, or persistent so as to threaten an individual or limit the ability of an individual to function in the college community.
     - II. **Human Dignity** – physical, verbal, graphic, electronic or written conduct based on race, ethnic origin, gender, age, religion, disability, or sexual orientation that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the college.
     - III. **Injury or Harm** – Intentionally or recklessly causing physical or mental harm to any person or to self, and/or intentionally or recklessly causing reasonable apprehension of
such harm. The alleged victims’ consent or acquiesce to physical mistreatment is not an acceptable defense by any individual or group in the Spelman community.

IV. **Sexual Assault/Rape** – Sexual assault is the oral, anal, or vaginal penetration by a sexual organ of another or anal/vaginal penetration by any means against the victim’s will or without his/her consent. An individual who is incapacitated—asleep, unconscious, intermittently conscious, or any other state where the individual is unaware that sexual contact is occurring—is considered unable to give consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

V. **Sexual Misconduct** – Non-consensual, intentional physical conduct of a sexual nature. Lack of consent may be inferred from the use of force, threat, physical intimidation, or advantage gained by the victim’s incapacitation (see description above in section IV.) or impairment...

VI. **Sexual Harassment** – Sexual or Gender-Based Harassment—Unwelcome sexual advances, requests for sexual favors, and/or other verbal, physical or electronic conduct of a sexual nature.

- That is made either explicitly or implicitly as a term or condition of an individual’s employment, academic advancement, or ability to participate in or benefit from the services, activities, or privileges provided by the college, OR
- That creates a hostile, intimidating, or abusive environment. Verbal, physical or electronic conduct based on Sex, Gender (including gender identity or expression) or Sexual Orientation that creates a hostile, intimidating, or abusive environment, even if the conduct is not of a sexual nature. While sexual harassment most often takes place in situations of a power differential between the persons involved, the College also recognizes that sexual harassment may occur between persons of the same or lower college status, which includes students creating a hostile environment for a faculty member.

VII. **Stalking** – Domestic Violence, Dating Violence and Stalking—

- Domestic Violence. The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards a current or former spouse or intimate partner or a person with whom one shares a child. Domestic violence can be a single act or a pattern of behavior in relationships.
- Dating Violence. The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards a person who is or has been in a social relationship of a romantic or sexually intimate nature with the victim. Dating violence can be a single act or a pattern of behavior in relationships.
- Stalking. Any repeated abusive conduct directed specifically at another person that creates fear for his/her safety, following another person, acts that threaten or intimidate another person through fear of bodily injury or harm to property. Stalking behaviors may also include: unwanted communication or contact— including face-to-face, telephone calls, voice message, electronic messages, web-based messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.
VIII. Using online communities and electronic communications such as email, websites, Facebook, Twitter, Tumbler, Instagram and texting for the purpose of harassing, threatening, or engaging in behaviors that ridicule, belittle, or harm individuals or groups, regardless of your intent.

3. Actions against oneself and/or displaying behaviors that could endanger self.

4. Alcoholic Beverages and Other Drugs or Narcotics
   A. Use, possession, sale, delivery, manufacturing, consumption, or distribution of alcoholic beverages on Spelman property or at any College-sponsored event.
   B. Being under the influence of alcohol and/or intoxicated in public and/or in the residence halls or any College facility or sponsored event (including individual residence hall rooms). This includes reported off-campus behaviors.
   C. Use, possession, sale, delivery, consumption, or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound, or other controlled substance or drug-related paraphernalia on College premises, except as expressly permitted by law.
   D. Being under the influence of illegal drugs and/or intoxicated in public and/or in the residence halls or any College facility or sponsored event (including individual residence hall rooms).

5. Breaching Campus Safety and Security, False Information, Destroying or Damaging Property
   A. Forgery/furnishing false information, including knowingly providing false information to the College, faculty, and/or staff either verbally or written, and/or the unauthorized alteration of financial, academic, and/or nonacademic documents.
   B. Stealing or possessing stolen property, or extorting or attempting to extort money or property from any member of the College community.
   C. Intentionally damaging property of the College, a member of the College community, or those contracted with the College.
   D. Unauthorized entry into, use or occupancy of College facilities. This includes unassigned residence hall rooms and unauthorized access to college facilities.
   E. Unauthorized possession of college keys or master keys, and access cards to College offices or residential facilities; duplicating college keys or access cards;
   F. Propping open fire doors, security doors, and/or secured doors;
   G. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
   H. Unauthorized use of checks, personal records information, credit cards, or calling card.

6. Complicity – Helping, procuring, encouraging, and/or cooperating with another person in the commission of a violation of the Student Code of Conduct.

7. Disorderly Conduct or any offense involving disturbance of the public peace, lewd and indecent behaviors. This includes belligerent behavior toward students, faculty and/or staff in the performance of their duties. Belligerent behaviors include aggressive, argumentative, quarrelsome, loud-mouthed, confrontational, threatening remarks or gestures, foul and/or abusive language.

8. Disruptive Activity includes participation in an activity that interferes with teaching, research, administration, student conduct proceedings, other college functions including public-service functions and off-campus activities. Representative actions include:
   A. Leading or inciting others to disrupt scheduled and/or normal activities on college premises.
   B. Classroom behavior that seriously interferes with either the instructor’s ability to conduct the class or the ability of other students to profit from the instructional program.
C. Any behavior in or out of class, which for any reason materially disrupts the academic work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the college.

9. Failure to Comply
   A. Failure to comply with policies, procedures, and/or directions imposed by any College official in performance of his/her duties.
   B. Failure to comply with reasonable instructions from a College official.
   C. Failure to respond to written and/or verbal communication from a College official in performance of his/her duties.

10. Firearms, Weapons, Fire, and Explosives
    A. Use or possession of weapons, including handguns, firearms, knives (2 inches or longer), ammunition, fireworks, explosives, noxious materials, incendiary devices, or other dangerous substances on College premises or at a College-sponsored event.
    B. Attempting to ignite and/or igniting fire on College and/or personal property and/or property of others either by intent or as a result of reckless behavior that results in damage to persons or property on College premises or at a College-sponsored event.
    C. Arson with intent to destroy persons or property.

    Please Note: Possession of weapons, including handguns is prohibited, even for licensed handlers. The college reserves the right to confiscate firearms and other weapons, explosives and fireworks.

11. Fire Alarms, Emergencies and Fire Safety
    A. Tampering with fire alarms, fire extinguishers, or fire signs and prevention equipment or failing to comply with other safety rules.
    B. Making false emergency calls and destruction of emergency signs on College premises.
    C. Attempting to ignite and/or igniting College and/or personal property on fire either by intent or as a result of reckless behavior that results in damage to persons or property on College premises or at a College-sponsored event.
    D. Failure to exit or evacuate the building during a fire alarm or fire drills.
    E. Inducing panic and causing the evacuation of any public place, or otherwise causing serious public inconvenience or alarm. Representative actions include the following:
       I. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such report or warning is false
       II. Threatening to commit any offense of violence
       III. Committing any offense, with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm

12. Hazing – Any activity that is intentional, or unintentional due to reckless behavior, occurring on or off campus directed against a student that endangers or is likely to endanger the student’s mental and/or physical health or safety regardless of a student’s willingness to participate in such activity in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. O.C.G.A. 16-5-61 The State of Georgia has enacted legislation making hazing a criminal offense. Spelman College’s policy on hazing reflects those laws. Organizational activities, including pledge and initiations, should be done in good taste and in a manner consistent with the philosophy of the College. The College supports only those activities that are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students. This activity is commonly associated with the student’s membership, initiation, affiliation, pledging and/or association
with an organization, but may include other activities. The definition includes, but is not limited to;

A. Physical brutality, whipping, beating, striking, branding, paddling, kicking, choking, scratching, and electronic shocking and placing harmful substance on or in the body;

B. Sleep deprivation, exposure to elements, and confinement in a small space, aerobic exercising, duck walking and weight lifting;

C. Any activity involving the excessive consumption of food or non-appropriate foods and liquids, alcohol, liquor, drugs (this includes ingesting foreign objects or substances);

D. Any activity that intimidates, ostracizes, and/or subjects students to extreme mental stress, shame, and/or humiliation or anything that adversely affects the student’s mental health such as:

- Screaming at an individual or group
- Belittling or humiliating participants
- Using derogatory, profane, or obscene language toward participants
- Requiring participants to engage in morally degrading or humiliating games (as perceived by the College community and/or participants)
- Embarrassing activities
- Reputation-damaging activities
- Disheveling hair, tearing clothes
- Using participants’ cars, money, clothes, or other personal items

E. Treasure hunts, scavenger hunts, road trips, or other activities that require participants to travel long distances and find their way back from isolated areas with insufficient financial resources or that otherwise endanger a participant;

F. Any activity in which hazing is either condoned or encouraged by members, officers, and/or alumnae of the organization;

G. Gifts of any form to any individual or organization prior to the intake process or during the membership intake process;

H. Assignment of activities that would be illegal or unlawful, or might be morally offensive to the individual;

I. Physical brutality, including paddling; striking with open fists; open hands; or objects; and branding;

J. Nudity or lewd behavior

K. Conduct that could adversely affect the dignity of the individual, including wearing of apparel that is conspicuous or extraordinary, carrying items such as paddles, canes, etc., and the performance of public stunts and activities;

L. Tasks of servitude, including errands and clean-up activities for active members, alumnae, or any other Spelman student;

M. Late or early activities which interfere with academic activities or requirements; and

N. Engaging in any activity that is prohibited by law or by the policies of the College.

It shall not constitute a defense to the charge of hazing that the participant(s) took part voluntarily, that the participant voluntarily assumed the risks or hardship of the activity, or that no physical or mental injury was suffered.

Complainants who are non-victims and present, but not involved, during a hazing incident may not be subject to a charge of a violation of the hazing provision of the Community Standards and Code of conduct. However, failing to report incidents of hazing contributes to a culture of hazing and abusive conduct, and perpetuates acts which threaten the health, safety, security, and welfare of our community. Engaging in such behaviors will result in necessary and appropriate intervention and or
other actions by the College to assist the student with understanding the impact of hazing behaviors to self and to the Spelman community.

Finally, having knowledge of the planning of such activities or knowledge that an incident of this type has occurred, and failing to report the behaviors to the Dean of Students or any college officials is also a violation of College policy.

13. **Hindering, obstructing or interfering with the Student Conduct Administration Process** — Action or conduct that hinders, obstructs, or otherwise interferes with the implementation and/or enforcement of the Student Code of Conduct and student conduct administration processes.
   A. Failing to comply with the directions of college officials or law enforcement officers acting in performance of their duties
   B. Failure to appear for a college student conduct hearing to respond to allegations or to appear as a witness when reasonably notified to do so. This includes student conduct hearings, college investigations, and appeals hearings as requested by the Hearing Officer
   C. Withholding material information from the college, misrepresenting the truth in a student conduct hearing, and making false statements to any college official
   D. Failing to present valid identification upon the request of a college official
   E. Intentionally initiating or causing to be initiated any false report, warning, threat of fire, explosion, or other emergency concerning the college and college-sponsored activities
   F. Retaliation or harassment of complainant or other person alleging misconduct, including but not limited to intimidation and threats
   G. Knowingly violating the terms of any student conduct sanction, including failing to complete the sanction, meet the specified deadlines and/or committing a violation of college policies while serving a probationary sanction, imposed in accordance with college policies

14. **Host Responsibility** — Students and student organizations are responsible for their guests or visitors’ behavior and compliance with college policies and procedures in academic and nonacademic buildings, on college-owned property, and at college-sponsored events. Any student’s failure to fulfill her responsibilities will be subject to fines/charges for any damage and possible disciplinary action. Non-members of the Spelman community whose behavior is detrimental to the college may lose their visiting privileges and/or be subject to charges of trespassing on Spelman College property.

15. **Housing and Residence Life** — Violation of any policy, procedure, notice, regulation, or condition established within the residence halls, (this includes published and non-published materials) and/or any rules established by majority vote of the residents. (See Housing Community Living Guide).

16. **Information Technology Acceptable Use** — Use of computer resources is reserved for College-related purposes for which they were authorized. As with all college equipment, use of the computer resources, including the college network, for private or commercial purposes is prohibited, except as expressly authorized. Reasonable minimal personal use is permissible within the guidelines of this policy when it does not consume a significant amount of those resources, does not interfere with the performance of the user’s job or other college responsibilities, and is otherwise in compliance with college policy. Further limits may be imposed on personal use by units or departments. The following actions are prohibited:
   a. Unauthorized use of computing and/or networking resources
   b. Unauthorized accessing and/or copying of programs, records, or data belonging to the College and/or other user, or copyrighted software, without permission
c. Use of computing and/or networking resources for unauthorized or nonacademic purposes
d. Attempted or actual breach of the security of another user’s account and/or computing system
e. Attempted or actual use of College computing and/or networking resources for personal or financial gain
f. Attempted or actual transport of copies of College programs, records, or data to another person or computer without written permission
g. Attempted or actual destruction or modification of programs, records, or data belonging to the College or any other user or destruction of the integrity of computer-based information
h. Attempted or actual use of the computing and/or networking systems; or through such actions, causing a waste of such resources (people, capacity, computer)
i. Electronic copyright infringement – using intellectual property without authorization from the owner, including downloading, uploading, or sharing copyrighted material without permission

17. Parking – Failure to purchase and display a valid decal/parking permit while parking on campus
18. Pets – Pets and other animals are prohibited in all College buildings, with the exception of those identified as service animals or those approved for guided assistance. All service or comfort based on pets should be approved through the Office of Disability Services.
19. Publicity/Posting Policy – Posting flyers or other media used for marketing or event purposes that are not approved or aligned with individual building and college publicity and posting policies. Must receive appropriate approval from Housing to post flyers in residential halls.
20. Sales and Solicitation – Solicitation is defined as requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets, or offering any other comparable event admission, materials, and privileges. Likely violations include, but are not limited to:
   a. Promoting sales in person or by handbills, through email and/or Internet, or by posters or similar materials without the approval of the Office of Student Life and Engagement, appropriate building coordinator, and/or residence life and housing staff
   b. Soliciting and selling for private or commercial gain
   c. Door-to-door solicitation in academic and nonacademic buildings, including residential facilities.
   d. Commercial stuffing of student mailboxes
21. Smoking – Smoking in campus buildings, on patios, in or around entryways, windows, HVAC systems, and other public places is prohibited.
22. Violation of Published College Policies and Procedures – Violating published materials, policies, procedures, and guidelines provided by College departments
23. Violation of law – Violation of any city, county, state, and/or federal law or municipal ordinance
Community Standards & Code of Conduct Process

As a member of the Atlanta University Center Consortium (AUC), Spelman has a reciprocal agreement with the other member institutions regarding student behavior and discipline. When a Spelman student is accused of misconduct on an AUC campus, Spelman will address the behaviors and conduct violation. Likewise, non-Spelman student conduct violations on the Spelman College campus will be addressed by the student’s home institution.

Student Conduct Administration Process
The following section outlines the student conduct process at Spelman College as related to violations of the Community Standards and Code of Conduct.

College Jurisdiction
College jurisdiction relative to community standards and student conduct administration shall include conduct:

- That occurs on college premises
- That occurs at college-sponsored or college-supervised events regardless of where they occur
- That occurs off college premises when the behavior may adversely affect the Spelman community and its interests as an academic community
- That relates to any facet of the relationship between the student and Spelman
- International study abroad and other off-campus academic or recognized programs

Reporting
Any member of the Spelman College community may file an Incident Report via Maxient regarding the misconduct of a student, group, or student organization. A report must be prepared in writing and directed to the Office of the Dean of Students or Assistant Dean of Students. Incident Reports should be submitted immediately, preferably within 24 hours, though complaints may be possible some time after a violation, depending on the circumstances. The dean of students, assistant dean of students, housing and residence life staff and Public Safety will determine if the case requires further investigation. In cases involving more complex behaviors, the dean of students will consult with the behavioral intervention and risk assessment team to determine the process for addressing student behaviors.

Investigation
Upon receipt of a report or other information about an alleged violation of the Community Standards and Code of Conduct, preliminary investigations may be conducted by Public Safety, dean of students, assistant dean of students, and/or housing and residence life staff to determine the following:

- If the report has merit
- If there is a need for a formal violation notice to be filed
- If the alleged behavior can be appropriately resolved by an informal meeting
- If the information is insufficient to a degree that no formal violation notice will be filed

Formal Notice of Violation
Students will receive a formal written notification of a violation and asked to appear before a hearing body when there is reasonable basis to believe that the student may have committed a violation of the Community Standards and Code of Conduct.
Notice of conduct proceedings and related materials will be expediently sent to the student’s email address and/or local address which is listed in the Office of the Registrar. It is the student’s responsibility to provide accurate information to the college and to update this information when appropriate.

**Major Violations**

Incidents involving serious misconduct that potentially or actually endanger the health, safety, and general well-being of others, that damages property, that interferes with the Community Standards Review Board process, and/or that involves the possession, use, sale, manufacture or distribution of drugs shall be treated as major violations of the Community Standards and Code of Conduct. In such cases, the responsible student will typically receive a sanction that includes probation, suspension, or expulsion/dismissal, any of which may be issued following a single occurrence.

**Responsibility for Addressing Conduct Violations**

A time will be set for a hearing, not less than three (3) to fifteen (15) college business days after the student has been notified of the violation of the Community Standards and Code of Conduct. After reviewing an incident report, the assistant dean of students, dean of students or other hearing officer will determine how the incident will be addressed. The incident may be addressed as follows:

- a. The case may be dismissed or discharged
- b. The assistant dean of students, dean of students or other hearing officer may request to meet with the parties involved to obtain more information
- c. A hearing with a hearing officer or hearing board may be assigned

The time limits for the scheduling of hearings may be changed for reasonable cause at the discretion of the hearing officer. On occasion, as a result of the timing of a report or the College calendar, it may not be possible for the dean of students or other hearing officer to convene a hearing or the appropriate hearing board. On such occasions, the dean of students or assistant dean of students will determine the appropriate alternative hearing format to be used.

**Student Conduct Administrators**

The following are the representative hearing bodies on the Spelman College campus responsible for hearing violations of the Community Standards and Code of Conduct.

1. Residence hall directors
2. Assistant director, housing and residence life
3. Director, housing and residence life
4. Dean of Students
5. Assistant Dean of Students
6. Community Standards Review Board
7. Dean’s Hearing Board
8. Vice President for Student Affairs

**Student Rights in the Hearing Process**

1. This information applies to both complainant and the accused student, except where noted. Every student has the right:
2. To have a copy of the written complaint and have the complaint explained clearly and fully at every level of the conduct process.
3. To request in writing to the dean of students that separate hearings are conducted, if more than one student has been accused of a Community Standards and Code of Conduct violation arising out of a common incident.
4. To hear testimony and/or see written statements concerning the complaint.
5. To be informed of all witnesses who will provide oral and/or written statements, unless the dean of students makes special provision for a witness to remain anonymous, in the event that it is determined that the identity of the witness is not critical information necessary for a party to fully respond to the testimony/written statement.

6. To refute oral and/or written statements made by witnesses and other parties.

7. To have a fair and prompt hearing, and to have any delays in scheduling explained.

8. To be notified promptly of the resolution of the complaint.

9. To be advised of the appropriate appeal process. Complainants do not have the right to appeal all types of violations.

**Governing Principles for Hearing Processes**

Students have the right to fundamental procedural fairness within an impartial conduct administration system. The following outlines principles of the campus hearing processes.

1. Hearings will be conducted in private.

2. All conduct hearings will be recorded by the College using a digital recording device, and this shall be the only record of the proceeding.

3. A hearing officer or Hearing Board member who is unable to hear a case in an unbiased manner must excuse her/himself from the case.

4. Admission of any person to a College hearing process will be at the discretion of the hearing officer or board members.

5. Students may only be found in violation if the evidence brought forward during the investigation and/or hearing persuades the majority of the Hearing Board members that it is more likely than not that the accused student’s action is a violation of the Community Standards and Code of Conduct.

6. The hearing officers and Hearing Board members may have access to records of previous disciplinary actions to assist with the determination of sanctions.

7. Where there are suspected patterns of serious offenses, records of previous similar violations of the Community Standards and Code of Conduct may be considered during the hearing and sanctioning process.

8. Witnesses and evidence that is not disclosed in advance of the hearing may be excluded at the discretion of the hearing officer and/or board members.

9. If the accused student has been provided a copy of the complaint and fails to attend the hearing, the hearing board may, at its discretion, proceed with the hearing and arrive at a resolution or hearing outcome.

10. The complainant and accused are permitted to present no more than three (3) material witnesses, all of whom may be questioned by the Hearing Board members and parties represented in the case.

11. The assistant dean of students may also contact witnesses to appear at a hearing. The hearing may proceed even if all witnesses are not present.

12. The complainant and accused student each have the right to have one adviser present at the hearing proceedings. The adviser must be a current full-time student, faculty, or staff member of the Spelman College. The adviser cannot be an attorney, law student, or relative.

13. The Hearing Board will determine the case outcome and provide notice of sanctions within 5–7 business days.

14. A resolution or hearing outcome reached by a hearing board may be appealed by the accused student(s) or the complainant(s) to the Community Standards Appeal Board.
Appeal Procedures
Spelman College will allow one (1) appeal of a hearing case outcome and sanctions. The complainant and/or accused student have the right to appeal the case outcome based on the following:

1. New evidence, unavailable during the original hearing that could determine a different outcome
2. Hearing procedures deviated from the written procedures in the Student Handbook which is perceived to have significantly impacted the fairness of the hearing process
3. Sanction(s) are perceived to be grossly disproportionate to alleged offense
4. The case outcome is not aligned with the evidence
5. Perceived bias on the part of a hearing board member that deprived the process of impartiality

The appeal must be typewritten and addressed to the Community Standards Appeal Board, and submitted to the Office of Dean of Students within three (3) business days from the issuance of the decision letter. The student who is placed on an interim suspension will continue under the provision and/be subjected to limited privileges while awaiting the outcome of the appeal.

Appeals must be detailed and state the grounds for appeal in order to be valid for review. Appeals serve as a review of the written evidence to determine the validity of the appeal and are not intended to serve as another hearing of the case.

The Community Standards Appeal Board will take one of the following actions:

1. Uphold the decision of the Community Standards Review Board
2. Grant the appeal with special provisions or with the removal of some or all sanctions

The appeal decision will be shared with all parties involved in the case, with the expectation for compliance with the decision of the Community Standards Appeal Board.

If an appeal is not filed within three (3) business days of the date the parties received the decision from the hearing officer or hearing board, the right to appeal is waived and the original decision will become final.

Sexual Misconduct & Discrimination Complaints
For sexual misconduct complaints, and other complaints of a sensitive nature, whether the alleged victim/survivor is serving as the complainant or as a witness, alternative testimony options will be given, such as placing a privacy screen in the hearing room, or pre-recording the student testimony. In addition, the following provisions will be supported:

1. The past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such evidence is determined to be highly relevant by the Chairperson. All such evidence sought to be admitted into the hearing process will be presumed irrelevant.
2. The alleged victim/survivor in any complaint alleging sexual misconduct will be notified in writing of the outcome and sanction. The student will be informed of the status of appeal.

Student Conduct Administration System Limitations
In recognition of the limitations of the Student Conduct Administration System, it is important to note that students have a right to file civil and/or criminal charges in the Georgia judicial system for any crimes committed. Members of Public Safety and staff in the Office of the Dean of Students can assist students with making contact with the appropriate justice agencies, in addition to providing support to the student throughout the process. Students should be aware that the staff of the College may be bound by law to report certain offenses to the criminal justice authorities.
LEVELS OF VIOLATIONS & SANCTIONS

Level I Violations
The following are examples of the most common Level I violations and possible outcomes for offenses:

- Improper Disposal of Trash
- Guest and Visitor Policy
- Pet Policy
- Alcohol/Paraphernalia
- Quiet, Courtesy Hours, and Noise
- Room Inspection Policy
- Overnight Guests/Guest Room Policy
- Posting Policy

Possible sanctions for Level I violations, include but are not limited to:

- Letter of Warning
- Housing Probation
- Education Project

Level II Violations
The following are examples of the most common Level II violations and possible outcomes for offenses:

- Use/Abuse of Student ID
- Security Violations
- Smoking
- Alcohol possession and use
- Solicitation and Sales on Campus
- Technology Misuse or Abuse
- Second “Level I” Violation within a 12-month period
- Violation or Conviction of Violation of Local, State, and/or Federal Law

Possible sanctions for Level II violations, include but are not limited to:

- Counseling (Assessment)
- Education Project
- Special Assignment
- Restitution
- Community Service
- Monetary Fines
- Restricted Access
- Housing Probation
- Housing Dismissal
- Disciplinary Probation

Level III Violations
The following are examples of the most common Level III violations and possible outcomes for offenses:

- Alcohol/Underage Drinking Policy Violation
- Alcohol transport and distribution
- Electronic Copyright Infringement Policy Violation
- Disorderly Conduct
- Disorderly Intoxication
- Fire Safety – Minor (candles, halogen lamps/bulbs, coil appliances, incenses)
- Failure to Appear before a Student Conduct Officer or Hearing Board
- Furnishing False Identification and/or Information
- Gambling Policy
- Hazing/Inappropriate Behaviors by Student Organization
- Illegal Entry/Trespassing
- Intimidation
- Keys – Duplication and Unauthorized Possession
- Second “Level II” Violation within a 12-month period
- Sexual Misconduct
- Theft, Attempted Theft, Possession of Stolen Property (under $150.00)
- Third “Level I” Violation within a 12-Month Period
- Violation Committed While on Living Unit or Disciplinary Probation
- Violation or Conviction of Violation of Local, State, and/or Federal Law

Possible Sanctions for Level III violations, include but are not limited to:

- Education Project
- Restitution
- Restricted Access
- Monetary Fines
- Living Unit Probation
- Living Unit Dismissal
- Disciplinary Probation
- Disciplinary Probation with Restrictions
- Alcohol/Drug/Anger Assessment
- Suspension

Level IV Violations

The following are examples of the most common Level IV violations and possible outcomes for offenses:

- Academic Integrity Violation
- Assault
- Concealed Weapons, weapons or anything used as a weapon
- Drugs – Possession, Use, Sale and Drug Paraphernalia
- Failure to Comply With a Student Conduct Administrative or Hearing Board Decision
- Failure to Comply With College Official/Law Enforcement
- Firearms/Firecrackers
- Fire Safety (creating false fire alarms, failure to evacuate a structure, tampering with fire equipment)
- Fourth “Level I” Violation within a 12-month period
- Harassment
- Malicious Destruction of Property
- Second “Level III” Violation within a 12-month period
- Sexual Assault and Sexual Violence
- Theft, Attempted Theft, Possession of Stolen Property ($150.00 or more)
- Third “Level II” Violation within a 12-month period
- Violations Committed While on Living Unit or Disciplinary Probation
- Violation or Conviction of Violation of Local, State, and/or Federal Law

Possible Sanctions for Level IV violations, include but are not limited to:
- Restitution
- Restricted Access
- Living Unit Probation
- Living Unit Dismissal
- Loss of Privileges
- Disciplinary Probation
- Disciplinary Probation with Restrictions
- Alcohol/Drug/Anger Assessment
- Suspension
- Expulsion/Dismissal

Level V Violations
The following are examples of the most common Level V violations and possible outcomes for offenses:
- Two Level IV Violations within One Year
- Any Offense or Series of Offenses That Pose a Threat to the Health, Safety, and Well-Being of a Student, to the College, or to the Community
- A Violation or Conviction of Violation of Local, State, and/or Federal Law Can Also Be Considered a Level V Violation

Possible Sanctions for Level V Violations, include but are not limited to:
- Suspension
- Dismissal/Expulsion

Case Outcome Sanctions
The following are examples of sanctions that may be assigned in response to students found in violation of the Community Standards and Code of Conduct. Sanctions may be imposed independently or in combination with other sanctions.

1. **Administrative Fees** – Fees may range from $35–$300.
2. **Counseling** – The student may be required to attend counseling sessions with a member of the Counseling Staff or referred to a professional off campus.
3. **Dismissal/Expulsion** – Dismissal/expulsion requires that the student completely sever any and all connection with Spelman College within 24 hours of notification. Students will be charged the full housing fee for the entire semester and refunded tuition based on the refund schedule outlined in the Spelman College Bulletin.
4. **Educational Project** – The student is required to conduct research or a project in an area relevant to the offense.
5. **Housing Dismissal** – Students who are permanently dismissed from housing will be required to vacate their residence halls within 24 hours of notification of the disciplinary action. In the event of suspension, students will be charged the full housing fee for the entire semester. The student may not reapply for residency.
6. **Housing Relocation** – If a student is living in a residence hall, she may be required to move to another floor or into another residence hall.
7. **Housing Suspension** – Students who are suspended from College housing will be required to move out of housing within 24 hours of notification of the disciplinary action for the length of time specified by the hearing officer.

8. **Loss of Privileges** – Denial of specified privileges for a designated period of time. This may include limited access to residence halls, participation in clubs, organizations and/or activities, intercollegiate athletics and/or activities, loss of opportunity to participate in housing lottery process, loss of privilege to participate in special weeks organized by Class Council(s), and loss of privilege to participate in Commencement activities (seniors only).

9. **No Contact Order** – A No Contact Order may be imposed in instances where it is determined that a student poses a potential threat to another person. The student will be asked to refrain from making contact in person, via phone, cell phone, text message, instant message, communication via friends or other third parties, etc.

10. **Official Warning** – The official warning is notification to the student(s) that she has been found responsible for a violation and that any other violations will result in more serious sanctions.

11. **Parents/Guardian Notification** – Parents and legal guardians may be notified of violations of College policies pertaining to alcohol and drugs, potentially life-threatening emergencies, incidents involving hospitals or police agencies, and violations of the any federal, state or local laws. In addition, parents and legal guardians will be notified in cases of suspension or expulsion/dismissal.

12. **Probation** – Probation is a sanction permitting a student to remain enrolled under prescribed conditions. The Probation may be imposed for a specified period of time, or through graduation. During the Probation, the student must demonstrate that her behavior conforms to College standards of conduct. Student conduct violations are cumulative. Therefore, all subsequent violations of the Community Standards and Code of Conduct will be subject to suspension or dismissal.

13. **Restitution** – The student is required to pay for repair or replacement of damaged or stolen property. The payment required may not exceed the cost of repair or replacement of the damaged or stolen item, but a lesser amount may be specified.

14. **Suspension** – Students will be removed from the College within 24 hours of notification of the disciplinary action. While a student is suspended, she is not to return to the campus, programs, facilities, and activities of the university without written permission from the vice president for student affairs or dean of students. In the event of suspension, students will be charged the full housing fee for the entire semester and refunded tuition based on the refund schedule outlined in the College Bulletin. All other fees and charges are forfeited. If a student is suspended from the College, a letter will be sent to her parent(s) or legal guardians with notification of the suspension. The student is not eligible for transient status or enrollment at another AUC institution.

15. **Suspension of College Recognition**

   Suspension of college recognition refers to the termination of College recognition as a registered student organization for a specific or indefinite period of time.
DEAN OF STUDENTS ADMINISTRATIVE OPTIONS

In certain circumstances following an incident of serious misconduct by an individual or group, the dean of students may impose a suspension, expulsion/dismissal, or other sanctions without a formal hearing process. The dean of students may also take the following actions:

1. **Interim Suspension** – When imposed, the student may be temporarily separated from the College until such time as the incident is resolved before a hearing officer or hearing board, and until a final decision including any appeal is issued. This interim action may be imposed if there is any reason to believe that it is necessary
   a. to ensure the safety and well-being of members of the Spelman College community;
   b. to ensure the student’s own physical or emotional safety and well-being;
   c. if the student poses a threat of disruption of or interference with the normal operations of the college; or
   d. when a felonious act has been committed. The interim suspension may also include other losses of privileges.

Examples of behavior that may lead to immediate suspension are, without limitation, physical violence, sexual assault, disruption of the educational mission or civil living environment of the College, larceny, severe damage to property, and possession and distribution of controlled substances.

2. **Medical Leave of Absence.** Spelman College offers Counseling & Disability Services and Student Health Services to assist students with managing emotional and other health and wellness needs. Students may sometimes be referred to off-campus facilities and service providers to assist with managing health and wellness concerns. However, students who cannot adequately be helped by the available facilities and/or refuse to accept recommended emotional and/or medical treatment and whose resulting behavior renders them unable to effectively function in the residential or College community, without harming themselves, others, or disrupting the College community, may be required to separate from the College for a prescribed period of time.

**Boards & Committees**

There are four (4) boards and committees that serve the Division of Student Affairs.

1. **Community Standards Review Board** – The Community Standards Review Board will conduct disciplinary hearings in referred cases. The Board will be composed of one student and faculty and staff member(s) of the College community who are selected from a pool of trained and experienced members of the Board. There will be no more than five members for each actual hearing. A quorum consists of three (3) members.

2. **Dean’s Hearing Board** – The Dean’s Hearing Board is a minimum three-person hearing board comprised of faculty and staff members. The Board will be composed of member(s) from the College community who are selected from a pool of trained and experienced members of the Board. There will be no more than five members for each actual hearing. A quorum consists of three (3) members.

3. **Community Standards Appeals Board** – The Community Standards Appeals Board will convene to review written appeals of the Community Standards Review Board case outcome. The Board will be composed of one student and faculty and staff member(s) of the College community who
are selected from a pool of trained and experienced members of the Board. A quorum consists of three (3) members.

4. **Policy and Procedures Committee** – The Policy and Procedures Committee is charged with reviewing and making recommendations regarding the *Student Handbook* and Community Standards and Code of Conduct. The Committee is selected by the dean of students and is composed of members of the College community.

5. **Campus Resource & Administration** - The Office of the Dean of Students administers the *Student Handbook*, the student conduct boards, and the Community Standards and Code of Conduct. The Office of the Dean of Students may also provide conflict mediation and restorative justice programs to assist with managing conflict in the College community.

**Family Educational Rights & Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of college students’ educational records. Such records include, but are not limited to, academic, health, counseling, and disciplinary records. Spelman College will not permit the release of educational records or other information about a student, other than directory information, without the student’s written consent. Exceptions to this policy are as follows:

1. Members of the faculty or administration of the College who have a legitimate educational interest
2. Officials of other schools in which the student wishes to enroll
3. To support the student’s application for receipt of financial aid
4. Organizations conducting studies for or on behalf of educational agencies
5. Accrediting agencies to carry out accrediting functions
6. To comply with a judicial order or lawfully issued subpoena, provided the student is notified before compliance with the order or subpoena when consent is required. This release must be in writing, signed, and dated by the person giving consent, and shall include:
   a. Specification of the record to be released
   b. Reason for the release
   c. Names of parties to whom the record is to be released

A record will be kept of the parties who have received access to a student’s record. Directory information will be furnished to those requesting such information unless the student notifies the College annually not to release this information. Directory information consists of the following:

1. Student enrollment
2. Dates of enrollment
3. Classification
4. Degree earned (if any) and dates
5. Major
6. Honors
7. Local and home address and telephone numbers

If a student does not wish to have any of the above information released, she should notify the Registrar’s Office. If you would like additional information about FERPA, please see the *Spelman College Bulletin* at [www.spleman.edu](http://www.spleman.edu).
Grievance Policy
A grievance is a complaint against a person for a perceived unjust or unfair act. Grievances can be filed in the Office of the Dean of Students. The Dean of Students will forward the student grievance form and maintain copies of all pertinent files and records. All other grievances will be addressed on a case-by-case basis.

A. The Student Grievance should state and specify the following information:
B. Name of person or persons involved in the perceived unjust or unfair act
C. A detailed description of the grievance identifying the dates, times, locations, and actions that were perceived to be unjust and/or unfair
D. Names of any witnesses and a typewritten statement detailing a description of actions witnessed
E. Suggested recommendations for solutions or actions you believe the college should take.
   Recommended actions must be consistent with college policy

The written grievance must be signed by the student and filed immediately following the alleged unjust or unfair actions/incident. The Office of the Dean of Students will investigate the concern and/or refer the case to the dean of undergraduate studies, appropriate department head, and to the Office of Human Resources for review and determination of “reasonable fairness” in seeking to resolve the matter. All parties involved in the alleged incident will be notified and will be allowed an opportunity to provide pertinent information in an effort to address the grievance.

The investigation process generally is completed within thirty (30) College business days from when the written complaint is filed. A written determination as to the validity of the grievance and a summary of the outcome and/or resolution will be issued by the dean of students, appropriate dean or director or chair, to the student filing the complaint and/or grievance. The case decision will be final.

The right of a student to a prompt and equitable resolution of the complaint filed will not be impaired by the student’s pursuit of other remedies, such as filing of a complaint with the responsible federal department or another agency. Once the resolution is finalized, the process is complete.

Campus Policies

Human Dignity Policy
Spelman College requires that the members of our campus community must respect all persons regardless of race, color, creed, gender, gender identity, religion, national origin, age, or disability. While we realize that acts of intolerance may be the result of ignorance and that a significant part of our mission is to confront ignorance with education, we cannot allow these acts to harm another person. We are committed to the continual task of combating both subtle and obvious intolerance.

Spelman College regards as unacceptable conduct on the part of its students any words or actions that are intended to be, or that are reasonably foreseeable to be, threatening, intimidating, or harassing to any member of the College community. This includes behavior or actions taken against students, faculty, staff, guests, and contracted service employees on the basis of age, race, ethnic origin, gender, sexual orientation, religion, physical or mental condition, marital status, protected veteran’s status, genetic tests, genetic information, or any other legally protected status.

Music in Community Spaces & Public Venues Policy
Spelman College is representative of a very rich diversity of students, faculty and staff. In keeping with the mission and goals of the College we have an expectation for expanded learning inside and outside
the classroom. Music is considered to be part of the educational fabric of the community. Thus, all music played at co-curricular programs, activities and events must be respectful of African-American women. Racially derogatory music and music that uses or promotes any form of derogatory words and actions representative of misogyny against African-American women will not be tolerated or permitted in public venues and/or official college programs. This policy includes all faculty, staff, and student organization events and activities.

**Peaceful Assembly Policy**

One of the primary functions of Spelman College is to discover and disseminate knowledge by means of research, teaching, and civic engagement. To fulfill this function, an open interchange of ideas is necessary not only within the College, and also in the larger society. As such, Spelman College believes peaceful assembly is an acceptable means of expression within our community.

Freedom of speech is also an idea encouraged and supported at Spelman. Implicit in this freedom is the right to dissent. We seek to provide the right to engage in peaceful assemblies for all faculty, staff, and students in our academic community. In providing individuals the right to peaceful assembly, there must also be room for others in the community to access academic and educational processes, to reside in residential spaces, and to take advantage of normal business operations.

By law, only peaceful assemblies are protected. Participation in a peaceful assembly must be voluntary, and must support the basic exchange of ideas with persons who may be opposed to the ideas or claims that a particular assembly is promoting. To engage in obstruction is a form of censorship, no matter who initiates it or for what reasons.

Actions such as the following are unacceptable: blocking, obstructing, or impeding passage of a person or vehicle, committing bodily harm, and/or erecting or placing of obstructions that result in depriving others of their rights. In all cases, students, faculty, and staff must be afforded an opportunity to decline to participate in the assembly and to exit and enter freely.

**Forms of Peaceful Assembly**

Peaceful assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, picket lines, and similar meetings or gatherings. The following are examples of forms of peaceful assembly. The information below is not intended to be an exhaustive list.

**Demonstration** A large group of people, usually gathering for a political cause. It usually includes a group march, ending with a rally or a speaker. A demonstration is similar to a protest in that they both can use the same or similar methods to achieve goals. However, demonstrations tend to be more abrasive and spontaneous, whereas protests tend to be more organized.

**March** A walk by a group of people to a place in order express an objection with any event, situation, or policy.

**Picket Line** A line or group of people who are refusing to go to work until their employer agrees to certain demands.

**Protest** A protest is a way to express an objections with any event, situation, or policy. These objections can be manifested either by actions or by words.

**Sit-In** Any organized protest in which a group of people peacefully occupy and refuse to leave college premises.
**Vigil**
An observance of commemorative activity or event meant to demonstrate unity around a particular issue or concern, and/or to promote peace and prevent violence.

**Guidelines for Planning a Peaceful Assembly**

Persons planning or initiating such assemblies to be conducted on the College campus are requested to identify the group’s event to the Office of Student Affairs. The Office of Student Affairs will provide general assistance with planning and support of peaceful assembly events and activities.

In some cases, areas may be reserved, if available, for the accommodation of such assemblies. Arrangements must be made for any assembly which involves the use of College buildings, grounds, and facilities not available for general use. The organization sponsoring a speaker or conducting an assembly assumes the responsibility for maintaining the College’s policies and student freedom of expression.

Public Safety may be required to ensure that the rights of all concerned are protected. The notification is necessary so that College personnel are aware of this type of activity and are able to insure the safety of all participants and members of our community. You may contact the Office of the Dean of Students at (404)270-5133 for further assistance.

**Counter-Protest**
A peaceful assembly on campus may invite another form of demonstration and/or protest. When these occasions arise, the freedom of expression of all parties is important. Please note that a separate protest area may be designated for those persons with views that differ from the views held by the event organizers. Public Safety may be required in order to ensure the safety of all participants.

**Class Attendance**
Students are expected to attend all their classes as scheduled. Specific class attendance policies are the prerogative of the individual faculty member. Students will be held responsible for any missed coursework. Any arrangements for missed coursework will be at the discretion of the faculty. In some cases, missed coursework may result in a reduction in grade or no grade at all for unauthorized absences.

**Photography**
Spelman College and its representatives on occasion take photographs for the College’s use in print and electronic publications. This serves as public notice of the College’s intent to do so and as a release to the College of permission to use such images as it deems fit. If you should object to the use of your photograph, you have the right to withhold its release by filling out a form in the Office of the Dean of Students.

**Sponsoring Visiting Speakers**
Political activity by student organizations is considered an educational activity and is permissible by the Internal Revenue Service. Thus, the following guidelines are required for coordination of political activity on the Spelman College campus:

1. The request must be made by a recognized student organization at least 14 days in advance of the stated activity.
2. The event must be approved by the Office of Student Life & Engagement, Office of the Dean of Students and the Office of the Vice-President for College Relations.
3. All advertisement must include the following disclaimer:
   a. “This event is sponsored by __________. The use of Spelman College facilities for this event does not constitute an endorsement by Spelman College. Spelman
College does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.”

4. The beginning of the event must include the following disclaimer:

“This event is sponsored by __________. The use of Spelman College facilities for this event does not constitute an endorsement by Spelman College. The views of those invited to speak on campus are the views of the speaker and not of Spelman College. Spelman College does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.”

5. No fundraising activities will be permitted to occur before, during or after the event.

6. All organizations must clearly state that Spelman College provides equal access for all political parties, candidates, and political views.

The Office of Student Life & Engagement will review requests for potential sponsorship of events on a case-by-case basis in consultation with other College officials. It is expected that events will be registered and approved using the regular timeline and event registration process in place for all registered student organization events. A request for exceptions with less than two weeks notice will not be approved.

Spelman College is considered a 501(c) (3) exempt organization. In 1954, Congress imposed a requirement on all 501(c)(3) exempt organizations that they not engage in partisan political activity, including interviewing, directly or indirectly engaging in any political campaign on behalf of or in opposition to any candidate for public office at any level, whether federal, state or local. Violations of this policy can lead to excise taxes and may jeopardize the Spelman College tax-exempt status.

For questions about these guidelines, please contact the Director of Student Life & Engagement in Manley College Center, Room 201.

Policy Prohibiting Sexual Misconduct, Sex/Gender Based Discrimination and Relationship Violence

All members of the campus community, guests, and visitors have the right to be free from all forms of sexual misconduct and are expected to conduct themselves in a manner that does not infringe upon the rights of others. Each individual is responsible for carrying out all interpersonal interactions in a context of mutual respect and open communication and, in the case of intimate relationships, with clear ongoing consent. Spelman College prohibits all forms of sexual misconduct, examples of which can include acts of sexual violence, stalking, dating or domestic violence, and sexual or gender-based harassment. The College encourages reporting and will take allegations or reports of sexual misconduct seriously.

The College has an obligation to respond to reports of such misconduct. The policy prohibiting sexual misconduct, sex/gender-based discrimination, and relationship violence provides information to help all members of the campus community understand the nature of sexual misconduct and how to report incidents. Further the Complaint Resolution procedures, outline the steps the College will take when it receives a report a member of the campus community experienced or was accused of engaging in sexual misconduct, relationship violence or stalking.
The Title IX & Compliance Office in collaboration with the Division of Student Affairs provides information regarding ongoing programmatic efforts and resources for students. The resources can be obtained by contacting the Title IX & Compliance Office at (404)270-4005 or by visiting www.spelman.edu/title-ix.

In the event a member of this college community reports an incident of sexual misconduct, relationship violence or stalking, the Title IX & Compliance office in consultation with Deputy Title IX Coordinators will provide a supportive environment for victims/survivors informing them of their rights and support options on campus, which may include:

- Implementing interim protective measures such as No Contact Directives, temporary housing relocation, or safety escorts;
- Implementing interim academic support, such as adjustments to academic requirements, or academic withdrawals;
- Making complaints to campus administrators or law enforcement;
- Making referrals to on campus and community services for counseling, health, religious life, and advocacy services.

Both the Policy and Complaint Resolution Procedures include detailed information about options for confidential disclosure and reporting.

To ensure timely assistance can be offered to victim/survivors of sex/ gender-based discrimination, sexual assault, relationship violence and stalking, most faculty and staff are required to report incidents to the Title IX & Compliance Director. The Office of Public Safety is also available to assist in filing an official report. All cases of suspected or witnessed child abuse or neglect, the College will notify the Georgia Division of Family and Child Services.

Survivors should preserve all physical evidence in cases where a criminal assault has occurred. In such cases, campus police should be consulted before removing clothing, washing or showering, or altering the scene of the crime in any manner. Public Safety will assist any survivor with making a report to the local police agency with jurisdiction if the survivor chooses to make a report about an incident occurring off campus. In these instances, the local police agency with jurisdiction shall assume responsibility for the criminal investigation.

**Sexual Assault, Relationship Violence and Stalking Resources**

<table>
<thead>
<tr>
<th>Confidential Resources</th>
<th>Non-Confidential Resources</th>
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<tbody>
<tr>
<td>Spelman 24-hour Confidential Response Line</td>
<td>Title IX &amp; Compliance Office</td>
</tr>
<tr>
<td>(678) 873-5884</td>
<td>(404) 270-4005</td>
</tr>
<tr>
<td><strong>Staffed by Spelman College faculty and staff volunteers. Available when classes are in session.</strong></td>
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<tr>
<td>Dean of Chapel</td>
<td>Assistant Director, Prevention &amp; Response</td>
</tr>
<tr>
<td>(404) 270-5728</td>
<td>(404) 270-5123</td>
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<tr>
<td>Counseling Services</td>
<td>AVP/Dean of Students</td>
</tr>
<tr>
<td>(404) 270-5293</td>
<td>(404) 270-5133</td>
</tr>
<tr>
<td>Student Health Services – Women’s Health Clinic</td>
<td>Assistant Dean of Students</td>
</tr>
<tr>
<td>(404) 270-5249</td>
<td>(404) 270-5133</td>
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<tr>
<td></td>
<td>Public Safety</td>
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<td></td>
<td>(404) 525-6401</td>
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<tr>
<td><strong>Dating Violence, Domestic Violence and Stalking</strong></td>
<td><strong>Sexual Assault</strong></td>
</tr>
<tr>
<td>Partnership Against Domestic Violence</td>
<td>Georgia Network to End Sexual Assault</td>
</tr>
<tr>
<td>(404) 873-1766</td>
<td>(800) 656-HOPE (1-800-656-4673)</td>
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</table>
Statement Regarding Privacy & Confidentiality

The College is committed to protecting the privacy of all individuals involved in a report of sexual assault and harassment. Every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review and investigation of any allegation of such violations. The privacy of the parties will be respected and safeguarded at all times. All College employees who are involved in the College’s Title IX response, including hearing board members, receive specific training and guidance about safeguarding private information. Privacy and confidentiality have distinct meanings under this policy.

Privacy

Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those College employees who “need to know” in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

Confidentiality

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without express permission of the individual. Those campus and community professionals include medical providers, mental health providers, ordained clergy, and rape crisis counselors, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

Applicable Laws

Title IX is the federal law prohibiting discrimination on the basis of sex in educational institutions, programs and activities. Title IX covers access to higher education including athletics, career education, education for pregnant and parenting students, employment and learning environments, math and science, and standardized testing and technology. Sexual harassment and sexual violence are forms of sex discrimination. The Department of Education Office of Civil Rights defines sexual violence as “physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent), including: rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Violence Against Women Act (VAWA), Section 304 prohibits domestic violence, dating violence, sexual assault, and stalking.

Title IX & Compliance Director

The Title IX Officer is responsible for coordinating the College’s compliance with Title IX, including overseeing all complaints of sex discrimination, including sexual violence, and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.
Questions or concerns may be directed as follows:

**Nicole Johnson**  
Title IX & Compliance Director  
Spelman College  
350 Spelman Lane  
Atlanta, GA 30314 - 4399  
Direct 404-270-5060  
Fax 404-270-5487  
email: njohns74@spelman.edu/titleixteam@spelman.edu

**Deputy Title IX Coordinators**

**AVP for Student Affairs and Dean of Students**  
Manley College Center, Room 210  
(404) 270-5133

**Bernadette Cohen**  
Director of Human Resources  
Rockefeller, Room 301  
(404) 270-5091  
email: bcohen@spelman.edu

**Sharon L. Davies**  
Provost & Vice-President for Academic Affairs  
Rockefeller, Room 101  
(404) 270-5031  
email: sldavies@spelman.edu

**Conduct Covered Under Title IX and VAWA**

**Cyberbylling.** Cyberbullying is bullying that takes place using electronic technology. Examples of cyberbullying include mean text messages or e-mails, rumors sent by e-mail or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

**Dating Abuse/Dating Violence.** A threat or an act of violence within the context of a dating relationship.

**Hazing.** Any activity intentional, or unintentional, due to reckless behavior, occurring on or off campus, directed against a student that endangers or is likely to endanger the student’s mental and/or physical health or safety regardless of a student’s willingness to participate in such activity in connection with or as a condition or precondition of gaining acceptance, membership, office or other status in a school organization. This activity is commonly associated with the student’s membership, initiation, affiliation, pledging and/or association with an organization, but may include other activities.
Intimate Partner Violence. Intimate partner violence is physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy.

Sexual Assault. The oral, anal, or vaginal penetration by a sexual organ of another or anal/vaginal penetration by any means against the victim’s will or without his/her consent. An individual who is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual’s ability to appraise the situation through the administering of any substance, or threat of harm to the victim.

Sexual Misconduct. Sexual misconduct is non-consensual, intentional physical conduct of a sexual nature. Lack of consent may be inferred from the use of force, threat, physical intimidation, or advantage gained by the victim’s mental or physical incapacity or impairment of which the perpetrator was aware or should have been aware.

Sexual Harassment. Sexual harassment is unwelcomed sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature which is made either explicitly or implicitly as a term or condition of an individual’s employment, academic advancement, or ability to participate in or benefit from the services, activities or privileges provided by the college. While sexual harassment most often takes place in situations of a power differential between the persons involved, the College also recognizes that sexual harassment may occur between persons of the same or lower college status, which includes students creating a hostile environment for a faculty member.

Stalking. Stalking is any repeated abusive conduct directed specifically at another person that creates fear for his/her safety, following another person, acts that threaten or intimidate another person through fear of bodily injury, or harm to property.

Consent
Consent involves knowingly and voluntarily agreeing to engage in sexual activity. Consent must be freely given and can be withdrawn at any time. Consent is as follows:
- A voluntary, sober, creative, wanted, informed, mutual, honest, and verbal agreement.
- An active agreement. The absence of "no" does not mean "yes."
- Does not involve coercion.
- Never implied and cannot be assumed, even in the context of a relationship.
- Being in a relationship does not mean that you have permission to have sex with your partner.
- Consent is a process. Consent must be obtained at every phase of the sexual activity.

Circumstances in which a person CANNOT legally give consent:
(No matter what he or she might verbalize):
- Severely intoxicated or unconscious as a result of alcohol or drugs
- Physically or developmentally disabled
- Once a person says "no." It does not matter if sexual behavior has happened in the past, or what kind of activity has occurred in the current event, earlier that day, or daily for the past six months. It does not matter if it is a current long-term relationship, a broken relationship, or marriage. If one partner says "no," and the other forces penetration, it is sexual assault.
- The victim is under the age 13 or is elderly.

If consent is not obtained prior to each act of sexual behavior (from kissing to intercourse), it is not consensual sex.
Consensual Relationship Policy
Spelman College encourages the development of collegial and professional relationships among all members of the College community and is committed to a learning and work environment of civility and mutual respect. Romantic and/or sexual attention, interaction, or relationships between certain categories of individuals undermine the fundamental educational purpose of the College and disrupt the workplace and academic environment.

The faculty-student relationship is one of trust in the College and the faculty member has the professional responsibility for being a mentor, educator, and evaluator. Faculty-student and staff-student romantic and/or sexual attention, interaction, or relationships, even consensual ones interfere with a student’s pursuit of learning and the integrity of the College environment.

Applicability
This policy applies to all administrators, faculty, and staff of Spelman College. Nothing in this policy replaces the policies on prohibited discrimination, unlawful harassment, and retaliation, or other policies that may be triggered by conduct or relationships covered by this policy.

Definitions
Consensual Relationship – interaction with students for a romantic and/or sexual relationship, including but not limited to, dating, pursuing dates, and relationships of a sexual nature in which both parties have given their consent.

Employee – as used in this policy, the term employee includes all who are employed by the College, including but not limited to, all categories of administrators, faculty, and staff. This policy also covers individuals who are under contract such as independent contractors, consultants, or temporaries with the College.

Student – refers to anyone currently registered for courses at the College (including those students who are cross-registered from other institutions), or completing a special project, lab(s) or senior project(s).

Policy Among Employees and Students
Consensual relationships between employees and students are inconsistent with the mission of the College. This type of behavior risks damaging the student’s educational experience, gives the appearance of favoritism and impropriety, harms morale, and risks the reputation of the College. Employees are strongly advised to exercise their best professional judgment concerning students. The College thus prohibits consensual relationships between employees and students.

If a teaching, mentoring, or supervisory relationship exists between individuals with a current or prior consensual relationship, the relationship must be disclosed to the provost/vice president for academic affairs or the vice president for student affairs, and alternative teaching arrangements will be implemented.

Policy Among Employees
The College prohibits employees from supervising, evaluating, or determining the terms and/or conditions of employment of anyone with whom they have or had a sexual relationship. When a current or past sexual relationship exists between any employees in a supervisory relationship, immediate steps must be taken to terminate the supervisory arrangement, and alternative means of supervision will be implemented. The supervisor must disclose this relationship to the director of human resources. Either party may request alternative means of supervision.
All employees should understand having a consensual relationship with students and/or with individuals whom they have supervisory responsibilities is a violation of this policy and may lead to disciplinary action by the College, up to and including dismissal and/or potential legal action by complainants.

**Other Campus Policies**

**Business & Entrepreneurial Activities**
A “business activity” is any activity carried on by a student that is intended to generate or that generates revenue or trade, whether or not for profit. The College recognizes that students may be engaged in business and entrepreneurial activities, the co-sponsorship of business and entrepreneurial activities, and/or the production and sale of a product or business service. Spelman College does not permit business and entrepreneurial activities on campus. As such, the use of Spelman meeting and residential buildings, rooms, spaces, and grounds will not be approved for personal business and entrepreneurial activities.

**Competition with Existing College Contracts**
All business auxiliaries operated on a campus shall be under the direct management, control, and supervision of the vice-president of business & finance. The sale and distribution of products and services includes any method of marketing by way of direct selling or indirect selling, including the use of posters, flyers, handouts, or other promotional literature. Such activities shall be subject to the provisions of this policy.

Items sold or to be offered for sale may be in violation of existing College contracts, i.e. Dining Services, Campus Bookstore, etc. Please contact Administrative Support Services at (404) 270-5112, Office of Student Life and Engagement at (404) 270-5136, Dining Services at (404) 270-5150 and/or Campus Bookstore at (404) 523-8520 for more information. Students may be required to move business activities off-campus should they disrupt residential life, compromise the educational environment, or jeopardize the nonprofit status of the College or any exemption of its income or property.

**Fundraising Policy**

**Administrators of Policy**
The Office of Student Life & Engagement provides oversight of student fundraising. All fundraising events must be registered. A master fundraising calendar will be maintained by the Office of Student Life & Engagement. The College will facilitate student groups in determining the most appropriate time for fundraising based on the type of fundraiser, events, etc.

**Fundraising Guidelines**
The fundraising activity is required to offer a benefit to the College community that is consistent with the College’s educational mission and comply with all local, state, and federal laws and ordinances.

- Fundraising events may not disrupt or impair the normal operation of the College.
- Fundraising events may not interfere with existing College-operated services or contracts.
- Fundraising organizers may not use overbearing or coercive acts that might intimidate those persons from whom support is sought.
- All fundraising contracts must meet the guidelines in this policy and must be reviewed and signed by the Office of Business & Financial Affairs as this is the only office authorized to sign a contract on behalf of Spelman College.
- A student, on behalf of their group, may be permitted to ask members of the Spelman
community to attend an event planned by the group as part of a fundraiser. In some instances, a portion or all of the proceeds may offset the costs a student incurs for trips, study abroad, etc.

- A student may not directly ask members of the Spelman community for a cash donation to support her participation in a Spelman College or a non-Spelman-affiliated event. This includes direct solicitation, office solicitation, e-mail or personal letter.

**Types of Fundraisers**

There are four different types of fundraising activities: (1) internal fundraisers, (2) external fundraisers, (3) sales, and (4) solicitations/donations/in-kind contributions.

**Internal Fundraisers**

Events sponsored to raise money for internal organizational use (e.g. operating expenses, organizational activities, etc.). The net proceeds of the fundraiser are to be dedicated only to funding the organization’s activities that comport with the organization’s stated purpose(s).

**External Fundraisers**

Events sponsored to raise money for charitable, tax-exempt organizations external to the College. The proposed recipient must be an IRS-recognized 501 (c)(3) organization. All commercial or political activities or organizations as well as unorganized or unrecognized public groups irrespective of their avowed aims or purposes are strictly excluded as recipient. For the donor to realize the tax benefit, contributions to external fundraisers must be made payable directly to the external charitable organization.

**Sales**

Students often engage in the sale of an item as a fundraiser. A sale constitutes any activity exchanging a product or service for money, goods, or other services. Sales can be used for internal or external fundraisers. Sales are permitted only from behind table in approved locations reserved through Facilities Reservations and coordinated by sponsoring office. Door-to-door sales are expressly prohibited in offices, classrooms and residence halls. A member of the sponsoring organization or College department must be present at the sale at all times. **Student fundraisers that promote the use or sale of alcohol, raffles, lotteries and sweepstakes will not be supported and/or approved.** Students should work with Aramark Dining Services and/or the Office of Student Life & Engagement to explore other options for fundraisers in consultation with the organization advisor.

The use of the Spelman logo or other indicia on the items for sale may not be used without prior approval of the Communications & Public Relations Office. See the Use of the Spelman College Name and Logo Policy.

**Solicitations/Donations/In-Kind Contributions**

Concern for the privacy of students, general building security and the protection of property has led to more stringent regulations about selling and soliciting on college campuses. Solicitation is defined as asking for funds or donations of goods or services either for internal organizational use, activity, or in support of an approved internal or external fundraiser. Individuals may not sell or solicit among the general College population. Contacting alumnae, individuals, foundations, or corporations must have the prior approval of Institutional Advancement. Since Spelman College is an active fundraising organization, it takes great strides to be sure that outside organizations and persons do not receive multiple requests from Spelman College.

A student **may not** directly ask members of the Spelman Community for a financial donation to support her participation in a Spelman or a non-Spelman affiliated event. This includes direct solicitation, office solicitation, e-mail or personal letter. The Institutional Advancement Office must be notified when cash
and checks are received in the name of Spelman College. Checks written to Spelman College for tax benefits must be handled by the Institutional Advancement Office.

**Assistance with Fundraising**
To request assistance with fundraising projects, please contact Susan Beckett-Mitchell in Institutional Advancement at (404) 270-6427, or e-mail at sbecket1@spelman.edu.

**Campus Facilities Use**
Registered student organizations have use of campus facilities and services as available. AUC student organizations must work with a Spelman College registered student organization to sponsor programs and use College facilities. AUC sorority and/or fraternity programs must be co-sponsored by a registered Spelman College sorority. All organizations are required to comply with the Office of Student Life and Engagement and general College policies and procedures.

**Posters, Signs, & Exhibits Policy**
Student organizations wishing to display flyers and posters in the Manley College Center must receive approval by the Office of Student Life and Engagement. Organizations and vendors requesting to display posters and flyers on Spelman College property must be approved by the Office of Student Life and Engagement or the department responsible for the bulletin board(s) in a particular building. Posters, flyers, pictures, and lettering of any kind may be displayed on designated bulletin boards. They may not be affixed to walls, windows, or doors. Posters and flyers must be neat, legible, and in good taste. The name of the sponsor(s) must appear on the poster or flyer. Posters advertising alcohol and drugs, obscene and lewd advertisements, as well as advertisements for functions, events, and displays that are not consistent with the mission of the College will not be approved to be displayed on Spelman College property.

Registered student organizations are responsible for the removal of event flyers, exhibits, and displays within 24 hours after the event. The Office of Student Life and Engagement reserves the right to fine registered organizations for violations of this policy. Organizations that have disregarded the signage policy will be given one courtesy warning via e-mail, after which the organization will be fined $50 each day until the items are removed. Second offenses may result in the organization being prohibited from posting or exhibiting until the next academic semester.

**Vendor Policies**
The Student Government Association sponsors a weekly Market Friday program. Market Friday is an exciting shopping, music, and entertainment experience for Spelman and other Atlanta University Center (AUC) students, faculty and staff. Participants have an opportunity to enjoy food, a live disc jockey (DJ), step/stroll shows, live entertainment, and a variety of vendors to meet their personal shopping interests and other needs. The DJs represent currently enrolled students from the AUC who are provided opportunities to demonstrate their talents and skills. Vendors are required to bring their own tables. Registration takes place in Lower Manley on the day of Market. Vendors can pay by cash or money order.

**Vending Fees**
- Normal Vending Table: $40.00
- Registered Student Organizations: $10.00
- Special Event Market Fridays: $60.00 (Homecoming and Founders Day)

**Prohibited Vendor Services**
Vendors who perform skin care services or those services performed by licensed stylists and estheticians will not be eligible to participate in Market Friday.
This includes vendors who provide the following services:
- Razor/Waxing eyebrows and/or removing other facial hair
- Facials or other chemical products being applied to the skin
- Hair relaxing or other processes involving chemicals

For additional questions regarding Market Friday, please contact the Office of Student Life and Engagement at 404-270-5136.

For a complete list of restricted items or to inquire about a specific product please contact the Office of Student Life and Engagement at 404-270-5136.

Vendor Profile
Every vendor, guest speaker or lecturer must complete our standard Vendor Profile and/or Independent Contractors Agreement. In addition, all vendors must acquire and maintain a Certificate of Insurance for general liability and statutory workman’s comp if they have employees.

All food service vendors must comply. The office of Administrative Services will maintain and assure that the certificate is current. If vendors do not carry an updated certificate of insurance, they will not be allowed to deliver goods and/or services to or at the College until their certificate is current in the Office of Administrative Services.

Travel Policy
All travel by a Registered Student Organization must be approved by the director of student life and engagement. Individual students or groups traveling off-campus, out of state and abroad are required to obtain, complete and submit the Travel Packet to the Office of the Dean of Students. All student travelers must provide the appropriate contact information to the Office of the Dean of Students at least 30 days prior to the travel date to assist the College with managing student travel, potential emergency and other situations.

Window Painting
The painting of windows in the Manley College Center is permitted for special events as reviewed and approved by the Office of Student Life & Engagement. Student Organizations should use non-toxic, washable paint only for window painting. Failure to remove the paint immediately following the event conclusion will result in a $50 per window removal which will be directly billed to the student organization. Windows must be cleaned with materials provided by the Office of Student Life & Engagement, as other materials may cause damage to campus facilities, which may result in the organization being billed window replacement fees. To reserve the window for your event, please complete the window registration form in the Office of Student Life and Engagement.

Chalking Policy
Chalking for the purpose of advertising is allowed on the Spelman College campus for all registered student organizations and College departments. The following are the guidelines for chalking on the Spelman College campus.
- Chalking may only be done outside on sidewalks and like spaces. Chalking is excluded from the following spaces:
  - Outside the Spelman College Gates
  - In, around, or on the steps of Reynolds Cottage
  - In, around, or on the steps of Rockefeller Hall
  - In, around, or on the steps of Sisters Chapel
  - In, around, or on the steps of Packard Hall
  - Chalking on vertical surfaces is prohibited (i.e. walls, sides of steps, doors, trash receptacles).
  - Chalking on horizontal surfaces is allowed, provided:
- It is not under an overhang
- Rain or snow will be able to directly wash the chalking away
- Acceptable chalking materials include only washable, powder-based sidewalk chalk.
- All chalking must abide by college policies as set forth in the Community Standards and Code of Conduct.
- Authorized chalking may not be tampered with or written over in attempt to deface chalking messages and purposes.
- Every Spelman College student organization has the right to chalk on Spelman grounds but is obligated to follow chalking guidelines. No student organization may prevent or inhibit another organization from chalking unless approved by the dean of students.
- No authorized chalking may violate any campus chalking policies as set forth in this handbook.

Violations of the above policy may result in disciplinary action by the dean of students. Questions may be directed to the Office of the Dean of Students in Manley College Center, Room 210 or via phone at (404) 270-5133.

**Atlanta University Center Consortium**

The Atlanta University Center Consortium is the largest consortium of historically Black institutions of higher learning in the world. Its four partner institutions include Spelman College, Clark Atlanta University, Morehouse College, and Morehouse School of Medicine. The institutions share cross-registration, extracurricular activities, and the Woodruff Library.

The Atlanta University Center Consortium institutions have exemplified educational excellence for more than a century. Our students are selected from among the top students in the country, and we are committed to preparing exceptional students for academic excellence, leadership, and service. We believe each student is a unique individual and will challenge him/her to exceed his/her own highest personal and intellectual expectations. Students are encouraged to remember that they represent their individual college/university, the Atlanta University Center Consortium, and alumni as they serve in various capacities throughout the Consortium and in the greater Atlanta metropolitan community.

The Atlanta University Center Consortium is home to some of the best and brightest undergraduates in the country. As a member of the Atlanta University Center Consortium community, you have voluntarily entered into a community of scholarly learners who are expected to exhibit thoughtful academic study and discourse, and ethical and socially responsible behavior on and off-campus. Cultivating exceptional scholars and leaders requires a commitment to standards of excellence, including integrity, civility, community, responsibility, and accountability for ethical behaviors and interactions in the Atlanta University Center. The Atlanta University Center Policy on Co-Curricular Activities, and institutional policies and procedural guidelines support each college and/or university’s academic mission, objectives, processes, functions, and general operations. We encourage students to reflect on each institution’s values and behavioral expectations and make an effort to practice personal responsibility for your behaviors.

**Conduct in the Classroom & Other Academic Settings**

Some of the most stimulating and enlightening discussions take place in the various Atlanta University Center Consortium classrooms and other academic settings. Consequently, students should be on time or arrive 10–15 minutes prior to class. All supplies should be in hand, and the student should be prepared to benefit from every minute of class.

Students should also be prepared to remain for the entire duration of the class or event. Students are expected to avoid talking and texting on electronic devices or using social media during a class session. This includes convocation or any academic meeting, session, or workshop. All devices should be turned
to silent mode prior to the class meeting or session and only turned on and utilized after the class or event has ended.

**Dress for Success**
Dressing for success is a practice witnessed in and out of the classroom at Spelman College and in the Atlanta University Center Consortium. We want to encourage you to be very practical as college life is stressful, and you will want to be comfortable more often than you’ll want to be stylish. Clothing that exposes any part of your anatomy or that does not provide appropriate coverage is a distraction, and is not the way to be taken seriously in the classroom or anywhere else on campus. Remember to keep in mind that you represent the historic Atlanta University Center Consortium institutions and its rich history, so your attire must be suitable for each occasion.

**Community & Off-Campus Settings**
Spelman’s tradition of academic excellence is complemented by its dedication to community leadership and service. During the Spelman student’s academic career, she is likely to represent the College many times through community service or other forms of civic engagement. Spelman students also represent the College at formal dinners, receptions, church services, and other occasions. Although you may be selected as the individual to attend a particular event, we ask that you remember that you represent the College at all times. Consequently, two things are especially important – how you look and what you say.

1. Spelman College students participate in community service through the Bonner Community Service and Student Development program, student organizations, local churches and agencies. It is vital to view yourself as a representative of the College. Students at service locations should dress in appropriate casual clothing that does not expose any private parts. See-through, clingy and/or provocative clothing is not acceptable for work at community service sites.
2. Equally important, there is always some level of interest in what a Spelman student has to say and how she feels about a given issue or topic. Each of these opportunities may serve you well in the future as you network with potential future employers and make new friends and acquaintances.

   As you meet, greet, and share your thoughts and opinions, please refrain from using profanity, slang, and crude language as they are not acceptable at community service locations, internships, and other public locations. This general rule also applies to contact with the media, i.e., live radio remotes, television, and newspaper quotes.

   Again, you are an ambassador for the College and the contact that individuals or groups have with you can easily shape their view of Spelman College. Students who make inappropriate or offensive remarks in any public venue, then identify themselves as Spelman students, do a disservice to themselves and to the College, and may be subject to intervention or possible disciplinary action.

**Awards Ceremonies**
Various awards programs and ceremonies will take place across the city. It is always acceptable to ask your host what the appropriate attire is for the event. In general, formal dinners and awards ceremonies at local hotels call for business attire or after-five attire.

**Worship Services**
Spelman College is an incredibly diverse community with respect to religious, spiritual, and faith traditions. Although each faith community differs, it is our expectation that you dress appropriately for all worship services.
Business Etiquette
There are a number of practices that will enhance your own personal excellence. To make the best impression, it is suggested that you purchase business cards and stationery. Business cards with your name, e-mail address, major, and organizations will make a statement to prospective employers and professors. You may offer your card and keep a file of the ones that you collect. Write on the back of collected cards where you met the person, the date and other information that you discussed. Thank you notes are also one of the greatest and most powerful secrets to opening doors of opportunity and influencing people to help you time and again. After a meeting, reception, or event, send the person a handwritten note indicating that you enjoyed meeting them and that you look forward to connecting again in the future. The same kind of thank you note should be sent following an internship or job interview. Keeping this kind of communication open can be invaluable in your future success.

During your college career, you will receive countless invitations to events on- and off-campus. Where indicated on an invitation, students must R.S.V.P. or extend the courtesy of a response regarding attendance. Always call your host on or before the stated deadline to indicate whether you will be attending the event. Food and accommodations can be costly and the R.S.V.P. is the most appropriate and courteous response to allow your host to prepare the appropriate seating and refreshments.

E-Mail Addresses & Voicemail Messages
Does your e-mail address and voicemail message give the right impression to other students, faculty, staff, and/or potential employers? It is important to have a professional and appropriate e-mail address and voicemail message that will characterize you as a focused, dedicated and committed student. Students should have a simple e-mail address and basic professional message on your residence hall, home answering machine, or cell phone voicemail. It is recommended that you avoid background music. If music is used, be very selective, opting for jazz or soft music. Prospective employers and others may not share your taste in music and may use this interaction as part of their evaluation of your character as a potential candidate.

Websites & Online Communities
Students should be mindful that content posted on websites and online communities are considered public information. Many employers dedicate staff to research and review sites to gather additional information about the character of potential employment candidates. Online communities and tools like Facebook, Twitter, YouTube, Tumbler, etc., are great innovations that offer opportunities to interact with an extraordinarily expansive universe of new people. Individuals with particular social identities or hobbies can use it to find friends with common interests. Our basic humanity is, for better or for worse, vulnerable to context, circumstance, and interpretation. It is important to remember that online communities and tools create as many obligations as they do opportunities for expression.

1. There are various safety and security risks to consider when using online communities. Students often display their full names, e-mail addresses, profiles, instant-message screen names, cell phone/other numbers and class schedules online for public viewing. Online communities can be used as a device to stalk another person. A potential stalker may have little hesitation sending harassing or threatening electronic communications to a victim. Cyber bullying and/or stalking generally involves harassing or threatening behavior that an individual engages in repeatedly.
2. Online communities are advertised as a private environment that is closed to the public because its members must be invited and must log in with a username and password. Students must remember that the internet is an open, unlimited international community. Online communities
are open to students, faculty, staff, alumnae, and employers. Therefore, students are encouraged to consider the number of faculty, staff, employers, and alumnae who may have access or be provided information from websites and online communities that may impact decisions about employment, scholarships, leadership positions, and/or other opportunities.

Facebook, Twitter, YouTube, Instagram, Snap Chat and other online communities and tools represent a variety of forums in which you can make choices about how you choose to represent yourself publicly. However, that freedom does not suggest that you can do so without impunity. Because we live in a society in which expression is judged in legal, policy, and even personal ways, it is important to remember the consequences of such expression no matter how fun it might seem in the moment.

Consequences for Online Community Violations
Atlanta University Center Consortium faculty, staff and administrators are not actively seeking evidence of illegal activity and/or violations of any institution’s Community Standards and Code of Conduct online. Most cases are brought to our attention by students, parents, and/or other people enrolled in and/or connected to the various College communities. In cases where evidence of a violation of an institution’s Community Standards and Code of Conduct and/or other illegal activity is posted online, the information is provided to the appropriate Public Safety and/or Student Conduct/Judicial Officer to address the issue as a Code of Conduct violation and/or a law violation.

Thus, students are encouraged to think about future consequences for their actions before posting any information that might be threatening, harassing, intimidating, or just plain inappropriate, as it may be a violation of the College community standards and behavioral expectations or an actual law violation.