SPELMAN COLLEGE
Student Handbook and Resource Guide

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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.
ACADEMIC DEPARTMENTS

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

EMERGENCY CONTACTS

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

Counseling & Disability Services (404) 270-5293
Dean of Students (404) 270-5133
Emory Midtown Hospital (404) 686-4411
Piedmont Hospital (404) 605-5000
Sexual Assault, Relationship Violence & Stalking Response Line9 (678) 873-5884
Student Health Services (404) 270-5249
# CAMPUS PHONE NUMBERS

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<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone Number</th>
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<tr>
<td>Assessment of Student Learning</td>
<td>Milligan Building, Room 2312</td>
<td>(404) 270-5610</td>
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<td>Bonner Office of Community Service</td>
<td>Manley College Center, Room 202</td>
<td>(404) 270-5315</td>
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<tr>
<td>Center for Leadership &amp; Civic Engagement</td>
<td>Milligan Building, Room 1101</td>
<td>(404) 270-6070</td>
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<td>Services &amp; Student Development</td>
<td>202 Manley College Center</td>
<td>(404) 270-5315</td>
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<tr>
<td>Campus Bookstore</td>
<td>Spelman College Mail Center</td>
<td>(404) 523-8520</td>
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<td>Campus Newspaper</td>
<td>Manley College Center</td>
<td>(404) 270-5013</td>
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<td>Campus Wellness</td>
<td>Read Hall</td>
<td>(404) 270-6066</td>
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<td>Career Planning &amp; Development</td>
<td>Milligan Building, Room 2306</td>
<td>(404) 270-5273</td>
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<td>Cooperative Education</td>
<td>Milligan Building, Room 2109</td>
<td>(404) 270-5279</td>
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<tr>
<td>Counseling &amp; Disability Services</td>
<td>Mac Vicar Hall</td>
<td>(404) 270-5293</td>
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<tr>
<td>Dean of Students</td>
<td>Manley College Center, Room 210</td>
<td>(404) 270-5133</td>
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<tr>
<td>Assistant Dean of Students</td>
<td>Manley College, Room 209</td>
<td>(404) 270-5242</td>
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<td>Dining Services</td>
<td>Manley College Center</td>
<td>(404) 270-5150</td>
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<td>Diversity &amp; Inclusion</td>
<td>209 Manley College Center</td>
<td>(404) 270-5143</td>
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<td>Financial Aid &amp; Scholarships</td>
<td>Packard Hall, Room 202</td>
<td>(404) 270-5212</td>
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<tr>
<td>Help Desk</td>
<td>ACC, Room 201</td>
<td>(404) 270-5400</td>
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<tr>
<td>Housing &amp; Residence Life</td>
<td>Johnnetta Betsch Cole Living</td>
<td>(404) 270-5344</td>
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<td>I.D. Cards/Educational Media</td>
<td>Cosby Academic Center Lower Level</td>
<td>(404) 270-5617</td>
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<td>International Students Services</td>
<td>Milligan Building, Suite 1000</td>
<td>(404) 270-5681</td>
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<td>Learning Resources Center</td>
<td>Milligan Building, Room 2312</td>
<td>(404) 270-5618</td>
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<tr>
<td>Library</td>
<td>Robert W. Woodruff Library</td>
<td>(404) 978-2000</td>
</tr>
<tr>
<td>Lost and Found (in Public Safety)</td>
<td>Parking Deck–Lee Street</td>
<td>(404) 525-6401</td>
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<td>Mail Center Services</td>
<td>Spelman College Mail Center</td>
<td>(404) 270-5862</td>
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<td>Market Friday</td>
<td>Manley College Center, Room 210</td>
<td>(404) 270-5968</td>
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<tr>
<td>MARTA Train/Bus Information</td>
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<td>(404) 848-4711</td>
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<td>Parking Services</td>
<td>Parking Deck–Lee Street</td>
<td>(404) 270-5431</td>
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<td>Public Safety</td>
<td>Parking Deck–Lee Street</td>
<td>(404) 525-6401</td>
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<td>Registrar</td>
<td>Packard Hall, Room 204</td>
<td>(404) 270-5230</td>
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<td>Student Affairs</td>
<td>210 Manley College Center</td>
<td>(404) 270-5138</td>
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<td>Shuttle Bus Service</td>
<td>Public Safety Office</td>
<td>(404) 270-5328</td>
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<td>Sisters Chapel/</td>
<td></td>
<td></td>
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<tr>
<td>WISDOM Center</td>
<td>Bessie Strong Hall</td>
<td>(404) 270-5729</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>Manley Student Center</td>
<td>(404) 270-5978</td>
</tr>
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<td>Student Life &amp; Engagement</td>
<td>201 Manley College Center</td>
<td>(404) 270-5136</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>Mac Vicar Hall</td>
<td>(404) 270-5249</td>
</tr>
<tr>
<td>Student Technology Assistance Center (STAC)</td>
<td>Manley College Center, Room 210</td>
<td>(404) 270-5324</td>
</tr>
<tr>
<td>Zip Car Program</td>
<td>Cosby Lot (<a href="http://www.zipcar.com">www.zipcar.com</a>)</td>
<td>(866) 494-7277</td>
</tr>
</tbody>
</table>
Spelman College Administration

Mary Schmidt Campbell
Helga Greenfield
Robert Flanigan Jr.
Sharon Davies
Ingrid Hayes
Darryl Holloman
Jane Smith
Jessie Brooks
Chandra McCrary
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
Vice President & Secretary of the College

Spelman College Deans

Desiree Pedescleaux
Geneva Baxter
DeKimberlen Neeley
Sylvia Maddox
Neichelle Guidry

Dean, Undergraduate Studies
Associate 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>President</th>
<th>Years</th>
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<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>
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<tr>
<td></td>
<td>First Alumna President 1887–1997</td>
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<tr>
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<td>First Black Woman President January–June, 1987</td>
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<td></td>
<td>Acting President 1976–1987</td>
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<td>1953–1976</td>
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<td>First Black President 1927–1953</td>
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<td>1910–1927</td>
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<td>1909–1910</td>
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<td></td>
<td>Acting President 1891–1909</td>
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<td>1881–1891</td>
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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.
A Message from the Vice-President for Student Affairs

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.
Letter from the President of the Student Government Association

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
Afrekeete
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 sub-mitted. 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, scolli13@spelman.edu
Arvena 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. 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. 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.
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](http://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: 9 AM– 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](http://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, résumé 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 9 AM – 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

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.

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

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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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**

**Hours of Operation:**

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**Starbucks**

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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, dtogunde@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, rjones@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-abroad 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](http://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–Friday 9 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.

Title IX & Compliance Office
Location: Milligan Building, Room 2035
Hours of Operation: Monday–Friday 9 AM–5 PM
Phone: (404) 270-4005
titleix@spelman.edu

Spelman College is committed to cultivating a campus community free from sex and gender-based discrimination and harassment, including sexual misconduct and relationship violence. Dedicated to
delivering the Spelman Promise, the Title IX & Compliance Office supports this commitment through compliance efforts, promoting community accountability, responding to incidents, education and encouraging student leadership.

**ZIP Cars**
Website [www.zipcar.com](http://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](http://www.zipcar.com). For assistance, please call 404-817-3599, 1-866-4-ZIPCAR, or 1-866-494-7227.
COMMUNITY STANDARDS &
CODE OF CONDUCT

Spelman College Code of Conduct
SPELMAN COLLEGE MISSION AND PURPOSE

Mission Statement

Spelman College ("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, 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 its membership in the Atlanta Regional Council on Higher Education (ARCHE).

Spelman offers an educational experience characterized by excellence. A Spelman education emphasizes 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.

Philosophy on Student Responsibility

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

The premise of our Code of Conduct Process is that we expect students to take responsibility for their behavior, in addition to holding their peers accountable for being good citizens. The Code of Conduct Process allows the College to address behavior that has a negative impact on individuals and/or the campus community. The College views its Code of Conduct Process as a learning experience that is intended to result in the growth and personal understanding of individual responsibilities on the part of all parties. This Code of Conduct is designed to communicate behaviors that negatively impact our community.

Purpose of the Code of Conduct

Spelman College is committed to the development and personal growth of its students. Students are encouraged to reflect on the College’s values and behavioral expectations as they engage in their academic studies and co-curricular activities.

This Code of Conduct applies to Spelman students both on and off campus. When a Spelman student is accused of misconduct on any AUCC campus, Spelman will address the conduct violation. Likewise, when a non-Spelman AUCC student is accused of misconduct on the Spelman College campus, the matter will be referred to the student's home institution.

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

The following are the values of the College that all students are expected to uphold:

1. **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.

2. **Responsibility** – Members of our community are expected to take ownership of individual choices and any subsequent consequences.

3. **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.

4. **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.

5. **Community** – Learning to live as a member of a community is an important part of the personal development of our students. Individuals must learn to respect other individuals. As members of the Spelman community, students are provided numerous venues to voice their expectations and concerns about community life. The College expects that students will use available campus resources to resolve differences and conflicts peacefully.

**JURISDICTION**

The Code of Conduct is available online on the College website. Hard copies are available upon request from the Dean of Students Office. Students are responsible for reading, accepting, and abiding by the provisions of the Code of Conduct.

The Code of Conduct and Code of Conduct Process apply to the conduct of individual students and all College-affiliated student organizations. For the purposes of student conduct, the College considers an individual to be a student when an offer of admission has been accepted and thereafter as long as the student has a continuing educational interest in the College. A student maintains a continued educational interest during academic terms, scheduled vacations, summer months, periods of leave, and during off-campus study.

The College retains conduct jurisdiction over students who take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to their leave, withdrawal, or graduation. The Code of Conduct Process will continue in these instances, and all sanctions must be satisfied before a student is permitted to re-enroll. In cases where it may not be possible to resolve a case before a student’s graduation, the President (or designee) may cause the student’s degree to be withheld until the case is fully resolved. All sanctions must be satisfied before any degree is awarded. In the event of serious misconduct committed while a student is still enrolled but reported after the accused student has graduated, the College may invoke these procedures and should the former student be found responsible, the College may revoke that student’s degree, or invoke any other appropriate sanction.

Student organizations, including any organization, club, athletic team, or other group recognized by the College, will be held accountable under this Code of Conduct for actions committed by their members who are acting on behalf of the organization as a whole. In certain situations, the Code of Conduct Process may be instituted against both individuals and organizations.

The Code of Conduct applies to behaviors that take place on-campus, at College-sponsored events (both on and offcampus), and off-campus when the Dean of Students or their designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest includes, but is not limited to, conduct that occurs in connection with a College-sponsored event, directly affects a member of the Spelman community, or suggests a potential threat or danger to the student or others.
The Code of Conduct applies to the conduct of visitors and/or guests of students. Student hosts may be held accountable for the misconduct of their visitors and/or guests. The Code of Conduct also applies to conduct committed by a student against a visitor and/or guest.

There is no time limit on reporting violations of the Code of Conduct; however, the longer someone waits to report an offense, the more difficult it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, an anonymous complaint may limit the College’s ability to investigate and respond. Anyone who is aware of misconduct is encouraged to report it as quickly as possible to the Office of the Dean of Students and/or Spelman Public Safety.

The College will use the student e-mail address assigned by the College as the primary means of communicating with students about the Code of Conduct, including any alleged violations, and the Code of Conduct Process. Students are responsible for checking their student e-mail and are deemed to have received communications delivered to their student e-mail address.

**Violations of the Law and Interim Suspension**

When a Code of Conduct violation occurs over which the College has jurisdiction, the Code of Conduct Process will proceed, to the extent possible, notwithstanding any criminal investigation or complaint that may arise from the same incident. As set forth more fully in the Code of Conduct Process, the College reserves the right to suspend a student on an interim basis when a student is undergoing a criminal investigation or facing criminal charges that prevent the College from moving forward with the Code of Conduct Process.

Students accused of violations of criminal law may request a voluntary leave of absence from the College until the criminal charges are resolved. In such situations, the College will approve a request for a voluntary leave of absence based on the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial;
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, to be reinstated to active student status, they must first be subject to, and fully cooperate with, the Code of Conduct Process and must comply with all sanctions that are imposed.

**Code of Conduct Violations**

Spelman students are held responsible for their conduct at all times and are expected to uphold the College’s values of integrity, responsibility, respect, fairness, and community. Any student or student organization who is academically dishonest or engages in social misconduct including but not limited to harming another person, damaging or destroying property, engaging in dangerous, disorderly, or disruptive conduct, or violating or obstructing college policies or procedures shall be subject to the Code of Conduct Process.

The Code of Conduct may be applied to behavior conducted in person, online, via email, or through any other electronic medium. Students should be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. While the College does not routinely seek out this information, the College may take action if and when such information is brought to the attention of College officials. While most online speech by students not involving College networks or technology will be protected as free expression and not subject to this Code, there are two notable exceptions:

1. A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”; and
2. Speech posted online about the College or its community members that causes a significant on-campus disruption or is violation of the Code of Conduct or College policies, including but not limited to the Policy on Sexual Misconduct. [https://www.spelman.edu/title-ix](https://www.spelman.edu/title-ix)

These expectations and rules apply to all students. The College encourages community members to report to College officials all incidents that involve potential Code of Conduct violations.

While not exhaustive, the following categories illustrate the expectations of the College and provide examples of misconduct subject to the Code of Conduct Process.
I. Violations of Academic Integrity
   Any form of academic dishonesty which may include, but is not limited to:
   A. Cheating;
   B. Colluding with/assisting any student or member of the College community in violating any of the Academic Integrity Policy;
   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 use of the signature of another person on academic and other College documents;
   G. Unlawfully assessing and/or securing examinations or tests.

   *Please refer to the Academic Integrity Policy for full policy and procedures.

II. Social Misconduct
   A. Actions against Persons
      1. Harassment - 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.
      2. Human Dignity - Physical, verbal, graphic, electronic or written conduct based on race, color, ethnic origin, gender, gender identity, age, religion, national origin, 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.
      3. 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 victim’s consent or acquiesce to physical mistreatment is not an acceptable defense by any individual or group in the College community.
      4. 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 College 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. The definition includes, but is not limited to:
         a. Screaming at an individual or group;
         b. Belittling or humiliating participants;
         c. Using derogatory, profane, or obscene language toward participants;
         d. Requiring participants to engage in morally degrading or humiliating games (as perceived by the College community and/or participants);
         e. Embarrassing activities;
         f. Reputation-damaging activities;
         g. Dishveling hair, tearing clothes; and
         h. Using participants’ cars, money, clothes, or other personal items.
         https://www.spelman.edu/docs/title-ix/sexual-misconduct-policy.pdf?sfvrsn=b44a9b50_6
   B. Actions against Property
      1. Stealing or possessing stolen property, or extorting or attempting to extort money or property from any member of the College community.
      2. Intentionally damaging or destroying the property of the College, a member of the College community, or those contracted with the College.
      3. Unauthorized use of checks, personal records information, credit cards, or calling cards.
   C. Dangerous, Disorderly, or Disruptive Conduct
      1. Disorderly Conduct includes any action involving disturbance of the public peace, or lewd and indecent behaviors.
      2. Disruptive Activity
         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.

3. Breaching Campus Safety and Security
   a. Unauthorized entry into, use or occupancy of College facilities, including unassigned residence hall rooms and unauthorized access to College facilities.
   b. Unauthorized possession of College keys or master keys and access cards to College offices or residential facilities and the duplication of keys or access cards.
   c. Propping open fire doors, security doors, and/or secured doors.
   d. Obstruction of the free flow of pedestrians or vehicular traffic on campus or at College-sponsored events or activities.

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

5. Firearms, Weapons, Fire, and Explosives
   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.
   a. Attempting to ignite and/or igniting a 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.
   b. 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.

6. 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. Intentionally or recklessly attempting to ignite and/or igniting College and/or personal property 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 drill.
   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.

D. Obstructing the College’s Procedures or Violating College Policies and Procedures
1. 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 Code of Conduct and Code of Conduct Process, including:
   a. Failing to comply with the directions of College officials or law enforcement officers acting in performance of their duties.
   b. Failing to appear, either as student who is the subject of Code of Conduct proceedings or as a witness, at student conduct hearings, College investigations, and appeals hearings when reasonably notified to do so by a College official.
   c. Withholding material information from the College, misrepresenting the truth in a Code of Conduct hearing or College investigation, and/or making false statements to any College official.
   d. Retaliating against or harassing a complainant or other person alleging misconduct, including but not limited to intimidation and threats.
   e. Knowingly violating the terms of any Code of 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.
2. Forgery, Failure to Comply or Furnishing False Information
   a. Knowingly providing false information to the College, faculty, and/or staff either verbally or in writing.
   b. Altering financial, academic, and/or nonacademic documents.
   c. Failure to comply with policies, procedures, and/or directions imposed by any College official in performance of his/her duties.
   d. Failure to comply with reasonable instruction from a College official, including the presentation of valid identification upon request.
   e. Failure to respond to written and/or verbal communication from a College official.
   f. Intentionally initiating or causing to be initiated any false report, warning, threat of fire, explosion, or other emergency on College property or at a College-sponsored event.
3. Violation of Published College Policies and Procedures - Violating published materials, policies, procedures, and guidelines provided by the College and College departments.
4. Housing and Residence Life - Violation of any policy, procedure, notification, regulation, or condition established within the residence halls, and/or any rules established by majority vote of the residents.
5. Intellectual Property - Violation of the College’s Intellectual Property Policy, including but not limited to the unauthorized use (including misuse) of the College’s or organizational names, logos, and/or images.
6. 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 non-academic 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); and
   i. Use of intellectual property without authorization from the owner, including downloading, uploading, or sharing copyrighted material without permission.
7. 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 College property.
8. Ineligible Membership Intake or Association - Participating or associating with a student organization without having met eligibility requirements established by the College.
2. Other Policy Violations
   1. Collusion - Action or inaction with another or others to violate the Code of Conduct.
   2. Trust - Violations of positions of trust within the College community.
   3. Violation of law - Violation of any local, state, and/or federal law or municipal ordinance.
   4. Complicity - Assisting, procuring, encouraging, and/or cooperating with another person in the commission of a violation of the Code of Conduct.
5. Smoking and Tobacco - Smoking or tobacco use in any area of campus. Electronic smoking devices for the purposes of this policy are the devices that stimulate smoking through inhalation of vapor, or aerosol from the device, including e-cigarettes, e-cigars, e-pipes, or vape pens.
6. Pets - Pets and other animals are prohibited in all College buildings, except those identified as service animals or those approved for guided assistance. All service or comfort based pets should be approved through the Office of Disability Services.
7. 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. Creating crowd-sourcing accounts that utilize the name of the College in any way.
b. Promoting sales in person or by handbills, through email and/or the 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.

c. Door-to-door solicitation in academic and nonacademic buildings, including residential facilities.

d. Commercial stuffing of student mailboxes

8. Public Posting - 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.

Spelman College Conduct Procedures

College as Convener

The College is the convener of every action under the Student Code of Conduct. Within that action, there are several roles. The responding student is the person who is alleged to have violated the Code. The party bringing the complaint, who may be a student, employee, visitor, or guest, may choose to be present and participate in the process as fully as the responding student. There are witnesses, who may offer information regarding the allegation. There is an investigator(s) whose role is to present the allegations and share the evidence that the College has obtained regarding the allegations.

B. Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

• Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
• Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
• Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

C. Amnesty

1. For Victims. The College provides amnesty to victims who may be hesitant to report to College officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.

2. For Those Who Offer Assistance. To encourage students to offer help and assistance to others, College pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Dean of Students amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

3. For Those Who Report Serious Violations. Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the College are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result. Abuse of amnesty requests can result in a decision by the Dean of Students not to extend amnesty to the same person repeatedly.

4. Safe Harbor. The College has a Safe Harbor rule for students. The College believes that students who have a drug and/or addiction problem deserve help. If any College student brings their own use, addiction, or dependency to the attention of College officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

D. Notice of Alleged Violation

Any member of the College community, visitor or guest may allege a policy violation(s) by any student for misconduct under this Code via the following URL: https://cm.maxient.com/reportingform.php?SpelmanCollege&layout_id=0

Notice may also be given to the Dean of Students, or designee, and/or to the Title IX Director, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party,
and should be submitted as soon as possible after the offending event occurs. The College has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The Dean of Students (or designee) will assume responsibility for the investigation of the alleged violation as described in the sub-section below.

E. Investigation

The Dean of Students (or designee) will take the following steps:

a) Initiate any necessary remedial actions on behalf of the victim (if any);

b) Determine the identity and contact information of the party bringing the complaint, whether that person is the initiator of the complaint, the alleged victim, or a College proxy or representative;

c) Conduct an immediate preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
   a. If the victim is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim;
   b. Notify the victim of whether the College intends to pursue the complaint regardless of their involvement, and inform the victim of their rights in the process and option to become involved if they so choose;

   c) Preliminary investigation usually takes between 1-7 business days to complete;

d) If indicated by the preliminary investigation and authorized by the Dean of Students, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated College policy, and to determine what specific policy violations should serve as the basis for the complaint;
   a. If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
   b. A comprehensive investigation usually takes between one day and two weeks;

e) Meet with the party bringing the complaint to finalize the Party bringing the complaint’s Statement, which will be drawn up by the Dean or designee as a result of this meeting;

f) Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding student, who may be given notice of the interview prior to or at the time of the interview;
   a. Prepare the notice of alleged policy violation(s) on the basis of the reasonable cause determination, which may be delivered prior to, during or after the responding student is interviewed, at the discretion of the investigator(s);

   g) Interview all relevant witnesses, summarize the information they are able to share and have each witness sign the summary to verify its accuracy;

h) Obtain all documentary evidence and information that is available;

i) Obtain all physical evidence that is available;

j) Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline;

k) Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);

l) Present the investigation report and findings to the responding student, who may:
   a. accept the findings,
   b. accept the findings in part and reject them in part,
   c. or may reject all findings;

m) Share the findings and update the party bringing the complaint on the status of the investigation and the outcome.

F. Findings

The following options (1-3) describe how to proceed depending on whether the responding student is found responsible and whether the Responding Student accepts or rejects the findings and/or the sanctions either in whole or in part.

a) The Responding Student is Found “Not Responsible”. Where the responding student is found not responsible for the alleged violation(s), the investigation will be closed. The party bringing the complaint, if any, may request that the [Title IX Coordinator and/or] Dean of Students, as applicable, review the investigation file to possibly re-open the investigation or convene a hearing. The decision to re-open an investigation or convene a hearing rests solely in the discretion of the Title IX Coordinator or the Dean of Students in these cases, and is granted only on the basis of extraordinary cause.

b) The Responding Student Accepts a Finding of “Responsible”
   a. The Responding Student Accepts a Finding of “Responsible” and Accepts the Recommended Sanctions. Should the responding student accept the finding that they violated College policy, the investigator will recommend appropriate sanctions for the violation, having consulted with Dean of Students and/or Title IX Coordinator, as appropriate. In cases involving discrimination, recommended sanctions will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the College community. If the responding student accepts these recommended sanctions, the
sanctions are implemented by the Dean of Students and the process ends. [There will be a three-day period for review between the date of acceptance and when the resolution becomes final. Should the responding student decide to reject the sanctions within that time period, Option cb, below, will apply]. This outcome is not subject to appeal.

b. The Responding Student Accepts a Finding of “Responsible” and Rejects the Sanctions Recommended. If the responding student accepts the “responsible” findings, but rejects the recommended sanctions, there will be an administrative conference on the sanction, only. Administrative conference procedures are detailed below.

c) Responding Student Rejects the Findings Completely or In-part

a. Responding Student Rejects the Findings Completely. Where the responding student rejects the finding that they violated College policy, a formal hearing will be convened within seven business days, barring exigent circumstances. At the hearing, the investigator(s) will present their report to the panel, the panel will hear from the parties, and any necessary witnesses. The investigation report will be considered by the panel, which renders an independent and objective finding. Full panel procedures are detailed below. If the panel finds the responding student not responsible for all violations, the Dean of Students will timely inform the parties of this determination and the rationale for the decision in writing. This determination is subject to appeal by any party to the complaint. Appeal review procedures are outlined below. If the panel finds a violation, it will recommend a sanction/responsive action to the Dean of Students, who will confer with the Title IX Coordinator as necessary and, render a decision within 7 days of the hearing and timely notify the parties in writing. An appeal of sanction(s) may be filed by any party to the complaint as detailed below.

b. Responding Student Accepts the Findings in Part and Rejects in Part. Where the responding student rejects in part the finding that they violated College policy, there will be a panel hearing solely on the disputed allegations within seven days, barring exigent circumstances. For all findings holding a responding student responsible for a violation, the College/ will follow the sanctioning process detailed in sub-sections K(h) and K(i), below. If the Panel finds the responding student “Not Responsible” on any of the contested allegations, the process will move to the Sanctioning Phase on only the uncontested allegations, as detailed in sub-sections K(h) and K(i), below.

G. Special Hearing Provisions for Sexual Misconduct, Discrimination and Other Complaints of a Sensitive Nature

All hearings under this sub-section will be conducted by a three-member administrative panel drawn from the panel pool. For sexual misconduct, discrimination and other complaints of a sensitive nature, whether the alleged victim is serving as the party bringing the complaint or as a witness, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify from another room via audio or audio/video technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the responding student.

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the panel Chair. All such information sought to be admitted by a party or the College will be presumed irrelevant until a showing of relevance is made, in advance of the hearing, to the Chair. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, in the form of previous findings in any legal or campus proceeding, [or in the form of previous good faith allegations], will always be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

The party bringing any complaint alleging sexual misconduct, other behavior falling with the coverage of Title IX and/or a crime of violence will be notified in writing of the outcome of a hearing, any sanctions assigned and the rationale for the decision.

H. Notice of Hearing

Once a determination is made that reasonable cause exists for the Dean of Students (or designee) to refer a complaint for a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Dean of Students (or designee) or emailed to the student’s College-issued email account. Once emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

a) Include the alleged violation and notification of where to locate the Code of Conduct and College procedures for resolution of the complaint; and

b) Direct the responding student to contact the Dean of Students (or designee) within a specified period of time to respond to the complaint. This time period will generally be no less than two days from the date of delivery of the summons letter.

A meeting with the Dean of Students (or designee) may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the responding student may indicate, either verbally or in writing, to the Dean of Students (or designee), whether they admit to or deny the allegations of the complaint.
I. Interim Action

Under the Code of Conduct, the Dean of Students or designee may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the Code of Conduct when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve College property and/or to prevent disruption of, or interference with, the normal operations of the College. Interim actions can include separation from the institution or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of a campus hearing on alleged violation(s) of the Code of Conduct. [A student who receives an interim suspension may request a meeting with the Dean of Students or designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, the College may still proceed with the scheduling of a campus hearing].

During an interim suspension, a student may be denied access to College housing and/or the College campus/facilities/events. As determined appropriate by the Dean of Students, this restriction may include classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of the Dean of Students and with the approval of, and in collaboration with, the appropriate Vice President(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

J. Hearing Options & Preparation

The following sub-sections describe the College’s conduct hearing processes. Except in a complaint involving failure to comply with the summons of the Dean of Students (or designee), no student may be found to have violated the Code of Conduct solely as a result of the student’s failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Dean of Students, hearing officer, or panel presiding over the hearing.

Where the responding student admits to violating the Code of Conduct, the Dean of Students (or designee) may invoke administrative hearing procedures to determine and administer appropriate sanctions without a formal hearing. This process is also known as an administrative conference. In an administrative conference, complaints will be heard and determinations will be made by the Dean of Students or designee. Where the responding student denies violating the Code of Conduct, a formal hearing will be conducted. This process is known as a panel hearing. At the discretion of the Dean of Students (or designee), a request by one or more of the parties to the complaint for an administrative conference may be considered. Students who deny a violation for which a panel hearing will be held will be given a minimum of three days to prepare unless all parties wish to proceed more quickly. Preparation for a formal hearing is summarized in the following guidelines:

a) Notice of the time, date and location of the hearing will be in writing and may be delivered by one or more of the following methods: in person by the Dean of Students (or designee) or emailed to the student’s College-issued email account. Once emailed and/or received in-person, such notice will be presumptively delivered.

b) If there is an alleged victim of the conduct in question, the alleged victim may serve as the party bringing the complaint or may elect to have the College administration serve as the party bringing the complaint forward. Where there is no alleged victim, the College administration will serve as the party bringing the complaint forward.

c) If a responding student fails to respond to notice from the Dean of Students (or designee), the dean of Students (or designee) may initiate a complaint against the student for failure to comply with the directives of a College official and give notice of this offense. Unless the student responds to this notice within two days by answering the original notice, an administrative conference may be scheduled and held on the student’s behalf. As a result, the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their College account, deeming them ineligible to register for courses or College housing until such time as the student responds to the initial complaint.

d) At least three (3) days before any scheduled formal hearing, the following will occur:

   a. The responding student will deliver to the Dean of Students (or designee) a written response to the complaint;
   b. The responding student will deliver to the Dean of Students (or designee) a written list of all witnesses for the College to call at the hearing;
   c. The responding student will deliver to the Dean of Students (or designee) all physical evidence the student intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Dean of Students can arrange for its presence;
   d. The party bringing the complaint will deliver to the Dean of Students (or designee) a written list of all witnesses for the College to call at the hearing;
   e. The party bringing the complaint will deliver to the Dean of Students (or designee) all items of physical evidence needed at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Dean of Students can arrange for its presence;
   f. The party bringing the complaint and the responding student will notify the Dean of Students (or designee) of the names of any advisors/advocates who may be accompanying the parties at the hearing.

e) The Dean of Students (or designee) will ensure that the hearing information and any other available written documentation is shared with the parties at least two (2) days before any scheduled hearing. In addition, the parties will be given a list of the names of all the panelists in advance. Should any party object to any panelist, that party must raise all objections, in writing, to the Dean of Students immediately. Hearing officers will only be unseated if the Dean of Students concludes that their bias precludes an impartial hearing.
of the complaint. Additionally, any panelist who feels they cannot make an objective determination must recuse themselves from the proceedings.

K. Panel Hearing Procedures

The Dean of Students will appoint one panelist as the Chair for the hearing. The parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student’s responsibility to notify the Dean of Students no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum three (3) day notice, or if the responding student fails to appear, the hearing will proceed as scheduled. If the party bringing the complaint fails to appear, the complaint may be dropped unless the College chooses to pursue the allegation on its own behalf, as determined by the dean of Students.

The Dean of Students (or designee), the Chair and the Panel will conduct panel hearings according to the following guidelines:

a) Hearings will be closed to the public.
b) Admission to the hearing of persons other than the parties involved will be at the discretion of the panel chair and the Dean of Students.
c) In hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly; however, the Dean of Students may permit the hearing pertinent to each responding student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student.
d) The parties have the right to an advisor/advocate of their own choosing, including attorneys. Typically, advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair and suggest questions to their advisee.
e) The party bringing the complaint, the responding student, the panel, and the Dean of Students (or designee) will have the privilege of questioning all present witnesses and questioning all present parties (directly or through the Chair, at the discretion of the Chair). Unduly repetitive witnesses can be limited at the discretion of the [panel Chair and/or the Dean of Students, or designee].
f) Pertinent records, exhibits, and written statements may be accepted as information for consideration by the panel and the Dean of Students. Formal rules of evidence are not observed. The [panel Chair and/or the Dean of Students, or designee] may limit the number of character witnesses presented or may accept written affidavits of character instead.
g) All procedural questions are subject to the final decision of the Dean of Students [or panel Chair].
h) After a panel hearing, the panel will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the Code of Conduct. The Dean of Students (or designee) will be present and available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the panel will determine an appropriate sanction(s). The Dean of Students (or designee) is responsible for informing the panel of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student. The panel Chairperson will prepare a written deliberation report and deliver it to the Dean of Students, detailing the recommended finding, how each member voted, the information cited by the panel in support of its recommendation, and any information the panel excluded from its consideration and why. This report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Dean of Students within two (2) days of the end of deliberations.
i) The Dean of Students will consider the recommendations of the panel, may make appropriate modifications to the panel’s report and will then render a decision and inform the responding student and party bringing the complaint (if applicable by law or College policy) of the final determination within five days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Dean of Students (or designee) or emailed to the student’s College-issued email account. Once emailed and/or received in-person, such notice will be presumptively delivered. In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each.
j) There will be a single verbatim record, such as an audio recording, for all panel hearings. Deliberations will not be recorded. The record will be the property of the College and maintained according to the College’s record retention policy.
L. Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the Code of Student Conduct:

a) Administrative Fees – Fees may range from $35–$300.
b) 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 outline in the Spelman College Bulletin.
c) Educational Project – The student is required to conduct research or a project in an area relevant to the offense.
d) 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.
e) Housing Relocation – If a student is living in a residence hall, they may be required to move to another floor or into another residence hall.
f) 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.
g) 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).
h) 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.
i) 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.
j) Parent/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 potential changes to student status.
k) 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.
l) 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.
m) Suspension – Students will be removed from the College within 24 hours of notification of the disciplinary action. While a student is suspended, they are 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 outline 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.
n) Eligibility Restriction: The student is deemed “not in good standing” with the University/College for a specified period of time. Specific limitations or exceptions may be granted by the Dean of Students and terms of this conduct sanction may include, but are not limited to, the following:
   a. Ineligibility to hold any office in any student organization recognized by the College or hold an elected or appointed office at the College; or
   b. Ineligibility to represent the College to anyone outside the College community in any way including: participating in the study abroad program, attending conferences, or representing the College at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
o) Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Students or designee.
p) The following sanctions may be imposed upon groups or organizations found to have violated the Code of Conduct:
q) One or more of the sanctions listed above and/or
r) Deactivation, de-recognition, loss of all privileges (including status as a College registered group/organization), for a specified period of time.
M. Parental Notification

The College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

N. Notification of Outcomes

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, the College will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the College concludes that a violation was committed. Such release of information may only include the alleged student’s/responding student’s name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where the College determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or non-forcible sex offense, the College may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

1. Arson
2. Assault offenses (includes stalking)
3. Burglary
4. Criminal Homicide—manslaughter by negligence
5. Criminal Homicide—murder and non-negligent manslaughter
6. Destruction/damage/vandalism of property
7. Kidnapping/abduction
8. Robbery
9. Forcible sex offenses
10. Non-forcible sex offenses

O. Failure to Complete Conduct Sanctions

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the Dean of Students or Administrative Hearing [Conference] Officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the College and may be noted on, or with, the student’s official transcript at the end of the semester. In such situations, resident students will be required to vacate College housing within 24 hours of notification by the Dean of Students, though this deadline may be extended upon application to, and at the discretion of, the Director of Housing and Residence Life and/or the Dean of Students. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Dean of Students.

P. Appeal Review Procedures

Any party may request an appeal of the decision of the Panel/Administrative Conference by filing a written request to the Dean of Students, subject to the procedures outlined below. All sanctions imposed by the original hearing body remain in effect, and all parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

GROUNDS FOR APPEAL REQUESTS

Appeals requests are limited to the following grounds:

a) A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material
deviation from established procedures, etc.);

b) To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;

c) The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative conduct record of the responding student.

d) A perceived bias on the part of a hearing board member or hearing officer that deprived the process of impartiality

Appeals must be filed in writing with the Dean of Students within 3 business days of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the Dean of Students and, when appropriate, the Title IX Coordinator.

The Dean of Student will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds). The Dean of Students will refer the request(s) to the College’s designated Appeal Review Officer. The Dean of Students will also draft a response memorandum to the appeal request(s), based on the Appeal Review Officer’s determination that the request(s) will be granted or denied, and why. All request-related documents are shared with all parties prior to submission to the Appeal Review Officer.

The Appeal Review Officer will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the Dean of Students and/or Title IX Coordinator on any procedural or substantive questions that arise.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the Appeal Review Officer determines whether to refer the appeal to the Appeals Panel or to remand it to the original decision-maker(s), typically within 3-5 business days. Efforts should be made to use remand whenever possible, with clear instructions for reconsideration only in light of the granted appeal grounds. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new panel will be constituted to reconsider the matter, which can in turn be appealed, once. Full re-hearings by the Appeals Panel are very rarely used. Where new evidence is presented or the sanction is challenged, the Appeals Review Officer will determine if the matter should be returned to the original decision-maker for reconsideration or if it should be reviewed by the Appeals Panel with instruction on the parameters regarding institutional consistency and any applicable legal guidelines. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The Appeals Panel must limit its review to the challenges presented.

On reconsideration, the Appeals Panel or original decision-maker may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Procedural (or substantive) errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student’s cumulative conduct record.

All decisions of the Appeals Panel are to be made within five (5) days of submission to the Panel and are final, as are any decisions made by the original hearing body, Dean of Students or Title IX Coordinator as the result of reconsideration consistent with instructions from the Appeal Review Officer.

THE APPEALS PANEL

Three-member Appeals Panels are drawn from the hearing panel pool, with the following requirements to serve:

- a) they did not serve on the Panel for the initial hearing
- b) they were not involved in the investigation in any way
- c) they have been properly trained in appeals procedures
- d) if the institution allows for students to serve in the panel pool, they must:
  - e) Be in academic good standing and have completed 15 hours of academic credit with a cumulative GPA of at least 2.5.
  - f) Be in good standing with respect to the conduct process throughout the term in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the panel, as well as not currently being on any probation. A serious history of misconduct could disqualify a student for service.

The Appeal Review Officer will have final authority to approve all those serving on the panel. The parties may challenge a panelist(s) on the basis of potential bias, and any panelist who cannot render an impartial decision must recuse themselves. The Appeals Review Officer will make the determination as to the validity of any challenge or need for recusal. In the event of a recusal from the panel, the Appeals Review Officer will solicit a replacement from the pool of panelists.

The Dean of Students or designee serves as the non-voting advisor to the panel, with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the complainant and responding student.
The presumptive stance of the College is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Dean of Students, and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Appeals Review Officer and Dean of Students, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

OTHER GUIDELINES FOR APPEALS

a) All parties will be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
b) Every opportunity to return the appeal to the original decision-maker for reconsideration (remand) should be pursued;
c) Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal; Witnesses may be called if necessary.
d) Appeals are not an opportunity for appeals panelists to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

Q. Disciplinary Records

All conduct records are maintained by the College for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

R. Approval and Implementation

This Code Conduct was approved on August 23, 2019 by Darryl Holloman, Ph.D., and implemented on September 1, 2019

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 sometime 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. **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.
3. **Educational Project** – The student is required to conduct research or a project in an area relevant to the offense.
4. **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.
5. **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.
6. **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.

7. **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).

8. **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.

9. **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.

10. **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.

11. **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.

12. **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.

13. **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.

14. **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 [https://www.spelman.edu/](https://www.spelman.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

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<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>
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<tr>
<td>Staffed by Spelman College faculty and staff volunteers. Available when classes are in session.</td>
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<tr>
<td>Dean of Chapel</td>
<td>Assistant Director, Prevention &amp; Response</td>
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<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>
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<tr>
<td>Student Health Services – Women’s Health Clinic</td>
<td>Assistant Dean of Students</td>
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<tr>
<td>(404) 270-5249</td>
<td>(404) 270-5133</td>
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<td>Public Safety</td>
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<td>(404) 525-6401</td>
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Confidential Community Resources

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<thead>
<tr>
<th>Dating Violence, Domestic Violence and Stalking</th>
<th>Sexual Assault</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partnership Against Domestic Violence (404) 873-1766</td>
<td>Georgia Network to End Sexual Assault (800) 656-HOPE (1-800-656-4673)</td>
</tr>
<tr>
<td>Georgia Coalition Against Domestic Violence (24-hours Hotline) (800) 334-2836</td>
<td>Grady Rape Crisis Center (24hours Confidential Line) (404) 616-4861</td>
</tr>
</tbody>
</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
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 the Office of Institutional Advancement at (404) 270-6427.

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**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.

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**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal Vending Table</td>
<td>$40.00</td>
</tr>
<tr>
<td>Registered Student Organizations</td>
<td>$10.00</td>
</tr>
<tr>
<td>Special Event Market Fridays</td>
<td>$60.00 (Homecoming and Founders Day)</td>
</tr>
</tbody>
</table>

**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. The sale of counterfeit merchandise is prohibited at Market Friday, vendors intentionally displaying or offering counterfeit products 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 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.