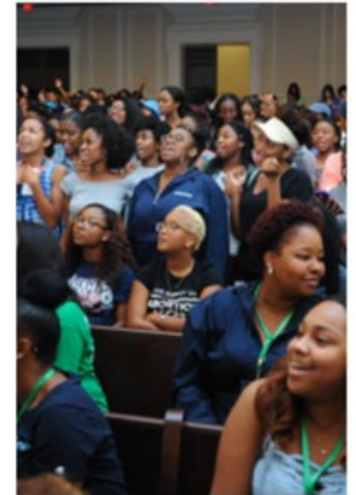




**SPELMA  
COLLEGE**

STUDENT  
HANDBOOK &  
RESOURCE  
GUIDE



**2024 - 2025**

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
Associate Vice President for Student Affairs	(404) 270-4245
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](http://www.spelman.edu). Further information about Spelman's academic programs and the cost of tuition, room, board and other fees can be found in the **Spelman College Bulletin**.

## **EQUAL OPPORTUNITY POLICY**

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

# The Sustaining Vision: 142 years and Leading

## 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) 270-5601
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 Office	(404) 270-5133
Emory Midtown Hospital	(404) 686-4411
Piedmont Hospital	(404) 605-5000
Student Health Services	(404) 270-5249

## CAMPUS PHONE NUMBERS

Assessment of Student Learning	Milligan Building, Room 2312	(404) 270-5610
Bonner Office of Civic Engagement	Manley College Center, Room 202	(404) 270-5315
Center for Leadership & Civic Engagement	Milligan Building, Room 1101	(404) 270-6070
Services & Student Development	202 Manley College Center	(404) 270-5315
Campus Bookstore	Spelman College Mail Center	(404) 523-8520
Campus Newspaper	Manley College Center	(404) 270-5013

### Lower Level

Campus Wellness	Read Hall	(404) 270-6086
Career Planning & Development	Milligan Building, Room 2306	(404) 270-5273
Cooperative Education	Milligan Building, Room 2109	(404) 270-5279
Counseling & Disability Services	Mac Vicar Hall	(404) 270-5293
Dean of Students	Manley College Center, Room 210	(404) 270-5133
Assistant Dean of Students	Manley College, Room 209	(404) 270-5242
Dining Services	Manley College Center	(404) 270-5150
Diversity & Inclusion	209 Manley College Center	(404) 270-5143
Financial Aid & Scholarships	Packard Hall, Room 202	(404) 270-5212
Help Desk	ACC, Room 201	(404) 270-5400
Housing & Residence Life	Johnnetta Betsch Cole Living and Learning Center	(404) 270-5344
I.D. Cards/Educational Media	Cosby Academic Center Lower Level	(404) 270-5617
International Students Services	Milligan Building, Suite 1000	(404) 270-5681
Learning Resources Center	Milligan Building, Room 2312	(404) 270-5618
Library	Robert W. Woodruff Library 1111 James P. Brawley Street	(404) 978-2000
Lost and Found (in Public Safety)	Parking Deck -Lee Street	(404) 525-6401
Mail Center Services	Spelman College Mail Center	(404) 270-5862
Market Friday	Manley College Center,	(404) 270-5968

### Lower Level

MARTA Train/Bus Information		(404) 848-4711
Parking Services	Parking Deck –Lee Street	(404) 270-5431
Public Safety	Parking Deck –Lee Street	(404) 525-6401
Registrar	Packard Hall, Room 204	(404) 270-5230
Student Affairs	210 Manley College Center	(404) 270-5138
Shuttle Bus Service	Public Safety Office	(404) 270-5328
Sisters Chapel/ WISDOM Center	Bessie Strong Hall	(404) 270-5729
Student Government Association	Manley Student Center	(404) 270-5978
Student Life & Engagement	<b>Lower Level</b> 201 Manley College Center	(404) 270-5136
Student Health Services	Mac Vicar Hall	(404) 270-5249
Student Technology Assistance Center (STAC)	Manley College Center,	(404) 270-5324
Lower Level		
Student Accounts	Packard Hall, Room 215, 220	(404) 270-5154
Study Abroad	Milligan Building, Room 1006	(404) 270-5538
Title IX & Compliance Office	Milligan Building, Room 2305	(404) 270-4005
Undergraduate Studies	Rockefeller Hall, Room 103	(404) 270-5701
Resource Center	Cosby Academic Center, Room 206	(404) 270-5625
Writing Center	Cosby Academic Center, Room 337	(404) 270-5580
Zip Car Program	Cosby Lot ( <a href="http://www.zipcar.com">www.zipcar.com</a> )	(866) 494-7277

## Spelman College Senior Administration

Rosalind Brewer	Interim President
Pamela Scott-Johnson, Ph.D.	Provost & Vice President of Academic Affairs
Dawn Alston	Vice President for Business & Financial Affairs
Ingrid Hayes	Senior Vice President for Enrollment Management
Barbara Miller	Vice President for Communications and External Relations
Salena Gray Jegede	Senior Vice President for Institutional Advancement
Myra N. Burnett, Ph.D.	Vice President for Institutional Effectiveness
John B. Wilson	Vice President & CIO for Spelman Technology Services
Darryl B. Holloman, Ph.D.	Vice President for Student Affairs
Terri H. Reed, Ph.D.	Senior Vice President & Secretary of the College

## Spelman College Deans

Desiree Pedescleaux, Ph.D.	Undergraduate Studies Dean
Geneva Baxter, Ph.D.	Undergraduate Studies Associate Dean
DeKimberlen Neely, Ph.D.	Undergraduate Studies Associate Dean
Sylvia Griffin, Ph.D.	Dean of Students
Yvonne Pitts, M.A., Ed.M.	Assistant Dean of Students
Nichelle Guidry, Ph.D.	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 135year 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

Helene Gayle	2022 – present
Mary Schmidt Campbell	2015 – 2022
Beverly Daniel Tatum	2002 – 2015
Audrey Forbes Manley, <i>First Alumna President</i>	1997 – 2002
Johnetta Betsch Cole, <i>First Black Woman President</i>	1987 – 1997
Barbara Carter, Acting President	1986 – 1987
Donald M. Stewart	1977 – 1986
Albert E. Manley, <i>First Black President</i>	1953 – 1976
Florence M. Read	1927 – 1953
Lucy Hale Tapley	1910 - 1927
Lucy H Upton, Acting President	1909 – 1910
Harriet E. Giles	1891 - 1909
Sophia B. Packard	1881 - 1891

## 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 2025**

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 2026**

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 2027**

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 2028**

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 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 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 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 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
- Solid white blouse and bottoms (skirt or pants)
- 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 should be directed to the Academic Dean, Dr. Geneva Baxter at [gbaxter@spelman.edu](mailto:gbaxter@spelman.edu).



## Welcome 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.

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.

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. This is reflected in our own mission which states, "The Student Affairs mission is to cultivate a community of belonging and wellbeing that fosters confident, responsible, and accountable students committed to personal development and success. We have as core values the things we view as necessary to guide our work being – care – commitment – integrity – reliability and trust.

Finally, we foster student success through the following pillars:

- Creating a sense of belonging
- Engaging a sense of community
- Maintaining a sense of well-being

These three principles are what encourage, direct, and drive the work we do!

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.



## **Welcome from the Associate Vice President for Student Affairs**

In the midst of uncertainty, in the medium of world-wide tumult, Spelman College continues to remain a portrait in history for the education and advancement of women of African descent. In that spirit, I welcome you to Spelman! If ever there was a time for authentic leadership, coupled with holistic wellness, now is the time, and your contributions are what we have been waiting for. While it is indeed true that you could have chosen any institution of higher learning, but if you desire to know yourself, to love yourself, and to have an appreciation for- as Margaret Jackson once referred to as, "...all the faces of Adam and Eve", you have made the right choice in choosing Spelman.

As your Associate Vice President for Student Affairs, my objective for you is that you take advantage of all that this sacred institution has to offer. Please choose courses that interest you. Get involved on campus, and most of all, when you need assistance, please ask for it! Sure, life may be difficult here, you may even face despair, but there will be nothing that you and I cannot handle together.

I wish you a wonderful academic year!

Daryl Lowe, J.D.  
Associate Vice President for Student Affairs



## Welcome from the Dean of Students for Student Affairs

Dear Spelmanites,

Welcome to Spelman College! We are thrilled to have you join our vibrant academic community and embark on a journey of discovery, growth, and lifelong learning. As the Dean of Students, I am delighted to extend a warm and heartfelt welcome to each one of you.

Starting college is an exciting and transformative experience, and we are here to support you every step of the way. Here at Spelman College, we pride ourselves on fostering an inclusive and diverse environment that encourages intellectual curiosity, personal development, and meaningful connections. Whether you are coming to us from across the country or from around the world, you are now part of a dynamic community that values collaboration, innovation, and academic excellence.

Throughout your time at Spelman College, you will have access to a plethora of opportunities designed to enrich your educational journey. From engaging lectures and hands-on research projects to extracurricular activities and community service initiatives, you will find a wide array of avenues to explore your interests and broaden your horizons. Our dedicated faculty and staff are committed to providing you with the guidance and support you need to succeed both inside and outside the classroom.

I encourage you to take full advantage of the resources available to you. Visit the Student Services Center for assistance with academic advising, career development, and student support services. Get involved in student clubs and organizations that align with your passions and consider participating in campus events that will allow you to connect with your fellow students and create lasting memories.

As you embark on this new chapter of your academic journey, remember that challenges and growth often go hand in hand. Embrace new perspectives, step out of your comfort zone, and seize every opportunity to learn and develop as an individual. Remember that setbacks are just steppingstones to success, and our campus community is here to lift you up and help you persevere.

I look forward to meeting each one of you during our upcoming orientation week, where you will have the chance to familiarize yourself with campus, connect with fellow students, and become acclimated to college life. Until then, please do not hesitate to reach out to our dedicated staff if you have any questions or concerns.

Once again, welcome to Spelman College. Your journey with us is bound to be remarkable, and I cannot wait to see all that you will achieve during your time here.

Sylvia D. Griffin, Ph.D.  
Dean of Students



# Welcome from the Student Government President

My Dearest Spelman Sisters,

Welcome to Spelman College, where our sisterhood flourishes and excellence is at the heart of everything we do! I honor each of you—whether you're walking through our gates for the first time as a new student, making a fresh start as a transfer, or returning as a cherished member of our community. You are all essential to enhancing this extraordinary journey, and I can't wait to see what we'll achieve together this year!

Spelmanites are known for the incredible impact we have both in and outside of the gates. The sisterhood I've experienced has transformed my life in ways I never imagined. It has pushed me to grow, to lead, and to move with purpose. As we work together to uplift and empower each other, my hope is that you feel inspired to be on the *m.o.v.e.* — motivating our sisters, orienting our minds, voicing our opinions, and enriching our Spelman experience. Remember, this isn't *just* a school; it's a launching pad for everything we'll accomplish. Each of you brings something unique to our community, and together, we'll make Spelman stronger than ever.

Also remember that SSGA is here for you. We're your advocates and allies, ensuring that your voice is heard and your ideas come to life. Your journey is deeply personal, but we're all in this together. As we stand together on the threshold of this journey, I want to share the wisdom of Proverbs 31, which beautifully encapsulates what it means to be a Spelman woman: "She is clothed with strength and dignity. She speaks with wisdom, and faithful instruction is on her tongue. She watches over the affairs of her community and does not eat the bread of idleness. Many women do noble things, but you surpass them all. Charm is deceptive, and beauty is fleeting; but a woman who fears the Lord is to be praised."

Like the Proverbs 31 woman, you are called to embody resilience, grace, and purpose. You are backed by the power of generations of women who have dared to dream, to fight, and to pave the way for us all. Embrace this opportunity with open hearts and minds. Let our bonds of sisterhood empower you to achieve beyond what you thought was possible, uplift one another, and make a meaningful difference in the world.

As you step into this sisterhood, I charge you to walk in the authority of the Spelman woman, who is truly clothed with strength and dignity. Remember, while the definition of sisterhood may evolve, its essence remains unchanged—a commitment to empower, support, and uplift one another.

Welcome to Spelman; welcome to this sisterhood! May you embody it every day, in every way possible.

In Sisterhood and Service,  
Simone Moales  
*President, 83rd Spelman Student Government Association*

## **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 farmer’s 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, a variety of spaces for relaxing, a Purchase on Demand (POD) shop and various eateries. The Student Government Association, PULSE Programming Board, Miss Spelman and Court, 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 Office of Civic Engagement, 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, and 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. For a full list of student organizations, please visit: <https://spelmancollege.campuslabs.com/engage/>

## **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. Participate in the Annual Registered Student Organization Fair and Service Project
- D. Ensure that members and guests comply with all local, state, and federal laws
- E. Ensure sufficient financial resources to meet all financial obligations for programs and events
- F. Assume responsibility for any damage or theft in campus facilities immediately before, during, and after an event or program
- G. Practice risk management by developing appropriate precautions to ensure the health, safety and welfare of participants.

- H. Consult with Public Safety in advance to develop a plan that minimizes the risk incidents.
- I. 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.
- J. Attend all House of Representative meetings

### **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
- Qualify for sponsorship through the Department of Corporate Relations and Sponsorship

## **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 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. Students currently placed on Disciplinary Probation or higher are not in good standing. Students may continue intake while a case is pending; however, if a student is placed on Disciplinary Probation or Suspension during any parts of intake, the student will be considered ineligible to continue.
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.  
*If a student is in expectation of a scholarship, it must be posted to the student's account by the date that a sorority submits their list of prospective members for clearance.*
6. Record of participation in fall or spring virtual Greek Forum\*. Greek Forum must be attended within the academic year that one wishes to go through the membership intake process
7. 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.

### **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. *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, 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 student's 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.
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 (10) 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 45. Under certain conditions, the maximum allowable number of students allowed to participate in sorority intake processes for each organization may be extended to 55. 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 ten (10) business days after the list is submitted. The following must be reflected at the time of application:
  - (a) **Academic Clearance:** The student must have a cumulative GPA as reflected in the Office of the Registrar.
  - (b) **Financial Clearance:** The student must be current with all financial obligations to the College. This means the student must have a zero balance or be current with the payment plan as outlined by the Office of Student Accounts.
  - (c) **Judicial Clearance:** The student must be in good judicial standing.
  - (d) **Greek Forum Attendance:** 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
  - (e) **Note:** 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, non-legacy 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**

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

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**

The aforementioned policies are considered an official College policies. Therefore, a violation of the Sorority Life 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 Assistant Dean of Students with the support and cooperation of the Office of Student Life & Engagement. The student conduct procedures are outlined and can be viewed in *Community Standards and Code of Conduct* section of the handbook. Communication regarding any alleged policy violation will be with the sorority chapter president and/or advisor. 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. 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. Each chapter shall implement internal conduct processes to hold members accountable for all applicable College policies. Any sorority process(es) does not supersede any official college action, but are in addition to any action that Spelman College chooses to implement.

## HOUSING & RESIDENCE LIFE

Should space permit all first-year and second-year students are encouraged 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, cultures and to develop a sense of community within their own residential building. Our residence halls are staffed with resident 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 and student leaders 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 is 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 [Community Living Guide](#). In addition, please review the Community Standards and Code of Conduct located in the Student Handbook.

### Central 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](mailto:housing@spelman.edu)

Alison Cummings, Associate Dean of Student Life & Housing, [acummin3@spelman.edu](mailto:acummin3@spelman.edu)

Arvelle Hodge, Associate Director of Student Life & Housing, [ahodge2@spelman.edu](mailto:ahodge2@spelman.edu) Sophia Collins, Housing

Coordinator, [scolli13@spelman.edu](mailto:scolli13@spelman.edu)

Arvienna Twiggs, Senior Administrative Assistant, [atwiggs@spelman.edu](mailto:atwiggs@spelman.edu)

### Courtesy & Quiet Hours

College residence halls are group living environments. Therefore, it is expected that every student respect other student's right 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.

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. 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.

- A. 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.
- B. 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 LEASE & COVID-19 ADDENDUM TO THE HOUSING LEASE**

The housing lease and COVID-19 addendum is for one full academic year, both fall and spring semesters. Students receiving room assignments are required to electronically sign a housing lease and COVID-19 addendum to confirm their room for the academic year. This lease, COVID-19 addendum and the *Guide to Community Living* specifies the regulations for living in the residence halls. Students are advised to read the lease and COVID-19 addendum 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 lease and COVID-19 addendum.

### **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.

## **MOVING INTO THE RESIDENCE HALLS**

Students with room assignments are expected to take occupancy of their rooms by their self-selected move in date and time. 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 Associate Dean of Student Life & Housing 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 Associate Dean of Student Life & Housing. 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 resident 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 resident 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.

### **SUPPLEMENTAL 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 supplemental living accommodations at the beginning of each semester until a permanent room assignment can be arranged.

### **TUITION & ROOM AND BOARD FEES**

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

## **CAMPUS RESOURCES**

The following is a list of college resources available to Spelman College students. For a more comprehensive list of all college resources, please visit the Spelman College website for current students at [www.spelman.edu](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 Office of Civic Engagement**

**Location:** Manley College Center, Room 202

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

*Saturday As posted for special events*

**Phone:** (404) 270-5315

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

## **Campus Bookstore**

**Location:** Spelman College Post Office Complex

Email: [www.spelmanshop.com](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, resumé 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](mailto: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

### **Counseling Center**

**Location:** MacVicar Hall, 2<sup>nd</sup> Floor

**Hours of Operation:** Monday– Friday, 9 AM – 4:30 PM

Tuesday 5 PM –7 PM, by appointment

**Phone:** (404) 270-5293

#### **Staff**

Pamela Walton, Interim Director, LPC – Psychotherapist,  
[pw Walton3@spelman.edu](mailto:pw Walton3@spelman.edu)

Dionne Houston, LPC – /Counselor/Psychotherapist

Monica Coleman, LPC – Counselor/Psychotherapist

Frances Cloud, LCSW – Counselor/Psychotherapist

Tanya Stephens, BA – Administrative Assistant

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.

### **Dean of Students**

**Location:** Manley College Center, Room 209

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

**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.

## **Dining Services**

Location: Alma Upshaw Dining Hall, Upper Manley College Center

Phone:

Catering: (404) 270-5150

Office Hours Monday – Friday 8 AM – 5 PM

e-mail: [Dining@spelman.edu](mailto:Dining@spelman.edu)

Website: [Spelman.cafebonappetit.com](http://Spelman.cafebonappetit.com)

As Spelman College's food service provider, Bon Appetit Management Company believes that food has an important role to play in individual wellness and in building culture and community to Spelman. Our chefs cook from scratch, using fresh local and seasonal ingredients that meet our sustainability standards. In addition to regional comfort foods and local favorites, you will find abundant plant-forward options, as well as menu choices that are made without the top-9 allergens every day. Each dining location offers different menus and service styles. Let us give you a tour of the senses and reintroduce you to college dining.

### **Alma Upshaw Café.**

Alma Upshaw Café is a warm and inviting all-you-care-to-eat café where students can gather to enjoy a delicious scratch-cooked meal.

### **Hours of Operation**

Monday – Friday

Breakfast 7:00 a.m. – 9:00 a.m.

\*Continuous dining is from 9:00 a.m. – 11:00 a.m.

Lunch\* 11:00 a.m.– 2:00 p.m.

\*Continuous dining is from 2:00 p.m. – 4:30 p.m.

Dinner\* 4:30 p.m. – 9:00 p.m.

\*The café closes at 8:00 p.m. on Friday.

Saturday – Sunday

Breakfast 7:30 a.m. – 10:00 a.m.

Lunch 11:30 a.m. – 2:00 p.m.

Dinner 4:30 p.m. – 7:00 p.m.

### **Beverly D. Tatum Suites**

“The Suites” is a one-of-a-kind dynamic eatery and late-night dining spot. Sunday through Thursday,

Roam offers a globally inspired menu featuring student-selected cuisine. On Friday and Saturday evenings, the café transforms into “Spelman After Dark”, where guests can enjoy small plates inspired by local food truck menus.

SUNDAY – THURSDAY            5:00 p.m. – 10:00 p.m.  
FRIDAY – SATURDAY            7:00 p.m. 1:00 a.m.

### **Food Hall**

Location: Manley College Center, Lower Level

Spelman College, in partnership with Bon Appetit Management Company, proudly operates Slutty Vegan, Ace Sushi, Nom Station, and Starbucks in the Manley College Center, Lower-Level Concourse. Enjoy creative plant-based specialties, fresh sushi, Asian inspired hand-crafted smoothies and milk tea, or your favorite coffee house beverages in a modern food hall atmosphere.

### **Starbucks**

MONDAY – THURSDAY            7:30 a.m. – 9:00 p.m.  
FRIDAY                                7:30 a.m. – 5:00 p.m.  
SATURDAY – SUNDAY            9:00 a.m. – 4:00 p.m.

### **Slutty Vegan**

MONDAY – THURSDAY            11:00 a.m. – 9:00 p.m.  
FRIDAY – SUNDAY                11:00 a.m. – 6:00 p.m.

### **Nom Station**

MONDAY – THURSDAY            11:00 a.m. – 9:00 p.m.  
FRIDAY – SUNDAY                11:00 a.m. – 6:00 p.m.

### **Ace Sushi**

MONDAY – FRIDAY                11:00 a.m. – 9:00 p.m.  
FRIDAY – SUNDAY                11:00 a.m. – 6:00 p.m.

### **C-store**

MONDAY – THURSDAY            10:00 a.m. – 10:00 p.m.  
FRIDAY – SUNDAY                10:00 a.m. – 8:00 p.m.

### **Allergens & Dietary Restrictions**

Bon Appetit Management Company and Spelman College safely serve many students with food allergies every day. We have clear and concise protocols that take into account our open kitchens and from-scratch cooking methods to ensure students are fed safely. For more on eating with a food allergy in our café, [visit this page](#) and [view the guide on Food Allergens and Celiac Disease at Spelman College](#). Students requiring dining accommodations or seeking meal plan exemptions must contact the Student Access Center and provide them with supporting medical documentation. Requests for accommodation and exemptions will be reviewed by the college and Bon Appetit at Spelman College for approval.

### **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 notification of all changes to hours of operation via campus e-mail, social media such as Instagram, and the Dining Services webpage at [Spelman Dining](#). Hours of operation will also be posted near the Dining Services entrance as well as the [spelman.cafebonappetit.com](#) 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, email us directly at [dining@spelman.edu](mailto:dining@spelman.edu), or check your campus email address. Serious inquires can be addressed by our Dining Services general manager.

## **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 accommodation 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 accommodation 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 accommodation 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 201

**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](mailto:dtogunde@spelman.edu)

Dr. Karen Clay, Director for Semester Study Abroad & Cultural Orientation, [kclay2@spelman.edu](mailto:kclay2@spelman.edu)

Dr. Sara Busdiecker, Director, International Affairs Center, [sbusdiec@spelman.edu](mailto:sbusdiec@spelman.edu)

Dr. Kai McCormack, Director, GSTEM Program, [kmccormack@spelman.edu](mailto:kmccormack@spelman.edu)

International Student Services & Faculty-Led Programs Manager, VACANT

Marcie Harris-Robinson, Coordinator of Semester Study Abroad,

[marcieharrisrobinson@spelman.edu](mailto:marcieharrisrobinson@spelman.edu)

Faculty-Led Programs Advisor & Data Specialist, VACANT

Teresa King, Senior Administrative Assistant, International Affairs Center,

[tking14@spelman.edu](mailto: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 interconnected global society.

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



travel opportunities.

## **Help Desk**

**Location:** AAC 201

**Hours of Operation:** Monday–Friday (Phone Assistance)

8:30 AM–5:30 PM

Monday –Friday (Walk-ins)

8:30 AM–4:30 PM

**Phone:** (404) 270-5400

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

## **Housing & Residence Life**

**Location:** Johnetta B. Cole Living & Learning Center, 1st Floor

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

**Phone:** (404) 270-5344

Living on campus is a big part of your education at Spelman. The Office of Housing and Residence Life is responsible for general operations and administration of housing, residential education, and living and learning programs that contribute to developing community on campus. Our residence halls are staffed with resident hall directors and resident advisors who live on each floor and work diligently to support students in all aspects of their college lives. The resident advisors are paraprofessional staff who encourage student engagement on campus. A variety of innovative and creative, social, educational, and cultural programs are provided to support the personal, social, spiritual, academic, and emotional development of Spelman students.

## **Learning Resources Center**

**Location:** Milligan Building, Room 2312

**Hours of Operation:** Monday –Thursday 9 AM –7 PM

Friday 9 AM –5 PM

**Phone:** (404) 270-5618

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

## **Library**

**Location:** 111 James P. Brawley Drive S.W.

**Hours of Operation:** Monday –Thursday 7:30 AM –12 Midnight

Friday 7:30 AM –6 PM

Saturday 12 PM –6 PM

Sunday 12 PM–12 AM

**Phone:** (404) 978-2000

The Robert W. Woodruff Library of the Atlanta University Center Consortium (AUC) serves Spelman College, Clark Atlanta University, the Interdenominational Theological Center and Morehouse College, our Atlanta University Center Consortium partner. Professional librarians staff the Reference Desk. The library website offers online resources available 24/7. These include hundreds of research databases that are accessible on and off campus. Library

resources include e-books, e-journals, DVDS, CDS, traditional library materials, and workshops designed to assist students with researching and writing. For more information, we encourage you to visit the Library's website at [www.auctr.edu](http://www.auctr.edu).

## **Mail Services**

**Location:** Spelman College Mail Center (*across from Manley College Center*)

**Hours of Operation:** Monday–Friday 11:30 AM–4:30 PM

**Saturday:** 10 AM – 12 PM

**Phone:** (404) 270-5862

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

Karl Clemmons  
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 9AM-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](http://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.

## **Labyrinth**

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 accommodation 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 accommodation 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 accommodation 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 are 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, and Miss Spelman and Court. 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 see events and student organizations at <https://spelmancollege.campuslabs.com/engage/>.

## **Title IX & Compliance Office**

**Location:** Milligan Building, Room 2035

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

**Phone:** (404) 270-4005

[titleixteam@spelman.edu](mailto:titleixteam@spelman.edu)

Spelman College is committed to providing an environment free from sex and gender discrimination. There are Title IX policies that prohibits sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, retaliation, as well as discrimination of pregnancy or pregnancy-related conditions. For more information about Title IX and how to report incidents, please visit <https://spelman.com/titleix>.

## **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.

# **SPELMAN COLLEGE CODE OF CONDUCT AND COMMUNITY STANDARDS**

## **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.

## **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.

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 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 off-campus), 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 to 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 email address.

## Spelman College Values

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

**Integrity** – All members of our community are expected to exemplify honesty, respect for truth, and congruence with College standards and behavior expectations in all exchanges and interactions.

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

**Respect** – All community members are expected to honor and esteem the rights and freedoms of each unique individual, and to understand the value and worth of College property and the property of others, and to demonstrate care for individuals and property.

**Fairness** – Members of the community are expected to follow all published rules and guidelines in good faith as the College is committed to developing consistent, honest, and just systems.

**Community** – Learning to live as a member of a community is an important part of the personal development of our students. 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.

## 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.

## **Student Rights in the Hearing Process**

This information applies to both the complainant and the accused student, except where noted. Every student has the right:

- To have a copy of the written complaint and have the complaint explained clearly and fully at every level of the conduct process.
- To request in writing to the Assistant Dean of Students or his/her/ their designee that separate hearings are conducted, if more than one student has been accused of a Code of Conduct violation arising out of a common incident.
- To hear testimony and/or see written statements concerning the complaint.
- To be informed of all witnesses who will provide oral and/or written statements, unless the Assistant Dean of Students or his/her/ their designee 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.
- To refute oral and/or written statements made by witnesses and other parties.
- To have a fair and prompt hearing, and to have any delays in scheduling explained.
- To be notified promptly of the resolution of the complaint.
- To be advised of the appropriate appeal process. Complainants do not have the right to appeal all types of violations.

## **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, regardless of any pending criminal investigation or complaint that may arise from the same incident. The College reserves the right to suspend a student on an interim basis when necessary. Interim suspension denotes a temporary removal from the Spelman community. In the event the violation of the Code of Conduct and the criminal investigation are concurrently operating, the College reserves the right to resolve the matter reported to the Assistant Dean of Students.

## **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. Assistant Dean of Students
5. Student Conduct Hearing Board
6. Dean of Students
7. Associate Vice President for Student Affairs
8. Vice President for Student Affairs

## **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.

Violations of Housing and Residence Life's Community Standards policies are adjudicated by the administrative staff in Housing and Residence Life. Community Standards violations are not considered violations of the Code of Conduct. Please refer to the [Community Living Guide](#) for full policies. Housing and Residence Life staff may refer a case to the Assistant Dean of Students when the behavior is egregious or when the student has had repeat violations.

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>

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**

The Office of Undergraduate Studies adjudicates all violations of academic integrity. Please refer to the [Academic Integrity Policy](#) for full policy and procedures. Examples of academic integrity violations are included, but 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.

## II. Social Misconduct

### A. Actions against Persons

- i. **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.
- ii. **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.
- iii. **Injury or Harm** - Intentionally or recklessly causing physical or mental harm to any person or to self, and/or intentionally or recklessly causing reasonable apprehension of such harm. The alleged victim's consent or acquiesce to physical mistreatment is not an acceptable defense by any individual or group in the College community.
- iv. **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:
  - 1. Screaming at an individual or group;
  - 2. Belittling or humiliating participants;
  - 3. Using derogatory, profane, or obscene language toward participants;
  - 4. Requiring participants to engage in morally degrading or humiliating games (as perceived by the College community and/or participants);
  - 5. Embarrassing activities;
  - 6. Reputation-damaging activities;
  - 7. Disheveling hair, tearing clothes; and
  - 8. Using participants' cars, money, clothes, or other personal items.
- v. **Sexual Misconduct** – Policy prohibiting sexual misconduct, gender-based discrimination and relationship violence: [https://www.spelman.edu/ 1 Docs-and-Files/title-ix/spelman-college-sexual-misconduct-relationship-violence-and-stalking-policy-rev-12-07-231.pdf](https://www.spelman.edu/1_Docs-and-Files/title-ix/spelman-college-sexual-misconduct-relationship-violence-and-stalking-policy-rev-12-07-231.pdf)

### B. Actions against Property

- i. Stealing or possessing stolen property, or extorting or attempting to extort money or property from any member of the College community.
- ii. Intentionally damaging or destroying the property of the College, a member of the College community, or those contracted with the College.
- iii. Unauthorized use of checks, personal records information, credit cards, or calling

cards.

**C. Dangerous, Disorderly, or Disruptive Conduct**

- i. **Disorderly Conduct** - any action involving disturbance of the public peace, or lewd and indecent behaviors
- ii. **Disruptive Activity**
  1. Leading or inciting others to disrupt scheduled and/or normal activities on College premises.
  2. 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.
  3. 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.
- iii. **Failure to comply** – any explicit or implicit refusal to comply with a College official or administrator in their execution of their official duties.
- iv. **Breaching Campus Safety and Security**
  1. Unauthorized entry into, use or occupancy of College facilities, including unassigned residence hall rooms and unauthorized access to College facilities.
  2. 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.
  3. Propping open fire doors, security doors, and/or secured doors.
  4. Obstruction of the free flow of pedestrians or vehicular traffic on campus or at College-sponsored events or activities.
- v. **Alcoholic Beverages and Other Drugs or Narcotics**
  1. Use, possession, sale, delivery, manufacturing, consumption, or distribution of alcoholic beverages on College property or at any College-sponsored event.
  2. 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.
  3. 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.
  4. 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.
- vi. **Firearms, Weapons, Fire, and Explosives**
  1. 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.
  2. 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.
  3. Arson with intent to destroy persons or property.
  4. 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.

vii. **Fire Alarms, Emergencies and Fire Safety**

1. Tampering with fire alarms, fire extinguishers, or fire signs and prevention equipment or failing to comply with other safety rules.
2. Making false emergency calls and destruction of emergency signs on College premises.
3. 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.
4. Failure to exit or evacuate the building during a fire alarm or fire drill.
5. Inducing panic and causing the evacuation of any public place, or otherwise causing serious public inconvenience or alarm. Representative actions include the following:
  - a. 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.
  - b. Threatening to commit any offense of violence.
  - c. 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**

i. **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:

1. Failing to comply with the directions of College officials or law enforcement officers acting in performance of their duties.
2. Failing to appear, either as student who is the subject of Code of Conduct proceedings or as a witness, at student conduct hearings, and College investigation when reasonably notified to do so by a College official.
3. 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.
4. Retaliating against or harassing a complainant or other person alleging misconduct, including but not limited to intimidation and threats.
5. 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.

ii. **Forgery, Failure to Comply or Furnishing False Information**

1. Knowingly providing false information to the College, faculty, and/or staff either verbally or in writing.
2. Altering financial, academic, and/or nonacademic documents.
3. Failure to comply with policies, procedures, and/or directions imposed by any College official in performance of his/her duties.

4. Failure to comply with reasonable instruction from a College official, including the presentation of valid identification upon request.
  5. Failure to respond to written and/or verbal communication from a College official.
  6. 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.
- iii. **Violation of Published College Policies and Procedures** - Violating published materials, policies, procedures, and guidelines provided by the College and College departments.
  - iv. **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.
  - v. **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.
  - vi. **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:
    1. Unauthorized use of computing and/or networking resources;
    2. Unauthorized accessing and/or copying of programs, records, or data belonging to the College and/or other user, or copyrighted software, without permission;
    3. Use of computing and/or networking resources for unauthorized or non-academic purposes;
    4. Attempted or actual breach of the security of another user's account and/or computing system;
    5. Attempted or actual use of College computing and/or networking resources for personal or financial gain;
    6. Attempted or actual transport of copies of College programs, records, or data to another person or computer without written permission;
    7. 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;
    8. 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
    9. Use of intellectual property without authorization from the owner, including downloading, uploading, or sharing copyrighted material without permission.
  - vii. **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.

### III. Other Policy Violations

- A. **Collusion** - Action or inaction with another or others to violate the Code of Conduct.
- B. **Trust** - Violations of positions of trust within the College community.
- C. **Violation of law** - Violation of any local, state, and/or federal law or municipal ordinance.
- D. **Complicity** - Assisting, procuring, encouraging, and/or cooperating with another person in the commission of a violation of the Code of Conduct.
- E. **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.
- F. **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.
- G. **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:
  - i. Creating crowd-sourcing accounts that utilize the name of the College in any way.
  - ii. 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.
  - iii. Door-to-door solicitation in academic and nonacademic buildings, including residential facilities.
  - iv. Commercial stuffing of student mailboxes
- H. **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.

## Conduct Procedures

### A. 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](https://cm.maxient.com/reportingform.php?SpelmanCollege&layout_id=0)

Notice may also be given to the Assistant 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 Assistant 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 Assistant Dean of Students (or designee) will take the following steps:

1. Initiate any necessary interim actions;
2. Determine the identity and contact information of the party bringing the complaint,
3. Conduct an immediate preliminary investigation
4. If indicated by the preliminary investigation, 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;
5. Prepare a notice of alleged policy violation(s)
6. Interview all relevant witnesses, obtain all documentary and physical evidence and information that is available;
7. Present the investigation report to the student and present hearing/ resolution options
8. The student makes a decision regarding an adjudication option, administrative hearing or student conduct board hearing
9. The hearing takes place and an outcome is issued to the student
10. Share the findings and update the party bringing the complaint on the status of the investigation and the outcome.

## **F. Findings**

The following options (1-2) 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.

- (1) *The Responding Student is Found “Not Responsible”*. Where the responding student is found not responsible for the alleged violation(s), the conduct matter will be closed.
- (2) *The Responding Student is Found “Responsible”*
  - i. *The Responding Student Accepts a Finding of “Responsible”*
    1. The Assistant Dean (or his/her designee) will recommend appropriate sanctions for the violation. 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 Assistant Dean of Students (or designee) and the process ends. The sanctions will be enacted immediately.
  - ii. *The Responding Student Rejects the Findings of “Responsible” and/ or Sanctions Completely or In-part*
    1. Where the responding student does not agree with the finding that they violated College policy or the sanctions issued, an appeal of sanction(s) may be filed. Appeal procedures are outlined 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 panel drawn from the panel pool. For 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. For Title IX hearing procedures, please refer to <https://www.spelman.edu/title-ix/policies-and-procedures/>

## **H. Notice of Hearing**

Once a determination is made that reasonable cause exists for the Assistant 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 Assistant 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:

- (1) Include the alleged violation and notification of where to locate the Code of Conduct and College procedures for resolution of the complaint; and
- (2) Direct the responding student to contact the Assistant 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 Assistant 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 Assistant 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 and is in place until the respondent has received their decision letter following a hearing. An interim suspension should last for no more than ten (10) business days. 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. Resolution of allegations of violations of the Code of Conduct can take place via administrative conference, administrative hearing or student conduct board hearing. Except in a complaint involving failure to comply with the notice of violations from the Assistant 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 Assistant Dean of Students, hearing officer, or panel presiding over the hearing.

Where the responding student admits to violating the Code of Conduct, the Assistant Dean of Students (or designee) may utilize an administrative hearing procedure 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 Assistant Dean of Students (or designee). Where the responding student denies violating the Code of Conduct, an administrative hearing or a conduct board hearing will be conducted.

At the discretion of the Assistant 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 email 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 Assistant Dean of Students (or designee), the Assistant 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:
  - i. The responding student will deliver a written response to the complaint, a written list of all witnesses for the College to call at the hearing, 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 Assistant Dean of Students (or designee) can arrange for its presence. All items must be submitted to the Assistant Dean of Students.
  - ii. The party bringing the complaint will deliver to the Assistant Dean of Students (or designee) a written list of all witnesses for the College to call at the hearing;
  - iii. The party bringing the complaint will deliver to the Assistant 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 Assistant Dean of Students (or designee) can arrange for its presence;
  - iv. The party bringing the complaint and the responding student will notify the Assistant Dean of Students (or designee) of the names of any advisors/advocates who may be accompanying the parties at the hearing.
- e) The Assistant 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 Assistant Dean of Students immediately. Hearing officers will only be unseated if the Assistant Dean of Students (or designee) 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 Assistant Dean of Students (or designee) 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 Assistant 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 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 Assistant Dean of Students (or designee).

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

1. Hearings will be closed to the public.
2. Admission to the hearing of persons other than the parties involved will be at the discretion of the panel chair and the Assistant Dean of Students. The complainant and respondent are limited to two (2) people each.
3. In hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly; however, the Assistant Dean of Students (or designee) 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.
4. The parties have the right to an advisor/advocate of their own choosing. 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.
5. The party bringing the complaint, the responding student, the panel, and the Assistant 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 Assistant Dean of Students, (or designee)].
6. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the panel and the Assistant Dean of Students (or designee). Formal rules of evidence are not observed. The [panel Chair and/or the Assistant Dean of Students, (or designee)] may limit the number of character witnesses presented or may accept written affidavits of character instead.
7. All procedural questions are subject to the final decision of the Assistant Dean of Students [or panel Chair].
8. 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 Assistant 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 Assistant 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 Assistant 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 Assistant Dean of Students within two (2) days of the end of deliberations.

9. The Assistant Dean of Students (or designee) 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 Assistant 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.
10. 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:

1. 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 out-lined in the Spelman College Bulletin.
2. Educational Project – The student is required to conduct research or a project in an area relevant to the offense. [L]  
[SEP]
3. 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. [L]  
[SEP]
4. 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. [L]  
[SEP]
5. 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. [L]  
[SEP]
6. 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).
7. 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. A No Contact Order may be imposed outside of a conduct hearing as a preventive measure between students.

8. 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.
9. 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 potential changes to student status.
10. Probation – Probation is a sanction denoting that a student is not in good disciplinary standing with the College. The probationary sanction permits a student to remain enrolled under prescribed conditions and is 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 may be subject to suspension or dismissal.
11. 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.
12. 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 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.
13. *Eligibility Restriction:* The student is deemed “not in good standing” with the College for a specified period of time. Students placed on probation or suspension are automatically considered not in good standing for the duration of their sanction. Specific limitations or exceptions may be granted by the Assistant Dean of Students (or designee) and terms of this conduct sanction may include, but are not limited to, the following:
  - i. Ineligibility to hold any office in any student organization recognized by the College or hold an elected or appointed office at the College; or
  - ii. 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.
  - iii. Ineligibility to participate in any sorority membership intake
14. *Other Sanctions:* Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Assistant Dean of Students (or designee).

**M.** The following sanctions may be imposed upon groups or organizations found to have violated the Code of Conduct:

1. One or more of the sanctions listed above and/or
2. Deactivation, de-recognition, loss of all privileges (including status as a College registered group/organization), for a specified period of time.

## **N. 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.

## **O. 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

## **P. 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.

## **Q. Appeal Review Procedures**

Any party may request an appeal of the decision of the Hearing 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. Appeals requests are limited to the following grounds:

1. If the sanctions imposed were not appropriately aligned with the severity of the violation, either being overly harsh or too lenient.
2. If new, relevant information becomes available that was not known during the original case review and could potentially alter the outcome of the case.
3. If there were significant procedural errors that affected the outcome.

Guidelines for an appeal will be included in the outcome letter. Appeals must be filed in writing with the Dean of Students (or designee) within 5 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 (or designee) and, when appropriate, the Title IX Coordinator.

The Dean of Students (or designee) will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., Title IX/ Sexual Misconduct Policy Violations 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 (or designee) will refer the request(s) to the College's designated Appeal Review Officer. 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 Assistant Dean of Students and/or Title IX Coordinator on any procedural or substantive questions that arise. Appeals are limited to a review of the existing record; information outside of the specific case will not be reviewed or considered as part of the appeal review.

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 will review the appeal and 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.

The Appeal Review Officer will respond to the appeal in writing within five (5) business days; the decision of the Appeal Review Officer is final. Any decisions made by the original hearing body, Assistant Dean of Students, Dean of Students, or Title IX Coordinator as the result of reconsideration directed from the Appeal Review Officer are also final.

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 Assistant Dean of Students (or designee), and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be paused 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/or Dean of Students (or designee), in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

## **R. 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.

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

All forms of harassment and discrimination on the basis of sex, gender identity and expression, pregnancy, religion, creed, color, race, national or ethnic origin, ancestry, sexual orientation, medical condition, physical or mental disability, age, marital status, veteran status, family care leave status, or any other basis prohibited by state or federal law destroy the foundation for respect. Sexual violence and sexual misconduct offenses are a form of sexual harassment and are strictly prohibited by the College.

These policies also prohibit dating violence, domestic violence, and stalking. Retaliation against a person who reports, complains about, or participates in the investigation of a complaint of discrimination or harassment is likewise prohibited.

## **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. 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.

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.

Please refer to the Sex Discrimination Policy as well as the Consensual Relationship Policy for detailed information: <https://www.spelman.edu/title-ix/policies-and-procedures/>.

## Confidential Community Resources

Dating Violence, Domestic Violence and Stalking	Sexual Assault
Partnership Against Domestic Violence (404) 873-1766	Georgia Network to End Sexual Assault (800) 656-HOPE (1-800-656-4673)
Georgia Coalition Against Domestic Violence (24-hours Hotline) (800) 334-2836	Grady Rape Crisis Center (24hours Confidential Line) (404) 616-4861

## Campus Resources for Sexual Assault, Relationship Violence and Stalking

Confidential Resources	Non-Confidential Resources
Dean of Chapel (404) 270-5728	Title IX & Compliance Office (404) 270-4005
Counseling Services (404) 270-5293	Assistant Director, Prevention & Response (404) 270-5123
Student Health Services – Women’s Health Clinic (404) 270-5249	AVP/Dean of Students (404) 270-5133
	Assistant Dean of Students (404) 270-5133
	Public Safety (404) 525-6401

### 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:

#### **Jaray Mazique**

Title IX & Compliance Director  
Spelman College  
350 Spelman Lane  
Atlanta, GA 30314 - 4399  
Direct 404-270-5060  
Fax 404-270-5487

email: [jaraymazique@spelman.edu/titleixteam@spelman.edu](mailto:jaraymazique@spelman.edu/titleixteam@spelman.edu)

### **Deputy Title IX Coordinators**

#### **Sylvia D. Griffin, Ph.D.**

Dean of Students  
Manley College Center, Room 210  
(404) 270-5133  
Email: [deanofstudents@spelman.edu](mailto:deanofstudents@spelman.edu)

#### **Bernadette Cohen**

Director of Human Resources  
Rockefeller, Room 301  
(404) 270-5091  
email: [bcohen@spelman.edu](mailto:bcohen@spelman.edu)

## **Pamela E. Scott-Johnson, Ph.D., C'82**

Provost & Vice-President for Academic Affairs  
Rockefeller, Room 101  
(404) 270-5031  
email: [provostoffice@spelman.edu](mailto:provostoffice@spelman.edu)

# **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.

1. **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.
2. **March:** A walk by a group of people to a place in order express an objection with any event, situation, or policy.
3. **Picket Line:** A line or group of people who are refusing to go to work until their employer agrees to certain demands.
4. **Protest:** A protest is a way to express an objection with any event, situation, or policy. These objections can be manifested either by actions or by words.
5. **Sit-In:** Any organized protest in which a group of people peacefully occupy and refuse to leave college premises.
6. **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. Please see the [Freedom of Expression policy](#) (viewable to active Spelman students, faculty, and staff) for full details regarding campus demonstrations.

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 ensure 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.

## **Additional 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.

### **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. Please consult with the Office of Student Life and Engagement for specific vendor fees.

### **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 Assistant Dean of Students or his/her/their designee. 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.

## **The 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.

## **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 Office of Civic Engagement programs, 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.

## **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. 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.

## Business Etiquette

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.

## 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, Tumblr, 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.

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.

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.

For updates, questions, or concerns regarding this document, please contact the Dean of Students Office, [deanofstudents@spelman.edu](mailto:deanofstudents@spelman.edu) or 404-270-5133.